

BY LAWS

HUMAN RELATIONS COMMISSION

CITY OF SAN LUIS OBISPO

ARTICLE 1. PURPOSE

It is the purpose of the Human Relations Commission to advise the Council in its actions to create an environment within the City in which all persons can enjoy equal rights and opportunities regardless of race, religion, sex, sexual orientation, national origin, age, physical, mental or economic status. The Human Relations Commission shall make recommendations to the City Council or the ~~City Administrative Officer~~ City Manager on how these social concerns and human needs can best be addressed.

ARTICLE 2. MEMBERSHIP AND TERMS OF OFFICE

The HRC has seven members. Members must be residents and registered voters of the City. While there are no special qualifications for applicants, the Council usually seeks individuals with experience, or a demonstrated interest in community social issues.

Commissioners shall be appointed by the City Council for terms of four (4) years, commencing on April 1st. Commissioners shall serve at the pleasure of the City Council. Any Commissioner may be reappointed, provided that no appointee shall serve more than two (2) consecutive terms (8 years).

ARTICLE 3. MEETINGS

- A The Commission shall hold a regular meeting each month but not less than ten (10) times a year.
- B Regular meetings will be held generally on the first Wednesday of the month at a specified time and place.
- C The Commission meetings shall be open to the public and shall be held at City Hall in the Council Hearing Room or other previously announced locations at specific times as required by California law.
- D A quorum shall consist of a majority of the established Commissioners.
- E All actions of the Commission shall be decided by a majority vote or consensus and shall be directed through the Commission Chair.
- F Minutes of each meeting shall be forwarded to the City Council and be available as a public record.
- G The Chairperson or any three members of the Commission may call a special meeting providing a week's prior notice is given in writing to each member.

- H All Commission meetings shall be conducted according to Robert's Rules of Order.
- I All members present must vote, except when abstaining due to a declared conflict of interest.
- J Any member with a declared conflict of interest shall not vote on or participate in any discussion of any item or in any manner attempt to influence the decision on that item.

#### ARTICLE 4. SUBCOMMITTEES

Subcommittees consisting of less than a quorum of the Commission shall be appointed, as needed, by the Chairperson. Study committees may include non-commission members who shall have no voting power.

#### ARTICLE 5. OFFICERS

- A The officers shall be a Chairperson and a Vice-Chairperson who shall be elected at the Commission meeting in April for one-year terms.
- B The Chairperson shall preside over all meetings of the Commission, prepare all meeting agendas and perform such duties as directed by the Commission.
- C The Vice-Chairperson shall serve in the absence or incapacity of the Chairperson.

#### ARTICLE 6. WORKPLAN

The Commission shall develop a workplan on an annual basis. The workplan shall be a description of the activities that will be undertaken in order to meet the goals and objectives of the Commission.

#### ARTICLE 7. AMENDMENTS

By law amendments shall be submitted for Council approval by an affirmative vote of the members present at a regular meeting of the Commission, provided that such amendments shall have been discussed by the Commission on the agenda of at least two meetings prior to the vote. The members shall receive the proposed amendments in writing at least ten (10) days prior to the first reading.