

GRAND RAPIDS HUMAN RIGHTS COMMISSION

AMENDED BYLAWS OF

ARTICLE ONE

The office of the Commission shall be located in the City Hall, City of Grand Rapids, County of Itasca, State of Minnesota.

ARTICLE TWO

The Commission shall meet monthly at such time and place as agreed upon by a majority of the Commission. Meetings shall be rescheduled when they conflict with major holidays. The chair or any two commissioners together may call special meetings of the Commission as deemed appropriate, on 72 hours written notice to all members of the Commission. No business shall be conducted at a special meeting that was not state in the written notice of the special meeting. All notices of meetings shall comply with the Minnesota's open meeting law.

ARTICLE THREE

The Commission has nine commissioners, there were originally seven commissioners but that number was modified by the City Council on August 8th, 2005. Each commissioner shall have been appointed by the Grand Rapids City Council and the normal term of office shall be three years, with each of three classes of three commissioners each having staggered terms. Commissioners who are appointed to the Commission to fill an unexpired term shall be appointed to the unexpired portion of the previous commissioner's term.

ARTICLE FOUR

Each commissioner present shall be entitled to one vote in the actions and decisions of the Commission. A quorum is necessary in all voting by the Commission. A majority of commissioners shall constitute a quorum at meetings of the Commission. Any action taken or decision made must be by a majority vote of commissioners present.

ARTICLE FIVE

The elective officers of the Commission shall be a chair, a vice-chair, a secretary and a treasurer. The election of officers shall take place annually at the time and place of the March meeting of the Commission. A candidate for office must be nominated by a commissioner, seconded by at least one other commissioner, and the officer nominee must

agree to hold such position. Any commissioner shall be eligible for office, but only commissioners who are present shall be entitled to vote. Candidates who receive a majority of votes so cast shall be elected.

ARTICLE SIX

The chair shall be the chief officer of the Commission. The chair shall perform or delegate to the vice-chair all duties necessarily incident to the office including but not limited to, organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission. In the event the chair is absent from a meeting or unable to attend to a duty, the vice-chair shall fill in for the chair. In the event both the chair and vice-chair are unable to attend a meeting, a temporary chair shall be elected by a majority of commissioners present. The chair shall have the authority to appoint commissioners to task-focused committees. Said committees shall follow the requirements on Minnesota's Open Meeting law.

ARTICLE SEVEN

The vice-chair shall perform the duties of the chair in the absence or at the request of the chair. The vice-chair shall assist the chair in planning, administering and conducting Commission business.

ARTICLE EIGHT

A city-designated administrative assistant shall be responsible for recording meetings of the commission and maintaining a roll of commission members, however, in the absence of a city administrative assistant, the secretary shall keep a complete record of all proceedings of the Commission and the roll of the members of the Commission. The secretary shall also perform all other duties usually pertaining to the position of secretary, and shall include responsibility for commission communications including writing applications for grants or cooperative activities for special projects or activities, including working with the treasurer on the related financial aspects thereof. In the event the secretary is absent from a meeting, the chair shall appoint a secretary pro tempore to record the proceedings of the Commission meeting. Minutes of each meeting shall be submitted to the City Council, City Administrator and City Clerk by the administrative assistant will be mailed or e-mailed to all commission members by the administrative assistant to all Commission members one week before the next scheduled meeting.

ARTICLE NINE

A city-designated administrative assistant shall be responsible for routine treasury functions and financial reporting, however, in the absence of a city administrative assistant, the treasurer shall have access to and report all financial transactions of the Commission and shall submit a report of all disbursements and other commitments of the Commission. The report is to be mailed or e-mailed out with the minutes one week before each meeting

and shall be reviewed at each monthly meeting. The treasurer shall work with the secretary to develop the financial aspects when developing grant requests or commission programs and projects.

ARTICLE TEN

A yearly budget shall be prepared and established by the treasurer in accordance with the regular city budgeting process subject to the agreement of the commission at a regular or special commission meeting for City Council consideration and be subject to City Council approval. Budgeted funds may be used for the following:

1. Workshops for commissioners;
2. Public Relations;
3. Educational purposes;
4. Grants for services with the purpose of promoting Human Rights issues;
5. Participation in organizational events;
6. Enrichments and awards;
7. Memberships in organizations;
8. Per diems for commissioners;
9. Other items deemed appropriate and in conformance with the municipal code.

ARTICLE ELEVEN

At the monthly meetings of the Commission, the order of business shall in general be as follows:

1. Call to order;
2. Welcome guests;
3. Approval of or amendments to meeting agenda;
4. Minutes of preceding meeting and action thereon;
5. Treasurer's report;
6. Correspondence;
7. Public Comments;
8. Old business;
9. New business;
10. Reports on calls and inquiries;
11. Pending complaints;
12. Adjournment.

The sequential order of business may be adjusted or revised by the commission near the beginning of each meeting during agenda approval.

ARTICLE TWELVE

Every member of the Commission shall be required to attend at least seventy five percent of all meetings each calendar year. Commission members who are unable to meet the attendance requirement will be deemed to have resigned from the Commission. Any member of the Commission may voluntarily terminate membership by submitting a written resignation to the chair and the City Council.

ARTICLE THIRTEEN

These Bylaws may be amended by the affirmative vote of two-thirds of the commissioners, at any regular meeting of the Commission, provided notice of such amendment or amendments and the nature thereof shall have been given to the members at least one month prior to the date of the meeting at which said amendment or amendments are to be presented for consideration. The proposed amendment(s) must meet with the approval of the Grand Rapids City Council.

ARTICLE FOURTEEN

If any provisions of these Bylaws with respect to the objectives or activities of the Commission as established by Ordinance No. 04-05-09 dated May 24, 2004 establishing the Commission, or with Grand Rapids Municipal Code DIVISION 6 – HUMAN RIGHTS COMMISSION Sections 2-301, 2-302, 2-304, then the provisions of the city ordinance and municipal code shall prevail unless and until such city ordinance and municipal code have been duly amended.

ARTICLE FIFTEEN

The foregoing constitute the Bylaws of the Grand Rapids Human Rights Commission as amended at the regular meeting of the commissioners, duly held on September 26, 2018.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 22nd day of October, 2018.

Dale Adams, Mayor

Attest:

Kimberly Gibeau, City Clerk