ARTICLE III. HUMAN RELATIONS COMMISSION

There is hereby established a commission to be known as the human relations commission, herein referred to as the commission, which shall be appointed, organized, and function as hereinafter provided.

(CODE 1964, § 2-55; CODE 1982, § 2-40; ORD. NO. 5639, § 2, 4-6-1981)


- **Sec. 34-108. Composition; appointment and terms of members; filling vacancies.**

  
  (a) The commission shall consist of 17 members. Sixteen members shall be appointed by council. One member shall be appointed by the mayor. Such persons shall be citizens and residents of the city. The goal is that these 17 voting members represent the diverse social, economic, gender, sexual orientation, ability, religious affiliations, and racial and ethnic composition of the city. To assist the council in achieving this goal, the commission shall proactively encourage applicants of diverse backgrounds to apply to serve on the commission.

  (b) The recommended commission membership shall consist of six Black/African-Americans, six White/European Americans, two Hispanic/Latino Americans, and two members from a racial/ethnic group not represented by the preceding racial/ethnic categories. The mayor’s appointee shall be from any racial/ethnic category. Both genders shall be equally represented, but neither by more than 53 percent. The city clerk shall cause public notice to be given when vacancies occur in one of the aforementioned seats. However, after three months from the date of such public notice, if there is no applicant appointed who identifies as one or more of the missing racial/ethnic groups, then the council shall fill the vacancy with otherwise qualified applicants.

  (c) The term of office of each commissioner is three years; the terms are staggered, so that the terms of five members shall expire each year. The term of office of each commissioner expires on June 30 of the last year of the term; provided, however, that a commissioner shall continue in office beyond the expiration of the term until such time as a successor may be appointed. Commissioners are limited to serving two consecutive terms. Citizens must wait for one full term before reapplying for appointment except in unusual circumstances.

  (d) A person appointed to fill a vacancy occurring prior to the expiration of a term shall be appointed only for the unexpired part of that term.

  (e) Any member absent for more than two consecutive regular meetings or more than three regular meetings in a year shall be deemed as having an excess of absences and recommendation will be made to the city council for removal from the commission. The commission may excuse the absence of a member of the commission for good cause provided that notice is given prior to the meeting.
Sec. 34-109. - Meetings; officers.

The commission shall fix the time and place for its regular meetings and shall hold at least one regular meeting each month, except for the month of July. The commission shall elect a chair and vice-chair. The chair, vice-chair, the city manager or the director hereinafter provided for may call special or emergency meetings of the commission consistent with G.S. 143-318.9 et seq. The person calling a special or emergency meeting shall promptly notify each member of the commission of the called meeting.

Sec. 34-110. - Voting.

Each member of the commission, including the officers, but not the director, shall have one vote. A quorum shall consist of one plus one-half of the number of members at any regular or special meeting, and no business or function of the commission shall be transacted at regular or special meetings unless a quorum is present. Proxies shall not be permitted, and no vote on any questions shall be considered or counted unless cast by such member of the commission. All questions and actions shall require at least one plus one-half the affirmative votes of the number of members present at any regular or special meeting for passage or approval.

Sec. 34-111. - Rules of procedure.

The commission may adopt rules of procedure to be followed in conducting its affairs.

Sec. 34-112. - Powers and duties of commission.

In order to carry out the general intent and purpose of this article, the commission shall have the following powers and duties:

1. To act as public forum in hearing complaints involving racial tension, to bring together the parties involved to discuss the facts, and to assist in the resolution of such complaints.

2. To receive complaints alleging discrimination in employment, public accommodation, and housing because of race, color, sex, religion, ancestry, age or handicap, and to investigate, mediate, and conciliate such complaints.

3. To develop an atmosphere conducive to the best possible human relations, to conduct studies, suggest areas of concern and recommend any action to the city council that the commission feels is necessary and may be lawfully taken to minimize areas of conflict and to promote harmonious relations.
To provide open channels of useful communication among the various racial, religious, ethnic and economic groups in the city and between those groups and the city council so that misunderstandings and wide differences leading to conflict may be ameliorated.

(5) To do research, obtain factual data, hold meetings with citizens and consider and recommend the best and fairest means of progressively improving human relations among all citizens of the city.

(6) To institute and conduct educational programs that promote fairness and courtesy in dealing with people of all racial, religious, ethnic and economic backgrounds and status and that promote equal treatment, equal opportunity and mutual understanding and respect for all citizens; and to sponsor meetings, forums and courses of instruction intended to lead to a clearer understanding by all citizens of the true meaning of responsible citizenship in the community and of the obligations inherent in being a good citizen; all with the end in view that the programs should contribute in a helpful way to a positive atmosphere of human relations between people of different racial, religious, ethnic or economic status toward each other and to the reaching of a fair and just solution of problems in human relations.

(7) To render at least annually a written report to the city council. In its report, the commission may make recommendations to the council and propose legislation that the commission considers desirable.

(8) To promote equitable and proportionate representation of all traditionally under-represented groups on public boards and agencies in the city.

(Code 1964, § 2-60; Code 1982, § 2-45; Ord. No. 5639, § 2, 4-6-1981)

- **Sec. 34-113. - Director.**

  (a) **Appointment.** At the initiation of the city manager, the city manager and the commission shall jointly appoint a director of human relations. Thereafter, in all other respects, the director shall be a subordinate of the city manager. The city manager and the commission shall set annual goals and objectives for the director.

  (b) **Duties.** The director shall provide clerical assistance and research support to the commission, conduct the initial investigation of a complaint and shall perform any other duties the commission desires. The director shall be a person who supports the amelioration of conflicts and tensions among racial, ethnic or economic groups and equal rights, responsibilities and privileges for all citizens of the city. The director shall work closely with the commission in planning, promoting, coordinating and operating programs relating to human relations. The director shall attend official meetings of the commission and may participate in those meetings, but shall have no vote. The director shall maintain liaison with a wide variety of groups and organizations and shall work to establish efficient, effective and dependable communication between those groups and organizations and city government. The director shall report to the city manager any matter which the director believes should be brought to the attention of the city council.

Durham Human Relations Commission
Rules of Procedure
&
Powers and Duties

August 8, 2017
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I. Purpose
This sets forth the Rules of Procedure for the Durham Human Relations Commission. It is intended to gather into one document and make readily available to all members the Rules of Procedure for conducting the business of the Commission.

Fair Housing Rules adopted (8/2/92) and amendments approved (6/19/95), and Employment and Public Accommodations Rules approved (6/19/95) are the only parts of these rules that require City Council approval. (Amended 4/6/93; 9/5/95)

II. Background
The Commission derives its authority from Ordinance #5639 (revision of Article VIII of Chapter 2 of the Durham City Code) which was adopted by the City Council April 6, 1981. Procedures set forth herein are based on said Ordinance.

See Fair Housing Rules of 1992 (changed 6/19/95; 10/05/10) for ordinance(s) those rules are based on.

Likewise see Employment and Public Accommodations Rules approved (6/19/96) for ordinance(s) those rules are based on. (Amended 4/6/93; 9/5/95)

III. Limits of Jurisdiction
The official geographic jurisdiction of the Commission extends to the corporate limits of the City of Durham. However, the Commission may have a working relationship with any entity that helps further positive human relations in Durham County. (Amended 10/05/10)

IV. (Sec. 34-111) Rules of Procedure
The Commission may adopt rules of procedure to be followed in conducting its affairs. (Code 1964, § 2-59; Ord. No. 5639, § 2, 4-6-1981)

V. Effective Date
These Rules of Procedure shall become effective upon their adoption by the Commission and shall remain in effect until rescinded or modified by the Commission. Original Rules were adopted April 8, 1981. (Amended 4/6/93; 12/13/99; 10/03/00)

VI. (Sec. 34-112) Powers and Duties of Commission
In order to carry out the general intent and purpose of this article, the Commission shall have the following powers and duties:

1) To act as public forum in hearing complaints involving racial tension, to bring together the parties involved to discuss the facts, and to assist in the resolution of such complaints.

2) To receive complaints alleging discrimination in employment, public accommodation, and housing because of race, color, sex, religion, ancestry, age, or handicap, and to investigate, mediate, and conciliate such complaints.
3) To develop an atmosphere conducive to the best possible human relations, to conduct studies, suggest areas of concern and recommend any action to the City Council that the Commission feels is necessary and may be lawfully taken to minimize areas of conflict and to promote harmonious relations.

4) To illuminate, highlight, lift up issues of local, regional, and national importance that have the potential to impact the residents of Durham.

5) To provide open channels of useful communication among groups in the city and between those groups and the City Council so that misunderstandings and wide differences leading to conflict may be ameliorated. (Amended 12/2/10)

6) To do research, obtain factual data, hold meetings with residents and consider and recommend the best and fairest means of progressively improving human relations among all residents of the city.

7) To institute and conduct educational programs that promote fairness and courtesy between people of all racial, religious, ethnic, sexual orientation, gender identity, economic background, ability, migration/documentation and status that promote equal treatment, equal opportunity, and mutual understanding and respect for all residents; and to sponsor meetings, forums and courses of instruction intended to contribute to a helpful way to a positive atmosphere of human relations between people of different backgrounds and status toward each other and to the reaching of a fair and just solution of problems in human relations. (Amended 10/5/10; 12/2/10)

8) To render at least annually a written report to the City Council. In its report, the Commission may make recommendations to the City Council and propose legislation that the Commission considers desirable.

9) To promote equitable and proportionate representation of all traditionally under-represented groups on public boards and agencies in the city.

(Code 1964, § 2-60; Code 1982, § 2-45; Ord. No. 5639, § 2, 4-6-1981)

VII. Meetings
Regular Meetings:
The Commission shall hold meetings at least once a month, every first Tuesday, at 7:00 pm unless otherwise so notified. If the Commission has not completed its business at a regular meeting within the designated time as stated by the Chair, it shall recess at that time, and shall reconvene at 7:00 pm on the next day that is not a holiday, unless the Commission specifies some other time: provided however that the Commission may extend the time of a regular meeting by a quorum vote of the members present and voting. A quorum for a monthly meeting or a special meeting shall consist of one-half of the filled Commission seats plus one. (Amended 4/3/90; 9/5/95; 10/8/97; 12/13/99; 10/05/10; 12/02/10)

Special Meetings:
Any member of the Executive Committee, or a plurality of three Commissioners, may call special or emergency meetings of the Commission. The City Manager, Director or other individual Commissioners may request special or emergency meetings of the Commission through any member of the Executive Committee. (Amended 10/05/10; 12/02/10)
Location:
All regular and special meetings of the Commission or a sub-division thereof shall be held in the City Council Conference Room, City Hall, or such other place as the Chair of that body may designate. Executive sessions, comprised of the Chair, Vice Chair and Chairs of active ad hoc committees may be held as the Chair may designate or upon a vote of the majority of the Commission consistent with Article 33C of the North Carolina General Statutes. (Amended 10/05/10; 12/02/10)

Voting:
All actions shall require a majority affirmative vote of the quorum declared for the current meeting. (Amended 12/13/99, 10/05/10)

Presiding:
The Chair shall preside over all meetings of the Commission. If the Chair is not present or unable to preside, then the Vice Chair shall preside. The secretary of the Human Relations Division shall act as secretary of all meetings if he/she is present. If he/she is not present, then the Chair shall appoint a secretary of the meeting. Meetings shall be conducted in accordance with Roberts Rules of Order, Revised, Fourth Edition, the online version found at www.rulesonline.com when conducting its meetings. (Amended 4/6/93; 10/05/10; 03/05/13; 08/08/17)

Minutes:
Regular Commission meeting minutes shall be taken by a representative of the City of Durham Human Relations Division and, when not available, a designee made by the Chair. Any request for action by a Commissioner must be submitted in writing, including any resolutions, motions, or other documents. These shall also be included in the minutes with all changes and edits made by the Commission during the meeting. All documents presented at the regular Commission meeting shall be made part of the minutes as to accurately reflect the work of the Commission. (New section added 12/02/10; Amended 03/05/13)

Order of Business:
The order of business at a regular meeting of the Commission shall include the following:

1. Call to order

2. Approval of minutes of the previous meeting (Old Business; New Business)

3. (a) Petitions, communication, and the appearance of individuals, or of representatives of organized groups before the Commission. Speakers are limited to 5 minutes with the Chair’s discretion to extend the length;

   (b) Invited guests and groups will be limited to thirty (30) minutes, including questions and answers. If more time is required, the Commission will call a special meeting.

4. Committee Reports

5. New business
6. Action items

7. Report from the Human Relations Division Manager

8. Review of strategic goals and objectives for the following six months
   (Amended 9/5/95; 12/4/01; 10/05/10; 12/02/10; 03/05/13)

Appearance of Groups Before the Commission:
It shall be the policy of the Commission to welcome any organized group which can provide information to the Commission about issues related to the field of human relations. These groups must represent residents of the City of Durham and should apply to the Human Relations office within 48 hours of a regular or special meeting in writing or by telephone, stating the organization’s name, and giving a brief statement of the matter to be presented to the Commission. It is the intention of the Commission to schedule appearances as rapidly as possible and give precedence to these groups in accordance with the date their request is received. (Amended 10/05/10)

Rights of Individuals to Speak Before the Commission:
Individuals not representing an organized group who are present at the meeting of the Commission may request and be granted the right to speak from the floor. However, the presiding officer of the Commission, may, at his or her discretion, determine the order of their speaking, may defer their speaking until the completion of matters which she/he deems to have precedence and may limit their speaking to a reasonable length of time.

Process for Submitting Items for the Agenda:
Items to be submitted for the agenda are to be submitted two (2) weeks prior to the meeting. Items of dire importance or items inadvertently omitted from the agenda require that the person that submitted the item must address the Chair for permission to add the item. It will be at the discretion of the Chair, with guidance from the Commission members present at the meeting, as to whether the item will be added. (New Section added 03/05/13, Amended 05/02/17)

Procedure for Passing a Resolution:
The process for passing a resolution requires majority vote of the Commission. After a Commissioner brings a suggested resolution to the Commission the following will occur:
An ad hoc committee will be formed for the purpose of researching the issue which includes referring to the Human Relations Liaison and/or City Attorney. If the item is not of dire importance, at the next meeting, the ad-hoc committee will make their recommendation of yes, go forward with the resolution, or no, do not proceed. If the Commission accepts the resolution of the ad-hoc committee, then the ad-hoc committee will draft a resolution for full approval. The draft is to be ready for review at the next meeting or call meeting. The ad-hoc committee is to constantly communicate with the liaison for approval. Once the final draft is submitted and approved by the Commission, the liaison will then submit it to the City Council. If the item is of dire importance, the ad hoc committee will convene during the current meeting to review and/or amend the item and then return to the full meeting of the Commission in progress to make their recommendation of: yes, go forward with the resolution, or no, do not proceed. The Commission will then discuss and vote on the proposed item at the current meeting. (The ad hoc committee meeting will be an open meeting, but not for public comment.) If other matters to be voted on are discussed in the absence of the ad hoc committee, the Chair of the HRC will debrief the ad hoc committee members on that discussion before the vote is taken. (New Section added 03/05/13; Amended 05/02/17)
Process for Sending Recommendations to City Council:
All resolutions and recommendations for action to be considered by the City Council shall be directed to the City Council in a timely manner through the City Council Liaison.

VIII. (Sec. 34-110) Voting
Each member of the Commission, including the officers, but not the Human Relations Manager, shall have one vote. A quorum shall consist of one plus one-half of the number of members at any regular or special meeting, and no business or function of the Commission shall be transacted at regular or special meetings unless a quorum is present. Proxy vote shall not be permitted; Commissioners must be present to hear the discussion of the issues. No vote on any questions shall be considered or counted unless cast by such member of the Commission. All questions and actions shall require at least one plus one-half the affirmative votes of the number of members present at any regular or special meeting for passage or approval. (Amended 10/05/10; 03/05/13)

IX. Committees
Executive Committee:
Composition:
The Executive Committee shall consist of the chair, vice-chair, chairpersons of the Commission's ad hoc committees, and the former chair as provided in Section V. The Chair may also include up to two additional Commissioners who are not ad hoc committee chairs on the Executive Committee. (Amended 3/6/93; 9/5/95; 12/13/99; 10/05/10)

Responsibilities:
The Executive Committee will be responsible for:
1. Making recommendations to the Commission on coordinating the activities of the committees and define the limits of authority of the Commission in matters not specifically covered in the Ordinance or herein.

2. Representing the Commission in providing input into the preparation of the annual budget for both the Commission and the Division. This enables the Commission to participate in allocating the resources necessary to carry out the duties and responsibilities of the Commission as outlined in the Ordinance. (Amended 12/13/99; 10/05/10)

3. Make recommendations to the Commission when determining the need for Human Relations Division personnel necessary to carry out the responsibilities and duties of the Commission and assist in the selection of such personnel. (Amended 10/05/10)

4. Make recommendations to the Commission for additional ad hoc committees or for the discontinuance of an ad hoc committee. (Amended 10/05/10)

5. Make recommendations to the Commission, and assist the Chair as necessary in determining the agenda for each monthly meeting. (Amended 10/05/10)
Meetings:
The Executive Committee shall hold such meetings monthly in carrying out its duties, and shall make a report to the Commission at each meeting of the Commission. (Amended 9/5/95)

Transition Meetings:
After the annual election of new officers as provided in Section V of these Rules, the newly elected Executive Committee shall hold one or more transition meetings to which all retiring members of the Executive Committee shall be invited. This will enable continuity in carrying out the Commission’s powers and duties. (Amended 10/05/10)

Ad Hoc Committees:
1. The Commission will review the status and structure of the advisory or ad hoc committee each time a new Commission Chair is elected. (Added 10/08/97; Amended 12/02/10)

2. The Commission may create, at its discretion, ad hoc committees for specific goals and purposes. The Chair of said committee will be a member of the Commission. The Commission Chair will select the advisory or ad-hoc committee Chair with confirmation coming from the full Commission. (Added 10/8/97). Upon completion of the task for which the committee was formed, it shall be dissolved.

3. A committee shall consist of not less than three (3) commissioners. (Amended 4/06/93)

4. Each commissioner should notify the Commission Chair of his or her preference for committee membership. (Amended 4/6/93; 12/13/99; 12/04/01; 10/05/10)

5. Ad hoc committees of the Human Relations Commission or the Chair of the said committee may request persons from the community to serve on the Ad hoc committee for a defined period of time. The time frame of appointment of community members will correspond with the length of the ad hoc committee and/or the election of the new Human Relations Commission Chair. Individual nominations for community members to serve on ad hoc committees will be confirmed by the Commission. (Amended 10/8/97; 12/4/01; 10/05/10; 12/02/10)

6. The Chair of the advisory or ad hoc committee can nominate public community members for approval by the full Commission. (Added 10/8/97)

7. The Commission Chair, at his or her discretion, may appoint a Commissioner to undertake a special project. (Amended 10/05/10)

8. Ad hoc committees shall meet at a scheduled time agreed upon by the committee membership and due notice of meeting times shall be given either written or in person to each committee member and the Manager of the Human Relations Division.

9. A quorum of the members of the ad hoc committee is necessary to conduct the business of the committee. A quorum shall consist of half of the members but must include at least one Commissioner if the committee has community members. (Amended 4/6/93; Added 10/8/97; Amended 12/13/99; 12/4/01; 10/05/10; 12/02/10)
10. Each member of an ad hoc committee shall have one vote. A simple majority of those present shall be required to pass any recommendation of the committee for the full Human Relations Commission to approve. (Amended 10/8/97)

11. The Chair of an ad hoc committee (or a designee) shall submit a written report on the activities and progress of the committees to the staff of the Commission and the Chair of the Commission in time for the next monthly Commission meeting. (Amended 4/2/96; 12/13/99; 10/05/10; 12/02/10)

Ad Hoc Committee Minutes:
Each ad hoc committee will be responsible for providing a copy of meeting minutes or a written report to the Chair. The minutes will include recommendations to be brought before the full Commission at the Commission’s next meeting, follow-up actions taken on action items approved by the full Commission, listing of committee members present at the meeting and the date and time of the next planned committee meeting. (Amended 10/05/10)

Attendance at Ad hoc committee meetings for all committee members is encouraged. No Commissioner shall be required to serve on any committee against his or her will. (Amended 4/6/93; 10/05/10)

Announcements:
When any committee meets during the time period between the time for placing its written minutes in the materials to be sent to all Commissioners (the Commission meeting packet) and the starting time of the Commission meeting, the committee Chair and all committee members shall have the duty to inform the Commission fully at its monthly meeting of all committee actions and plans. This may be done by written minutes, a written report or orally. Also, written minutes or reports of all such meetings shall be provided in the Commission meeting packet for the next Human Relations Commission meeting. (Amended 4/2/96; 10/05/10)

X. Election of Officers
By April of each year, the chair shall appoint an ad hoc Nominating Committee to receive nominations. The committee may include one or more Commission members. The Chair will appoint a committee Chair with directions to present a slate of officers for the coming year at the May Commission meeting. The slate shall include nominations for Chair and Vice-Chair. Voting for Commissioners will occur at the May Commission meeting. At the May meeting, nominations may also be made from the floor by members of the Commission. (Amended 10/8/97; 12/4/01, 10/05/10)

Members shall serve for one (1) year on the Commission before running for an office of the Commission or for Chair of the Commission. If there are an insufficient number of eligible members, the Chair may waive the requirement for the functionality of the Commission. (New section added 03-05-13)

The Nominating Committee is subject to the open meetings law and its Chair shall be given complete information about that law. The Nominating Committee shall affirmatively ascertain the willingness of each of its nominees to serve. At least 48 hours before presenting its slate of nominees to the Commission, the Nominating Committee
shall inform the Commission of the entire slate of nominees for all offices, preferably by written notice. (Amended 12/4/01; 11/17/10)

When the Commission Chair is unable to complete the term of office, the Vice Chair will succeed to the Chair position. The new Chair will appoint a Vice Chair to complete his or her term. (Amended 12/4/01; 10/05/10)

**XI. Term of Office**

**Elected Officers:**
The newly elected officers as provided in Section V above shall take office at the conclusion of the May Commission meeting. Their term shall be through the first Commission meeting in the month of May of the term for which they are elected. Transition shall be per Section IX.E. of these rules. (Amended 9/5/95; 12/4/01; 10/05/10)

There will be no term limits on offices held. This will instead be left up to the Commission to vote each year. (New section added 03/05/13)

The outgoing Chair may serve on the Executive Committee, providing he/she continues as a member of the Commission. (Amended 4/6/93; 5/7/86; 12/4/01; 10/05/10)

**Removal of Commissioner Requirements:**
Written charges are always required (Amended 9/5/95) (and only the matters charged in writing shall be considered by the Commission); ten days’ written notice in hand to any accused Commissioner; right to advocate for any accused; and a requirement for 2/3 majority affirmative votes at a closed meeting of the Human Relations Commission called to consider the charges as the sole item of business. This applies to removal for corruption, misconduct, misfeasance, or neglect of duty, as defined below, which are the sole grounds for removal under this rule. There can also be removal for unexcused absences. This is the only other valid cause for recommendation for removal. Only the City Council can remove a Commissioner. (Amended 4/6/93; 10/05/10; 12/02/10)

**Grounds Defined:**
“Corruption, misconduct, misfeasance, and neglect of duty” refer to extremely serious acts or omissions. (Amended 9/5/95)

**Corruption**—means a Commissioner’s intentional unlawful or wrongful use of his or her official status for the purpose of obtaining benefit for the Commissioner or some other person, contrary to the Commissioner’s duty and the rights of others.

**Misconduct**—means the intentional improper or wrongful exercise of, or the refusal to exercise, a Commissioner’s official duty or lawful authority.

**Misfeasance**—means the wrongful or improper exercise of a Commissioner’s duty or lawful authority.

**Neglect of Duty**—means the failure by a Commissioner to exercise his or her duty or lawful authority, or, in the exercise of the Commissioner’s duty or lawful authority, the failure to use the degree of care, skill, and diligence, which the circumstances reasonably demand, provided, however, that absence from scheduled Commission meetings shall not by itself constitute neglect of duty. (Amended 5/1/90)
XII. Internet Presence and Social Networking: Commissioner Conduct

1. It is the responsibility of a Commissioner to exercise caution and responsible etiquette as members of the Human Relations Commission when sharing information, utilizing social networking sites or other web presence. (Amended 12/02/10)

2. Because we act as one body in matters related to our work as the Human Relations Commission, Commissioners are requested to refrain from posting Commission documents or discussion of Commission business on the internet until said documents or discussion have been approved by the Human Relations Commission through approved Commission or Committee minutes (and thus are public information).

XIII. Human Relations Manager

Human Relations Manager Responsibilities:
The Human Relations Manager shall furnish each Commissioner within 24 hours and post in a public place prior to the Commission meeting the following items:

- A general agenda
- Minutes of the previous commission meeting
- Manager’s Report - The Manager’s Report shall include the following:
  (a) Action items passed by the Commission that involve division staff in carrying them out.
  (b) Proposed divisional actions and activities.
  (c) A summary report of each completed outreach activity, including community presentations.
  (d) Each month, the Human Relations Manager shall provide a summary of new complaints received since the last regular Commission meeting. In addition, the Manager will provide the same type of summary information about complaints/cases newly closed and those still open that exceed 90 days after initial contact with the Division. The Manager will also provide a report of activities taking place within the Division as well as information requests of the Human Relations Commission. (Amended 10/05/10; 03/05/13)