

EXHIBIT A

DIVISION 6. - HUMAN RIGHTS COMMISSION

Sec. 2-301. - Establishment and composition.

- (a) A human rights commission, composed of nine (9) members, is hereby established for the purpose of securing for all citizens freedom from discrimination:
- (1) In employment because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, familial status and age;
 - (2) In housing and real property because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and familial status;
 - (3) In public accommodations because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability;
 - (4) In public services because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance; and
 - (5) In education because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and age. ~~Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.~~
- (b) ~~Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.~~ It is also the ~~purpose of the human rights commission~~ public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this section shall be interpreted as restricting the implementation of positive action programs to combat discrimination.
- (c) It is also the purpose of the human rights commission to secure for all citizens full participation in the affairs of the city by assisting the Minnesota Department of Human Rights in implementing state laws against discrimination and by advising the council in long-range programs to improve community relations in the city.
- (d) Members shall be appointed by the city council for three (3) year terms. An administrative assistant who is a permanent city staff person shall, and the city attorney may, function as ex officio members of the commission. It is desirable that commission members be representative of the broad spectrum of the citizens of the city. Commission members should be willing to attend training sessions for the purpose of facilitating the discharge of their duties. Members shall serve without compensation. Commissioners may resign prior to the normal end of their appointed term by notifying the City Clerk. Commissioners who do not attend at least 50% of regular meetings during a calendar year without providing prior notification will be deemed to have resigned without notice.

(Ord. No. 04-05-09, § 1(1), 5-24-2004; Ord. No. 05-08-13, 8-8-2005)

Sec. 2-302. - Meetings.

- (a) Regular meetings ~~of the human rights commission~~ shall be scheduled on a -monthly basis to handle regular commission business and further efforts of information dissemination. Special meetings ~~shall~~ may be held at the call of the chairperson and or the written request of at least 50% of the current Commissioners. Such business meetings shall be open for public attendance. Minutes shall be kept of all commission proceedings. The administrative assistant shall be responsible for all minute and record-keeping duties. The commission shall adopt its own bylaws after approval by the city council.
- (b) No meeting shall be conducted by the commission without a quorum, being a majority of all members, being present. The concurring vote of a majority of the commissioners present shall be necessary for any action.

(Ord. No. 04-05-09, § 1(2, 3), 5-24-2004)

Sec. 2-303. - Purpose and duties.

The human rights commission shall have the following purpose and duties ~~and shall comply with the following:~~

- (1) ~~To initiate, implement, and administer the policies and regulations of the city with respect to preventing and prohibiting all unfair discriminatory practices based on race, color, creed, religion, national origin, sex, marital status, and disability status with regard to public assistance, sexual orientation, and age. Monitoring and Advising. To review community information, public feedback, and emerging issues related to human rights, and to advise city staff and the City Council on notable trends or concerns affecting residents.~~
- (2) ~~To assess the human relations and civil rights needs of the community and to advise the administration and the city council of the results of these assessments. Community Resource and Referral. To serve as a point of contact for residents seeking information on human rights issues and to refer individuals to the Minnesota Department of Human Rights or other appropriate agencies for investigation or assistance. The Human Rights Commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. They will simply refer such matters to the Minnesota Department of Human Services.~~
- (3) ~~To cooperate with other groups and governmental agencies concerned with human rights. Public Education and Awareness. To support the City's efforts to promote nondiscrimination by participating in or co-sponsoring public information activities, community events, and awareness initiatives when feasible.~~
- (4) ~~The human rights commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. It will simply refer such matters to the Minnesota Department of Human Service. Collaboration with Community Partners. To maintain communication and foster cooperative relationships with local organizations, schools, tribal governments, advocacy groups, and entities engaged in human rights work.~~
- (5) ~~To take positive measures to disseminate the nondiscriminatory policies of the city with respect to all unfair discriminatory practices by conducting public information meetings. Policy and Ordinance Review. To provide feedback to City staff and the City Council on selected policies, ordinances, and practices, offering recommendations to promote accessibility, inclusion, fairness, and equitable impact.~~
- (6) ~~To initiate data collection and evaluation activities that will identify minority and low-income concentrations within the city, and to prepare recommendations for submission to the planning commission and council that will contribute to lessening such concentrations, strengthen the fair housing policies of the city, and eliminate discrimination based on race, color, creed, religion, sex, national origin, disability, marital status, status with regard to public assistance, sexual orientation, and age. Input on City Initiatives. To advise the City on human rights considerations within City plans, programs, and communications, including accessibility and equity implications, upon request or when opportunities arise.~~
- (7) ~~The commission shall have the power to seek outside funding sources in addition to any resources supplied by the city to assist in its mission. All outside monies or grants received by the commission are subject to ordinance, as well as within the discretion of the city council to accept or reject. Reporting and Transparency. To prepare and submit an annual report summarizing the Commission's activities, community insights, and recommendations for improving equity and inclusion within the city.~~

(Ord. No. 04-05-09, § 1(4), 5-24-2004)

Sec. 2-304. - Duties of ~~the Staff Liaison~~ Commission Members.

~~The duties of the city staff person designated as staff liaison to the human rights commission by the mayor shall be:~~

- ~~(1) To act as the authorized liaison representative of the commission, both with complainants and the public in general for dissemination of nondiscriminatory policies. Duties of the Chair. The duties of the elected Commission Chair shall be:
 - (a) Organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission;
 - (b) To act as the authorized liaison representative of the Commission, both with complainants and public in general;
 - (c) Appoint Commissioners to task-focused committees;
 - (d) Delegate duties to the Vice Chair and/or other Commissioners as appropriate.~~
- ~~(2) In consultation and cooperative with the city attorney, to interview and evaluate complainant charges of discriminatory acts, advise the complainant of his/her rights, procedures for redress, responsibilities of the commission and disposition alternatives in the case. Duties of Vice Chair. The duties of the elected Commission vice Chair shall be:
 - (a) Performing the duties of the chair in the absence or at the request of the chair;
 - (b) Assist the chair in planning, administering, and conducting the Commission business.~~
- ~~(3) To function as correspondent for communications with federal and state agencies as are directed by the commission. Duties of the Administrative Assistant. The duties of the City staff person designated as Administrative Assistant to the Commission by the City Administrator shall be:
 - (a) To prepare and distribute agendas, take minutes and keep official records of all Commission proceedings. Commission~~
- ~~(4) To conduct, or arrange to have conducted, such socio-economic research as is authorized by the commission to enable the commissioners to function affirmatively and effectively in implementing the nondiscriminatory policies of the city. Duties of Non-Officer Commissioners. The duties of all commissioners shall be:
 - (a) To act in accordance with standards that are expected of elected officials and consistent with Commission bylaws;
 - (b) Participate on task-focused committees and work groups to move the goals and objectives of the Commission forward;
 - (c) Organize meetings, meet with outside community organizations or persons to discuss Commission activities, policies, and objectives of the Commission;
 - (d) Participate in Commission programs and volunteer opportunities.~~

(Ord. No. 04-05-09, § 1(5), 5-24-2004)

Sec. 2-305. - Budget.

The human rights commission must establish a yearly budget for the city council's consideration and approval. This budget must be submitted in accordance with the regular city budgeting process on a yearly basis and it is to cover all expenses including but not limited to legal services, staffing, and all expenses related to publication or promotion of the commission's activities.

In the performance of its duties, and with pre-authorization from the City Council, the Commission may seek grants, donations, in-kind contributions, or other support from non-City sources to supplement any

financial or nonfinancial support appropriated by the City. If City funds appropriated for the Commission in a given budget year are insufficient to fund planned activities, the Commission may seek non-City funding or support to carry out its authorized functions. The Commission may submit requests to the City for direct funding for specific projects or initiatives. The Commission shall not accept or expend gifts, grants, or donations from any source unless such funds are formally accepted and appropriated by the City Council.

(Ord. No. 04-05-09, § 1(6), 5-24-2004)

Secs. 2-306—2-320. - Reserved.