

# HUMAN RELATIONS COMMISSION BYLAWS

## ARTICLE 1

### PURPOSE AND INTENT

The Human Relations Commission (Commission) was established by City Council on ~~03/18/March 18,~~ 1991, by San Diego Ordinance O-17614.

~~N.S. and added to amending Chapter 2, Article 6 of the San Diego Municipal Code as M.C. Chapter 2, Article 6, adding~~ Division 9, ~~S~~sections 26.0901 through 26.0911. ~~It~~Chapter 2, Article 6, Division 9 of the San Diego Municipal Code was amended on ~~09/30/96~~September 30, 1996, by San Deigo Ordinance O-18344 ~~N.S.~~, and on ~~03/27/April 26,~~ 2013, by San Diego Ordinance O-20244 ~~N.S., effective 04/26/2013.~~

The stated purpose and intent of the San Diego City Council was to establish the ~~Human-Relations~~ Commission to consult with and advise the Mayor, City Council, and City Manager on methods of assuring and protecting the rights of all residents of the City of San Diego (City) to equal economic, political, and educational opportunity, to equal accommodations in all business establishments in the City, and to equal service and protection by public agencies. The ~~Human-Relations~~ Commission was also created for the purposes of investigating and attempting to resolve discrimination complaints through the use of conciliation and/or mediation; and preparing and distributing educational and informational materials relating to prejudice and discrimination and recommended ways of eliminating such prejudice and discrimination, as further set forth in Chapter 2, Article 6, Division 9 of the San Diego Municipal Code.

## ARTICLE 2

### DUTIES AND FUNCTIONS

The Human Relations Commission shall conduct and promote activities that foster mutual understanding, respect, and inclusion; protect basic human and civil rights; and create an atmosphere that promotes amicable relations among all members of the San Diego Community.

# HUMAN RELATIONS COMMISSION BYLAWS

## ARTICLE 3

### ORGANIZATION AND MEETINGS

#### 3.1 Officers

Officers shall be elected at the first Commission meeting of the calendar year for a term of one year. The officers of the Commission shall consist of a Chairperson (Chair) and a Vice Chairperson (Vice Chair). The Vice Chair will serve as Chair in the event of the absence or unavailability of the Chair. The Commission may also deem necessary to have a secretary as a third officer. Each officer is elected from among the members of the Commission and by a ~~majority~~-vote of the Commission in accordance with San Diego Municipal Code section 26.0910(d). These positions are elected each year for a ~~one-year~~one-year term and can be re-elected for an additional one-year term. An officer may serve no more than two consecutive terms.

The Chair, Vice Chair, and Secretary, along with the Executive Director, comprise the Executive Committee of the Commission. The Executive Committee sets the agenda for each meeting.

#### 3.2 Officer Election Procedures

Any Commissioner interested in running for a Commission officer position shall notify the Executive Director or the Vice Chair ~~sixty (60) days prior to officers' term limits~~not later than November 15 for the following officer election. Notice of the slate of officers shall be presented to the Commission at its January meeting. Nominations will also be open to the floor at the January meeting and will be closed by voice vote of Commissioners in accordance with San Diego Municipal Code section 26.0910(d). The elections shall be conducted utilizing the open ballot procedure. Newly elected officers will assume their office at the February meeting.

Should a vacancy occur in the position of Chair or Vice Chair before the term is completed, the Commission shall solicit nominations for the vacant position within thirty (30) days following the meeting at which the vacancy occurs. The office shall be filled by a ~~majority~~-vote of Commissioners in accordance with San Diego Municipal Code section 26.0910(d) within sixty (60) days after the vacancy occurs. The position

## HUMAN RELATIONS COMMISSION BYLAWS

shall be filled for the remainder of the unexpired term and until regularly scheduled elections are held.

### 3.3 ~~Compensation~~ Expense Reimbursement

~~In the sole discretion of the City, Members of the Commission shall~~ may be reimbursed for reasonable and necessary expenses incurred in the performance of their official duties ~~on the Commission; if after (1) securing prior approval from the Office of Boards and Commissions, as required by the City of San Diego Code of Conduct, Boards and Commissions; (2) submitting to the Executive Director receipts and other documentation as may be requested by the Executive Director; and (3) as approved by the City Manager approves the reimbursement; and (4) only~~ if authorized and in accordance with all applicable local, state, and federal laws, rules, City policies and regulations, and policies.

### 3.4 Rules

The Commission, by two thirds vote of its members, may adopt bylaws governing the conduct of its meetings and activities, the establishment of subcommittees, and such other rules as may be necessary for the performance of its functions consistent with the City Charter, San Diego Municipal Code, and any other applicable City regulation or policy. Any amendments to the bylaws or any other rules shall require an affirmative vote by two-thirds of its authorized membership. A quorum shall at all times consist of a majority of its authorized membership.

### 3.5 Meetings and Attendance

The Commission shall meet at least monthly in compliance with the Ralph M. Brown Act. It is the responsibility of each Commissioner to attend all meetings. All meetings of the Commission shall be open to the public in accordance with the Ralph M. Brown Act. The Commission may, at the discretion of the Chair, adjourn the meeting in advance due to lack of action items or a quorum. A commissioner who misses, without excuse, three consecutive meetings or ~~1/3~~ one-third of all of the regularly scheduled meetings within the ~~e~~City's fiscal year, shall be removed, in accordance with San

## HUMAN RELATIONS COMMISSION BYLAWS

Diego Municipal Code section 26.0910(e). Any absence should be communicated to the Executive Director as soon as practical. If the absence is sought to be excused, it will be placed on a future agenda of the Commission.

## HUMAN RELATIONS COMMISSION BYLAWS

### 3.6 Agenda Items

Agenda items may be suggested by the members of the Commission, public, or City ~~S~~staff by notifying the Executive Director or ~~Commission~~ Chair in writing prior to the first Wednesday of each month.

### 3.7 Notice of Agenda, Time, and Place of Meetings

Agendas<sub>2</sub> containing information as to time, place, and business of the Commission<sub>2</sub> shall be posted by ~~Commission~~ City ~~S~~staff, at least seventy-two (72) hours prior to each meeting. The agenda for each meeting will normally be emailed to all Commissioners one week prior to a regularly scheduled meeting.

### 3.8 Special and Annual Meetings<sub>2</sub>

Special meetings, if warranted, may be called by the Chair or Vice Chair (when serving as Chair in the event of the absence or unavailability of the Chair), in accordance with the Ralph M. Brown Act. The Office of Boards and Commissions will attempt to provide Commissioners ~~shall be given~~ at least seventy-two (72) hours' notice prior to any special meeting.

On an annual basis, the Commission may hold a special open meeting for the purpose of evaluating the previous year's activities and planning to implement the Commission's goals-and objectives for the coming year. The product of this meeting shall be a written report that summarizes the content of the meeting.

# HUMAN RELATIONS COMMISSION BYLAWS

## ARTICLE 4 SUBCOMMITTEES

The Chair may, from time to time, establish subcommittees, define their powers and duties, appoint a subcommittee chair, and appoint subcommittee members.

The Chair of the Commission is an ex-officio member of every subcommittee.

Generally, subcommittees will not have more than five (5) members.

## ARTICLE 5 COMMUNITY RELATIONS

The ~~Commission~~ Chair or designee shall be the official spokesperson for the Commission. The Chair or designee may represent to the public any positions or views within the Commission's jurisdiction which have been voted upon in the affirmative by the Commission. In those instances where the Commission has an established position or view on an issue within its jurisdiction, and the Chair is unavailable, the Chair may designate a Commission member or the Executive Director to represent the Commission's position or view on that issue within its jurisdiction.

## ARTICLE 6 ORDER OF BUSINESS

The Chair conducts the meeting. The Vice Chair conducts the meeting in the absence of the Chair. Normally, the order of business for regular Commission meetings shall be as follows:

1. Call to order
2. Roll Call
3. Approval of Minutes
4. Non-Agenda Public Comment

This is an opportunity for members of the public to address the Commission on items ~~NOT~~not on the agenda but within the jurisdiction of the Commission. Commissioners may ask questions about any such items for purposes of clarification, but may not express thoughts or opinions on such items and must use caution to avoid any discussion or action on such items. Such items may be referred to appropriate staff or to a future agenda. ~~The Chair may allow comment on the agenda items following any non-agenda comment by a~~

## HUMAN RELATIONS COMMISSION BYLAWS

~~member of the public or at the Chair's discretion, may allow the public to comment immediately after an agenda item is presented.~~ All comments are subject to any reasonable time limit stated by the Chair.

5. Chair Report
6. Information Items
7. Action Items
8. General Business Items and Committee Reports
9. Commissioner Comments/Announcements
10. Executive Director/Staff Report
11. Proposed Agenda for Next Meeting
12. Adjournment