

## BYLAWS

### HUMAN RIGHTS COMMISSION CITY OF PIPESTONE

#### ARTICLE I: ESTABLISHMENT AND NAME

- A. It is the policy of the City of Pipestone (“City”) to establish and maintain a Human Rights Commission (“Commission”).
- B. The name of the organization shall be the Human Rights Commission of the City of Pipestone, as designated in the City Code, Section 30.054(A).

#### ARTICLE II: MISSION STATEMENT

The mission of the Commission is to facilitate equal opportunity, equity, and inclusion for all people who live in, work in, or visit the City of Pipestone.

To fulfill this mission, the Commission will focus on the following duties and goals:

- Motivate organizations and individuals to comply with the Minnesota Human Rights Act.
- Champion proactive efforts to foster inclusion and understanding among the diverse people of the City and government institutions.
- Anticipate and identify changes in the social environment that affect human and civil rights issues.
- Promote, create and maintain a community free from discrimination.
- Acknowledge the history of the land and the enduring relationship that exists between Indigenous Peoples and the City.
- Recognize demographic and other changes in the social environment that affect human and civil rights issues.
- Actively work to create and strengthen relationships with relevant public, private, and community-based organizations in order to share information and cooperatively recognize and address emerging civil rights issues.
- Model practices that promote, create, and maintain a respectful environment free from discrimination.
- Provide a safe forum for community members to raise concerns.
- Build trust with diverse communities through personal relationships, listening sessions, and public events.
- Encourage the participation of underrepresented groups in civic leadership.
- Maintain the confidence of the public by keeping the community informed of the Commission's activities and relevant changes pertaining to discrimination within the scope of all human rights issues.
- Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.

- Formulate a human relations program for the City to give increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy making and educational programming in the area of civil and human rights.
- Advise the Mayor, the City Council and other agencies of the government on opportunities for greater community inclusion, diversity, and freedom from discrimination. Act in an advisory capacity with respect to planning or operation of any City department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- Develop in cooperation with the State Department of Human Rights such programs of formal and informal education as will assist in the implementation of the Minnesota Human Rights Act and provide for the Commission's assistance or hear complaints or grievances between parties nor participate in the State of Minnesota Department of Human Rights No-Fault Grievance Procedure.

### ARTICLE III: AUTHORITY AND GENERAL DUTIES

The authority of the Commission is derived from the Ordinance and the City Code. The duties of the Commission shall be as defined in Section 30.054(H) of the City Code.

### ARTICLE IV: MEMBERSHIP

- A. Composition: The Commission shall be composed of not more than eleven (11) and not less than five (5) members. All members must be residents or employed within the City. Members shall be appointed by the Mayor with the approval of the City Council. Membership on another commission or committee, City employment or holding another City office shall not be a bar to membership on the Commission.
- B. Terms: Commission members shall serve for a term of three (3) years.
- C. Leaves of Absence:
1. A Commission member who will be temporarily absent from the community or otherwise unable to attend three (3) or more consecutive meetings, or any member who has missed three (3) consecutive meetings, shall submit their resignation from the Commission.
  2. A Commission member who, for good reason, will miss more than three (3) consecutive meetings, shall so inform the Commission Chairperson, and may be granted a leave of absence by the City Council. If the leave is not approved, the member shall resign.
  4. If a member is requested or required to resign pursuant to the provisions of Section 30.054 and they do not resign, the Commission may recommend to the City Council that the member be removed from the Commission and upon majority vote of the City Council, such member shall be removed.

- D. Vacancies: Any vacant position may be filled for the unexpired portion of any term by the Mayor with the approval of the City Council. The Commission is encouraged and may make recommendations to the Mayor.
- E. Compensation: Members of the Commission shall serve without compensation. In the event a Commissioner is a City elected official or employee, no additional compensation shall be paid for services as a Commissioner.
- F. Removal: The City Council, by majority vote, may remove any member of the Commission with or without cause.

#### ARTICLE V: MEETINGS

- A. The Commission shall hold regular monthly meetings as determined by the current Commission and meetings shall last no longer than ninety (90) minutes. Meetings may be canceled at the discretion of the Chairperson or the Executive Committee.
- B. A majority vote of the members present shall be required to transact the business of the Commission. A lack of a quorum shall not prevent the Commission from meeting; however, no action of the Commission shall be official until ratified at a meeting where a quorum is in attendance.
- C. The Commission may hold special meetings to complete or initiate business at the call of the Chairperson, or upon the written request to the Chairperson by three members of the Commission.
- D. The Secretary shall notify each member, in writing, by phone or in person at least forty-eight (48) hours prior to the special meeting.
- E. All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and the City Code. This means all discussion of Commission business among a quorum of members must occur at a meeting which has been posted and is open to the public. The presence of a majority of all members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion; however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of members should not discuss Commission business by email, forms of social media, telephone, or informal meetings.
- F. The annual meeting of the Commission shall be held in November. The agenda for the annual meeting shall include, but not be limited to, the annual report, review of the Bylaws and other appropriate business.
- G. All minutes and resolutions shall be in writing and shall be kept in accordance with

applicable laws, rules, and City procedures.

#### ARTICLE VI: OFFICERS AND THEIR DUTIES

- A. Officers: The officers of the Commission shall be: Chairperson, Vice-Chairperson and Secretary. The Chairperson and Vice-Chairperson are appointed by the Mayor with approval of the City Council. The Commission may recommend to the Mayor individuals to serve as Chairperson and Vice-Chairperson. The Secretary shall be elected by the Commission. Appointment and election of officers for the following year will occur at the regular meeting in January. If City staff is assigned to the Commission, there shall also be a Recording Secretary.
  
- B. Duties of the Chairperson:
  - 1. Develop the agenda for the meetings, conduct and preside over meetings in a productive, time-efficient manner.
  - 2. Monitor and ensure the progress and completion of projects and Commission activities within the approved time frame.
  - 3. Ensure that the Commission conducts its activities within the stated Mission Statement and Bylaws.
  - 4. Serve as a liaison between the Commission and the Mayor, City Council, and City Administrator.
  - 5. Appoint ad-hoc committees for special projects.
  - 6. Serve as official spokesperson for the Commission.
  - 7. Make certain all new members receive a member handbook containing the following: Bylaws, applicable City Ordinances, contact information for the Minnesota Department of Human Rights and the website line for the Minnesota Human Rights Act, and copies of the previous year's minutes.
  
- C. Duties of the Vice-Chairperson:
  - 1. Assist the Chairperson in above duties and perform the duties in the absence of the Chairperson.
  - 2. Orient new members to the Commission.
  
- D. Duties of the Secretary:
  - 1. Assist the Commission with internal and external correspondence.

2. Record attendance, keep a record of members present, absent, or excused from meetings and record a list guests present at meetings.
  3. Take the minutes of all meetings.
  4. Submit minutes and attendance list to the City staff member designated to keep records of the Commission.
- E. Duties of the Recording Secretary (if City staff assigned to the Commission:
1. Coordinate with the Secretary to ensure that records of attendance and the meeting minutes for each meeting are recorded, submitted, and maintained as indicated in the duties of the Secretary.
  2. Send minutes of the meetings together with the notice of the next meeting to all members.
  3. Assist with other Commission documents.

#### ARTICLE VII: STAFF ASSISTANCE

The City Administrator will coordinate and assign staff to assist the Commission as the City Administrator may deem appropriate. Commission requests for staff assistance shall be made to the City Administrator.

#### ARTICLE VIII: COMMITTEES

- A. Commission committees are advisory to the Commission unless they have been specifically empowered to act on behalf of the Commission.
- B. The purpose and duties of each Commission committee shall be specified in writing at the time of its establishment. The Secretary (or the Recording Secretary if City staff assigned) shall keep a copy of the written purpose and duties and submit to the designated City staff member.
- C. The Commission may create ad-hoc committees as needed.
- D. An Executive Committee shall consist of the following members:
  1. Chairperson;
  2. Vice-Chairperson;
  3. Secretary; and
  4. One Commission member at large, elected by the Commission.

#### ARTICLE IX: AMENDMENTS

Amendments to the bylaws shall be presented at a regular meeting for review the month before they are to be voted on. Adoption of an amendment to the bylaws shall require a two-thirds vote of a quorum.

#### ARTICLE X: BYLAWS AND ORDINANCE REVIEW

The Bylaws and Ordinance shall be reviewed every year by the Executive Committee or a committee appointed by the Chairperson. Suggested changes shall be presented to the Commission membership at a regular meeting for review the month before they are to be voted on.

#### ARTICLE XI: RULES OF PROCEDURE

The rules contained in "Robert's Rules of Order", fully updated, shall govern the conduct of business in all cases in which they are applicable and in which they are not inconsistent with the Bylaws of the Commission or the provisions of the Ordinance.

Communication among members and any others present at meetings shall be respectful and in compliance with any code of conduct adopted by the City Council.

Adopted by the Human Rights Commission July 15, 2025.