

**BYLAWS OF THE
HUMAN RIGHTS COMMISSION**

CITY OF CHELSEA MICHIGAN
Adopted by the Human Rights Commission July 19, 2017
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**Article 1
NAME**

The name of this commission is the Human Rights Commission.

**Article 2
ENABLING AUTHORITY**

The Human Rights Commission is established by Chapter 33, Article I. Non Discrimination of Chelsea City Code, as amended.

**Article 3
PURPOSE, OBJECTIVES, AND DUTIES**

3.1 The Human Rights Commission ("Commission") is responsible directly to the Mayor and City Council and shall be limited to performing the tasks defined by Chapter 33, Article I. or otherwise delegated to it by City Council

**Article 4
MEMBERSHIP**

- 4.1 The Commission shall consist of 5 voting members approved by City Council.
- 4.2 All members of the Commission shall serve without compensation.
- 4.3 Each member shall be appointed for a 3-year term. Terms shall be staggered.
- 4.4 Consistent with City Policy, each member of the Commission shall be a resident of City of Chelsea at the time of and during appointment.

- 4.5 Any vacancy on the Commission occurring in the middle of a term shall be filled according to City policy.
- 4.6 Members are expected to attend regularly scheduled meetings and to notify the Chair and the staff liaison in advance if they expect to be tardy or absent. If any member of the Board is absent from three (3) consecutive regularly scheduled meetings, or four (4) meetings in the previous twelve (12) regularly scheduled meetings then that member may be considered delinquent. Delinquency shall be grounds for the City Council to remove a member from the Board for nonperformance of duty, or misconduct, after holding a public hearing on the matter. The secretary, or acting secretary in the absence of the elected secretary, shall keep attendance records and shall notify the City Council whenever any member of the Board has an attendance delinquency as described above. Absences may be excused if due to illness, injury, sudden emergency, or the conduct of other business as authorized by the Board.
- 4.7 Consistent with City Charter, Chapter 5, Section 5.8, a member of the Commission may be removed for cause by the Mayor with the approval of City Council.

Article 5
ETHICS AND CONFLICTS OF INTEREST

- 5.1 The Commission will abide by the City Board, Committee and Commissions Handbook
- 5.2 A member of the Commission shall abstain from discussion or voting on any matter where that member is involved in a real or apparent conflict of interest. Decisions regarding conflicts of interest shall be evaluated on a case-by-case basis with reasonable application of the principles provided in this Article. A conflict of interest shall at a minimum include, but is not necessarily limited to:
- (a) Discussing, voting on, or otherwise acting on a matter in which a member or any member of his/her immediate family, his/her partner, or an entity with whom the member has family or business ties has a direct financial or beneficial interest.
 - (b) Discussing, voting on, or otherwise acting on a matter where the member's employee or employer is an applicant or agent for an applicant, or has a direct financial or beneficial interest in the outcome.
- 5.3 A member of the Commission shall neither solicit nor accept gratuities, favors, or anything of monetary value from entities in a position to benefit from a decision of the Commission.
- 5.4 A member of the Commission shall not obtain, for himself/herself or for any person with whom he/she has business or family ties, any financial or beneficial interest in a matter

which may be affected by a decision of the Commission. This restriction shall apply during the member's tenure on the Commission and for 1 year thereafter.

- 5.5 A member of the Commission shall disclose the general nature of any potential conflict, real or apparent, and, except where it violates a confidence, shall disclose all pertinent facts relating to the conflict. These disclosures shall be made prior to discussion and voting, where possible, and shall be recorded in the minutes of the proceedings. The member may then abstain from discussion and voting on the matter.
- 5.6 A member who cannot vote due to a conflict of interest shall, during deliberation of the matter before the Commission, leave the meeting or the area where the members sit until action on the matter is concluded.
- 5.7 When a question has arisen as to whether a member is ineligible to participate in discussion or vote on a matter because of a conflict of interest, the Commission may determine that the member is ineligible due to a conflict of interest by a vote of a majority of the other members. Upon such a determination, the ineligible member shall not participate in discussion or vote on the matter.
- 5.8 Members of the Commission shall complete an annual disclosure of organization affiliations that could conceivably present a conflict of interest for the member at some point and shall update this disclosure in writing at any time during the year when such affiliations change.
- 5.9 Members shall not act, hold themselves out, or permit themselves to be perceived as official representatives or spokespersons for the Commission without authorization from the Chair. When communicating for personal purposes on matters that may relate to the Commission's business, Members shall clearly indicate that their statements are made in a personal capacity and do not necessarily reflect the views of the Commission. Whenever a member is asked to speak on behalf of the Commission, the member shall seek permission of the Commission or the Chair in advance.
- 5.10 To maintain public confidence in the objectivity of the Commission and to avoid the appearance of bias or prejudice, a member shall not speak or appear before the Commission on behalf of or as a representative of a potential or actual petitioner. A member should avoid speaking or appearing before another entity on behalf of or as a representative of a potential or actual petitioner and shall inform the Commission and recuse themselves from such a petition if the member does so. Outside of a Commission meeting or other Commission process, a member shall not advise an actual or potential petitioner regarding a petition, except to inform the petitioner of factual procedures of the Commission. This section does not preclude a member from discussing a petition within the scope of the Commission's duties at a Commission meeting.

5.11 Members of the Commission shall communicate with City staff through the Commission's designated staff liaison unless otherwise authorized by the City administration and shall follow applicable City administrative policies.

5.12 Members shall conduct themselves in a fair, courteous, and understanding manner at all times in the discharge of their duties, and shall avoid exchanges or actions based upon personal differences.

5.12 Code of Conduct

a) In general, the use of good judgment, based on high ethical principles, will guide the Commissioners with respect to lines of acceptable conduct. The successful operation and reputation of City of Chelsea boards, commissions, and committees is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. Failure to abide by these rules may result in removal from the Commission.

The Commission standards include the following:

- (1) Adhering firmly to a code of sound values.
- (2) Attending and preparing for meetings faithfully.
- (3) Acting in a manner that maintains integrity, and independence, and impartiality yet being responsive to the interests and needs of those they represent.
- (4) Obeying all laws applicable to their official actions.
- (5) Using independent judgment to pursue the common good.
- (6) Presenting opinions to all in a reasonable, forthright, consistent manner.
- (7) Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- (8) Treating other members and the public with dignity and respect.
- (9) Honoring the opinions of others even when in disagreement with other members of the body.
- (10) Understanding and supporting of the body's mission and overall direction.
- (11) Taking pride in the City of Chelsea and your role as a Commission member.
- (12) Being flexible, innovative, and responsive to change.

Article 6 OFFICERS

- 6.1 The officers of the Commission shall be a Chair and Vice-Chair and Secretary. The officers shall be elected by ballot each year from among the voting members of the Commission. The officers shall be elected for a 1-year term by a majority of the voting members currently serving on the Commission. The term of each officer shall run from February 1 to January 31 of each calendar year.
- 6.2 The Chair shall preside at all meetings and shall decide points of order and procedure, subject to the provisions of these bylaws. The Chair shall have the privilege of discussing and voting on all matters before the Commission. The Vice-Chair shall assume the duties of the Chair in the Chair's absence.
- 6.3 When an office becomes vacant before the expiration of the current term (whether by resignation, removal, incapacity, or other circumstance), the vacancy shall be filled by election in the same manner as for full-term officers and the new officer shall serve the remainder of the term. The replacement officer shall be elected at the next regularly scheduled meeting or as soon as practicable. The Vice-Chair may be elected as replacement Chair, in which case a replacement Vice-Chair shall be elected at the same time.
- 6.4 No member may hold more than 1 office at a time.

Article 7 MEETINGS

- 7.1 The Commission shall schedule regular meetings at least once every 2 months. The entire schedule of regular meetings for the upcoming year shall be posted within 10 days after approval at the first meeting of the year. A change in the schedule of regular meetings must be approved by the Commission, and notice of the change shall be posted within 3 days after the meeting at which the change is approved.
- 7.2 Special meetings may be called by the Chair or by the written concurrence of a majority of the voting members currently serving on the Commission. When practical, notice of the special meeting shall be provided to staff and all members of the Commission at least 48 hours in advance. Public notice of the special meeting shall be posted at least 18 hours prior to the scheduled starting time. Except when the special meeting is a rescheduled regular meeting, the purpose of the special meeting shall be stated in the public notice for that meeting and the Commission may not conduct any business beyond the specific purpose stated in the public notice, except by unanimous consent of

the voting members present.

- 7.3 The Commission may hold non-voting working meetings to carry on the work of the Commission. Public notice of the working meeting shall be posted at least 18 hours prior to the scheduled starting time.
- 7.4 Public notice of regularly scheduled committee meetings shall be posted in the same manner as the schedule of regular Commission meetings. Public notice of irregular or special committee meetings shall be posted at least 18 hours prior to the scheduled starting time.
- 7.5 Public notice of all meetings shall be posted at City Hall or at any location designated by the City Manager or City Council.
- 7.6 When practical, meetings shall be scheduled to allow the staff liaison to provide notice to all members of the Commission at least 48 hours in advance.
- 7.7 The Chair may cancel a meeting if there is no business on the agenda or if it is clear that a quorum will not be present. The Chair may also cancel a meeting due to weather, emergency, or other circumstances that may substantially limit the ability of members of the Commission or the public to attend. The Chair shall give notice of cancellation to members of the Commission and to the staff liaison as soon as practicable and at least 2 hours prior to the scheduled meeting time, when practicable. The staff liaison shall post public notice of the cancellation as soon as practicable. Cancelled regular meetings may be rescheduled in the same manner as special meetings.
- 7.8 The presence of 3 members of the Commission shall constitute a quorum. Three (3) votes of members present and eligible to vote are required for the Commission to act. The right to vote is limited to members of the Commission actually present at the time the vote is taken at a lawfully called meeting. A member who is not eligible to vote on a matter because of a conflict of interest shall not be counted in establishing a quorum for that matter.
- 7.9 Except for the election of officers, voting shall be by voice and a show of hands. If the vote is not unanimous, a roll call vote shall be taken and recorded in the minutes.
- 7.10 The Commission shall keep minutes of all regular and special meetings in accordance with City administrative policies and direction.
- 7.11 All meetings of the Commission shall be open to the public and conducted in accordance with the Michigan Open Meetings Act (PA 267) , MCL 15.261 to 15.275 , as amended. Closed sessions may be called for purposes listed in the Open Meetings Act. All meetings of the Commission's committees and subcommittees shall be open to the public in the spirit of

section 3 of the Open Meetings Act.

7.12 Public comment shall be allowed at the beginning of all meetings subject to the following rules:

- (a) The Chair shall give each member of the public 5 minutes each to address the Commission. The Chair may extend an individual's speaking time in his/her discretion. Public comment on non-agenda items may be limited in the Chair's discretion.
- (b) In order to assure that Commission's business can be carried out in a timely manner, the Chair may limit the time of each speaker to less than 5 minutes to allow more comments. The Chair may also request that where multiple speakers wish to present the same viewpoint, that one person speak on behalf of that viewpoint.
 - (1) Members of the public shall demonstrate respect to one another and to the Commissioners.
 - (2) Members of the public shall not participate in the Commission meeting except during designated comment time and shall not interrupt other speakers.
 - (3) Following the public comment period, Commissioners may ask speakers for brief clarifications. Commissioners may or may not choose to place topics raised on future agendas and, if so, may request the speaker to return as a guest speaker. A follow up message may be sent to a speaker explaining any next steps.
 - (4) The Chair may ask any member of the public to leave the meeting if they do not honor these rules.

Article 8 AGENDA AND ORDER OF BUSINESS

8.1 The agendas for each meeting of the Commission shall be developed by the Chair and the staff liaison in consultation with members of the Commission as necessary. Agendas for all regular meetings shall be made available to the public and other members of the Commission at least 48 hours before the meeting's scheduled starting time.

8.2 The order of business at regular meetings shall be as follows. The order of business may be suspended or modified by a majority vote of those members present.

- (1) Roll Call
- (2) Approval of Agenda
- (3) Public Comment
- (4) Presentations of Invited Speakers

- (5) Approval of Minutes of Previous Meetings
- (6) Regular Business
- (7) Communications
- (8) Reports and Future Agenda Items
- (9) Adjournment

**Article 9
PARLIAMENTARY AUTHORITY**

- 9.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Commission; however, parliamentary procedure shall be flexible and may be adjusted in the Chair's discretion to best serve the needs of the Commission. Nevertheless, no procedure shall be adopted that is inconsistent with these bylaws.
- 9.2 The Commission shall not adopt or follow any operating or standing rules, regulations, or guidelines not expressly prescribed by these bylaws.

**Article 10
AMENDMENT OF BYLAWS**

- 10.1 These bylaws may be amended at any regular meeting by a three-fifths vote of all voting members currently serving on the Commission. Provided amendments have been submitted in writing at the previous regular meeting of the Commission. Once approved by the Commission, the proposed amendments will be sent to the City Council for review and adoption and will not become effective until approved by the Council.
- 10.2 These bylaws shall be reviewed by the Commission for possible amendment each year.

**Article 11
MISCELLANEOUS**

- 11.1 The City Manager shall assign City staff to provide administrative support to the Commission and to serve as the liaison between the Commission and other City staff.
- 11.2 The Chelsea City Attorney's Office shall be the legal consultant to the Commission.
- 11.3 The Commission will submit to City Council, on an annual basis, proposed plans for research and educational programs.