

# HUMAN RELATIONS COMMISSION

## **BY - LAWS**

### **SECTION I: DESCRIPTION, POWERS AND DUTIES OF COMMISSION**

The Human Relations Commission (HRC) shall be composed of twenty-three (23) members who shall normally serve for three-year terms. The towns of Hillsborough, Chapel Hill, and Carrboro will each be allocated two (2) seats, with the remaining seventeen (17) considered “at large” seats with representation sought from the townships of Cheeks, Eno, Bingham, Little River, and Cedar Grove. The governing bodies of Hillsborough, Chapel Hill, and Carrboro shall nominate persons to fill their seats, and the Orange County Board of Commissioners shall accept these nominations. Any resident of Orange County is eligible for appointment by the Orange County Board of Commissioners. Should the governing bodies choose not to make nomination, the Orange County Board of Commissioners may fill the seats from applications submitted to the County. It is the intention of the Orange County Board of Commissioners to appoint Commission members known to favor the principles of equal opportunity, non-discrimination and the objectives of this title.

#### **THE ORANGE COUNTY HUMAN RELATIONS COMMISSION SHALL:**

1. Seek to prevent and eliminate bias and discrimination because of race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status, or status with regard to public assistance, by means of education, persuasion, conciliation and enforcement, and utilize all of the powers at its disposal to execute the provisions of this title.
2. Advise the Orange County Board of Commissioners with respect to matters relating to the Commission’s purpose.
3. Cooperate with and seek to advise and coordinate the activities of persons or groups interested in the objectives of this title.
4. Receive, or on the basis of its own information, initiate complaints alleging discrimination and conduct such investigations and inquiries as may reasonably appear necessary to find the facts with respect thereto.
5. Conduct public meetings and hearings, and gather and disseminate information to governmental agencies and to the public.

### **SECTION II: MEMBERSHIP AND ATTENDANCE**

1. Following a second three-year term, members must remain off the Commission for at least one (1) year.
2. Any member who misses three (3) consecutive, regularly scheduled monthly meetings in any twelve-month period shall automatically cease to be a member of the Commission, provided such absences are unexcused.

Any time a member has been automatically removed from the Commission by action of this section, the Chair shall immediately inform the Orange County Board of Commissioners of such vacancy and request an appointee.

3. Any vacancy caused by death, dismissal, resignation or removal of residency by a member, shall be filled by the Orange County Board of Commissioners.

### **SECTION III: VOTING**

Each members of the Commission shall be entitled to one (1) vote on all matters brought before any regular, or called meeting, in which the said member is present and provided a quorum is present at that time, as specified in Section IV.

### **SECTION IV: QUORUM**

A one-third majority of members of the Commission shall constitute a quorum for the transaction of official business.

### **SECTION V: OFFICERS**

The officers of the Commission shall be a chair, vice-chair, and a secretary. Election shall be held at the annual meeting in December to select officers for the following year. Such officers shall assume their new responsibilities beginning with the January meeting.

In the event that the December meeting does not provide a quorum of attendees, elections will be held at the next regular meeting that does provide a quorum. The officers in place will continue in their positions until new officers can be elected. In this event, the newly elected officers' terms will begin upon completion of the elections and continue until the next annual meeting.

Vacancies in office shall be filled at the next regular meeting of the Commission.

#### **DUTIES:**

*Chairperson:* The chairperson shall be responsible for setting the agenda for and presiding at all meetings of the Commission. He or she shall appoint committees, call special meetings, represent the Commission with the Orange County Board of

Commissioners and other organizations and generally supervise all programs and activities.

*Vice-Chairperson:* The vice-chairperson shall be responsible for chairing meetings in the absence of the chairperson, and sharing in the responsibilities of the chairperson (phone calls, letter writing, and preparation for meetings). He or she shall also handle whatever other duties the chairperson and vice-chairperson mutually agree upon.

*Secretary:* The secretary shall be responsible for seeing that accurate records are kept of all proceedings of the Commission, that meeting notices are sent out and that minutes are distributed.

## **SECTION VI: MEETINGS**

1. Regular meetings of the Commission shall be held on the second Monday evening of each month except when, by majority vote of a quorum present at any previous meeting; a regular meeting date may be changed or a meeting can be cancelled.
2. The Commission shall follow suitable rules and regulations for the conduct of its internal operations, including those set forth in "Suggested Rules of Procedure for Small Governing Boards" by Bonnie E. Davis, Institute of Government.
3. The Commission shall designate and appoint such committees, as it may from time to time deem appropriate
  - (a) Written agendas for all committee meetings should be prepared by the committee chairperson and mailed to committee members at least one week prior to said meetings.
  - (b) Minutes of all committee meetings should be recorded by a member chosen by a majority vote of the committee members. The minutes should be distributed, at the direction of the chair, to members of the committee prior to the next committee meeting.
4. Special meetings may be called by the chairperson at any time and/or by six (6) members. Notice by letter or by telephone, given twenty-four (24) hours prior to the scheduled time, shall be considered proper notice of the special meeting.
5. The last regularly scheduled meeting in each year shall be annual meeting. During this annual meeting, the following activities shall take place:
  - (a) A summation of progress made and work accomplished shall be prepared for delivery to the Orange County Board of Commissioners.
  - (b) Officers for the coming year shall be elected.

## **SECTION VII: AMENDMENTS**

1. These by-laws may be amended by vote of the Commission at any regular meeting provided a copy of the proposed amendment is sent with the agenda for the next meeting.
2. These by-laws shall be effective from and after their adoption.

## **SECTION VIII: FINANCES**

Any grants or funds, which are made available to the Orange County Human Relations Commission, shall be handled through the Orange County Board of Commissioners.