



BYLAWS OF THE RALEIGH HUMAN RELATIONS COMMISSION



The City of Raleigh's Human Relations Commission serves as an advocate for all people, regardless of race, color, creed, religion, national origin, gender, sexual orientation, disability, marital status, economic status or age, and promotes activities, education, and programs that enhance human dignity, equal opportunity, equity and inclusion, mutual respect, and harmony among the many different people that make up our city.

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

ARTICLE I. ORGANIZATION

Section 1. Membership, Purposes, and Activities. The membership, purpose, and activities of the Commission shall be directed by the City of Raleigh Code of Ordinances, Part 4, Chapter 3.

Section 2. Alternate Members. Alternate members are full members of the Commission, subject to the same eligibility criteria and requirements. The alternate members may only participate in the deliberations of the Commission in the event that a member of the Commission is absent from a meeting or disqualified from participating in consideration of a specific matter before the Commission.

Section 3. Annual Workplan. The Commission shall prepare and approve an Annual Workplan specifying what will be its areas of focus and activities for the coming year, incorporating any directions received from the City Council. The Annual Workplan will be presented to the City Council for approval.

Section 4. Budget. The Commission receives funds each year from the City Council to support its activities, The Commission shall prepare and approve an annual budget indicating how these funds will be spent.

Section 5. Removal. Members who have three consecutive unexcused absences from regular meetings may be requested to resign. Members of the Commission may, by majority vote, submit a letter to City Council requesting removal of a Commission member for lack of attendance or misconduct.

ARTICLE II. OFFICERS

Section 1. Titles. The elected officers of the Commission shall be a Chair, a Vice Chair, and a Secretary. Other officers may be appointed from time to time by the Commission.

Section 2. Election and Term. The Commission shall elect officers for a one-year term at the Annual Retreat. Officers shall maintain their position until their resignation, removal, or until the next election.

Members of the Commission may be reelected to the same office any number of times during their term on the Commission.

Nominations for election to an office shall be submitted to the Commission by a special Nominating Committee within a month prior to elections.

Section 3. Removal. Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission 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 has 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 4. Vacancies. A vacancy occurring among the officers of the Commission may be filled by the Commission acting at any regular or special meeting of the Commission.

Section 5. Chair. The Chair shall be the principal officer of the Commission. The Chair shall, when present, preside at all meetings of the Commission. 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; the Chair shall serve ex officio as member of all committees (except a special Nominating Committee) created by the Commission; the Chair shall represent the Commission before the City Council of Raleigh; and, in general, the Chair shall perform all above duties related to the office of Chair and such other duties as may be prescribed by the Commission from time to time.

Section 6. Vice-Chair. At the request of the Chair, or in the Chair's absence or disability, the Vice 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 Vice-Chair shall perform such other duties which from time to time may be assigned by the Chair or by the Commission.

Section 7. Secretary. The secretary shall work with Department of Equity and Inclusion staff 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 of Equity and Inclusion and be available on the City web site.

Section 8. Delegation of Duties of Officers. In case of the absence of any elected or appointed officer of the Commission or for any other reason deemed sufficient, the Commission or the Chair may delegate the powers of such officer to any member of the Commission.

ARTICLE III. COMMITTEES

Section 1. Standing Committees. Standing committees of the Commission 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. Committee chairs shall be by voluntary assignment and approval of the members of the Commission. The following are standing committees of the Commission: Communications and Grants.

Communications Committee:

This committee is responsible for all Commission communications with the public, including social media and the City web site, as well as for all promotional materials.

Grants Committee:

This committee, along with representatives from other City of Raleigh Advisory Commissions and/or representatives from outside non-profit organizations, reviews applications from non-profit organizations applying for grants from the City to ascertain that they meet the criteria set by the City for obtaining monies from the City's budget. This committee then recommends to the Commission for approval the amount of funding (if any) that the City should grant to the qualifying organizations. The Commission then reports its recommendations to the City Council for final approval

All representatives from outside non-profit organizations that serve on the Grant's committee will be screened and approved by the Grant's Committee. The representative will be excluded from any grant review or deliberation where a conflict of interest may arise due to the nature of their non-profit organization.

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.

ARTICLE IV. MEETINGS OF THE COMMISSION

Section 1. Regular Meetings. The regular meeting time for the Commission shall be determined by the Commission in open session no less than annually.

Section 2. Special Meetings. Special meetings of the Commission may be called at any time by the Chair or by any two members of the Commission.

The Chair shall give notice stating the time and place of a special meeting as required by the North Carolina Open Meetings law.

Section 3. Annual Retreat. The Commission shall hold an annual retreat before the beginning of the new fiscal year to elect officers, to develop the Annual Workplan, and to develop a proposed budget.

Section 4. Conduct of Meetings. All meetings shall be open to the public. Public notice of meetings shall be in accordance with the North Carolina Open Meetings law. 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 Commission members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Commission.

Section 5. Quorum. A majority of the Commission members shall constitute a quorum for the transaction of business of any meeting of the Commission.

ARTICLE V

MISCELLANEOUS PROVISIONS

Section 1. Conflict of Laws. In the event that anything contained herein shall conflict with an ordinance of the City of Raleigh or a law of the State of North Carolina, such ordinance or law shall control.

AMENDMENTS

These Bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission. Proposed amendments shall be submitted in writing to the Chair at least ten days prior to the next scheduled monthly meeting. The Chair shall distribute the proposed amendments to the membership at least seven days prior to that meeting. No Bylaw amendment is effective until approved by the Raleigh City Council.