

**BYLAWS OF THE
HUMAN RELATIONS COMMISSION
CITY OF RALEIGH**

Pursuant to the City of Raleigh, North Carolina, Code of Ordinances, Part 1, Chapter 4, Article A, Section 1-4002(h) of the City of Raleigh, North Carolina, the following Bylaws are adopted by the City of Raleigh's Human Relations Commission:

ARTICLE I. ORGANIZATION

Section 1. Name

The name of this organization shall be the Human Relations Commission ("the Commission").

Section 2. Purpose

Pursuant to Ordinance 1977-474, the purposes and activities of the Commission shall be as follows:

- a. To advocate for all people regardless of race, color, creed, gender, age, sexual orientation, or national origin.
- b. To provide programs that enhance harmony in the areas of civic, social, and economic life.
- c. To promote the general wellbeing and access to economic mobility to all residents and visitors.
- d. To create opportunities for collaboration and engagement with all communities in Raleigh.

Section 3. Annual Workplan

The Commission shall prepare and submit an annual workplan as required by City Council Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the Commission, incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

Section 4. Membership

The membership of the Commission consists of fourteen (14) members, including one member who shall be less than twenty-one (21) years of age. In addition to these 14 members the City Council may also appoint two (2) alternate members to the Commission.

Part 1, Chapter 4 of the Raleigh Municipal Code sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six consecutive years on any one board or commission. Additionally, a member cannot serve on more than two City boards or commissions at any one time.

Section 5. Residency

All persons selected for membership on the Commission shall be residents of the City unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

Section 6: Resignation of Members

Should a Commission member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk.

Section 7: Term Expiration of Members

Members of the Commission shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

Section 8: Attendance, Removal of Members, Excused or Unexcused Absences

Attendance and participation at scheduled meetings are a primary duty and responsibility of Commission membership. Any member of the Commission who is absent without being excused from three (3) consecutive meetings of the Commission may, upon recommendation of the Chair, be removed or replaced by the Council.

- Excused Absences: An absence shall be considered excused when the member notifies an officer or the City staff liaison, prior to the meeting being called to order, of the member's inability to attend. Notice may be provided via email, text message, telephone call, or other customary method of communication.
- Unexcused Absence: An absence shall be considered unexcused when a member fails to attend a meeting and does not provide notice to anyone prior to the meeting being called to order.

**ARTICLE II.
OFFICERS**

Section 1. Number

The officers of the Commission shall consist of Chair, Co-Chair, Secretary, Co-Secretary and their duties shall include:

Chair:

- a. The Chair shall be the principal officer of the Commission.
- b. The Chair shall, when present, preside at all meetings of the Commission.
- c. The Chair shall sign any instruments or documents which may be lawfully executed on behalf of the Commission except where the signing and execution thereof shall be delegated by the Commission to some other officer or agent;

- d. The Chair shall serve ex officio as member of all committees (except a special Nominating Committee) created by the Commission;
- e. The Chair shall represent the Commission before the City Council of Raleigh; and, in general, the Chair shall perform all duties related to the office of Chair and such other duties as may be prescribed by the Commission from time to time.

Co-Chair:

At the request of the Chair, or in the Chair's absence or inability, the Co-Chair shall perform all the duties of the Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Co-Chair shall perform such other duties which from time to time may be assigned by the Chair or by the Commission.

Secretary:

The Secretary shall work with the assigned city staff liaison to ensure that minutes are accurately recorded for all regular and special meetings of the Commission. Approved minutes of all Commission meetings will be archived with the department that supports the Commission and will be made available on the City website.

Co-Secretary:

At the request of the Secretary, or in the Secretary's absence or inability, the Co-Secretary shall perform all the duties of the Secretary. The Co-Secretary shall perform such other duties which from time to time may be assigned by the Secretary.

Section 2. Election and Term

The Commission shall select officers for a one-year term. No officer elected shall exceed two terms in the same capacity. Election of the officers shall occur at the Annual Retreat with their terms of office to begin at the conclusion of the Annual Retreat at which they are elected as a transition from former officers to newly elected officers. Officers shall maintain their position until their removal, resignation, disqualification, or when their successor is chosen in the next election.

Section 3. Vacancies

A vacancy occurring among the officers of the Commission may be filled by the Commission acting at any regular or special meetings of the Commission.

Section 4. Removal of Officers

Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission membership with or without cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by an elected officer at the request of the members proposing the removal.

Section 5. Delegation of Duties of Officers

In the case of an absence of any elected or appointed officers of the Commission, or for any other reason deemed sufficient, the Commission may delegate powers and/or duties of such officer to

any member of the Commission.

**Article III.
MEETINGS**

Section 1. Regular Meetings

Regular meeting time for the Commission shall be determined by the Commission in an open session no less than annually. Regular meetings shall be held not less than quarterly.

Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair, Co-Chair or any three members of the Commission. The Chair, Co-Chair or any three members of the Commission shall provide public notices stating the time and place of any additional regular meeting as required by NC Open Meetings Law, including public notice stating the time, place, and purpose of the meeting at least forty-eight (48) hours prior to the meeting.

Section 3. Board/Commission Retreat

The Commission shall hold an annual retreat before the beginning of the new fiscal year to elect officers, develop an annual workplan, and to review and verify the proposed budget.

Section 4: Notice of Meetings

All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, agendas for upcoming regular meetings should be made available to all members and the staff liaison at least 5 business days prior to the regular scheduled meeting.

Section 5: Conduct of Meetings

All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Board members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members presents at a meeting at which a quorum is present shall be the act of the Board.

Section 6: Quorum

A majority of the voting membership of the Commission, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for purposes of determining whether a quorum is present.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, staff liaisons should be notified on the Wednesday of the week that precedes regular meetings with updates regarding whether quorum will or will not be met for the upcoming meeting and any updates regarding meeting cancellations. If it becomes apparent that a quorum will not be met, the meeting may be canceled by the Chair, Co-Chair, or staff liaison. Notice of cancellation shall be provided as soon as practicable in accordance with applicable City procedures.

Section 7: Voting

Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the Commission. Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a member shall be counted as an affirmative vote on the matter before the Commission. The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the Commission shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

**ARTICLE IV
COMMITTEES**

Section 1.

Committees are permanent standing bodies, while a taskforce is time limited and created for a specific purpose, City Council approval is required for the creation of a committee and/or taskforce. Standing nominating committees shall not be established; however, the council may accept recommendations as it deems appropriate.

Grants Committee:

This committee, comprised of current members of the Human Relations Commission supplemented with current members of City of Raleigh Boards and Commissions, will coordinate the review of applications of nonprofit organizations applying for Human Services Grants from the City. This committee will ascertain whether the applicants meet the City's criteria for grant approval. This committee will make a recommendation to the Commission for approval or denial of the applicant's request for funding. The Commission will report its recommendations to the City Council and City Council will make the final decisions regarding Human Services Agency funding.

Commented [KC1]: I made the revision we discussed today (5/27/2026) here.

Economic Development Committee:

The Economic Development Committee advises the Commission on opportunities for job creation, further economic development, awareness of community financial issues, opportunities for access to capital, and small business promotion focusing on all communities within Raleigh. The committee assists the Commission in providing City Council with recommendations about collaborative opportunities with county, regional, and national individuals and organizations to welcome all people.

Section 2. Special Committees.

The Commission may create and appoint other special committees. Such committees shall report to and be responsible to the Chair and the Commission, and the Commission may direct, limit, or control such committees by resolution at any special or regular meeting or by general rules adopted for guidance.

Section 3. Committee Composition

The composition of each committee must be less than a quorum of the full Commission. The Commission may create temporary ad-hoc committees as needed to meet short term specific goals and projects.

**ARTICLE V
ANNUAL REPORT & WORK PLAN**

Section 1. Reporting

Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposal workplan for the Commission shall be developed and submitted or presented to the City Council annually.

**ARTICLE VI
CONFLICT OF INTEREST & ETHICS**

Section 1. Conflict of Interest

Members will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the board per Resolution No. (1988) 955A entitled A Resolution to Clarify Ethical Responsibilities of Certain Board and Commission Appointed by the Raleigh City Council.

**ARTICLE VIII
MISCELLANEOUS PROVISIONS**

Section 1. Conflict of Law

If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

Section 2. Amendment

These bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approved by City Council.

Section 3. Non-Discrimination Policy

The Commission, its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access

to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.

