

APPROVED 11/8/2012

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## HUMAN RELATIONS COMMISSION POLICIES AND PROCEDURES

### SECTION I: SCOPE

#### A. Purpose

1. To establish a policy and procedures whereby the Orange County Board of Commissioners will establish the specific policies and procedures governing the Human Relations Commission.
2. The Orange County Board of Commissioners may appoint an advisory board whose duty is to serve in an advisory capacity to make recommendations concerning human relations and social justice issues.

#### B. Authority

1. North Carolina General Statute §153A-76 grants boards of county commissioners the authority to establish advisory boards.
2. The Orange County Code of Ordinance Chapter 12 Civil Rights § 12-18(j) grants the Human Relations Commission the authority to review the administrative law judge's recommendation of a Complaint made under this Chapter and make a Final Agency Decision.
3. The Orange County Advisory Board Policy serves as the underlying policy document to which the Human Relations Commission, in addition to this policy and procedure document, is subject. The Orange County Advisory Board Policy is attached hereto as "Exhibit A".
3. In the event that there is a conflict between the Orange County Advisory Board Policy and this Policies and Procedures document this Policies and Procedures document shall control.

#### C. Charge

1. The charge of the Human Relations Commission is as follows:
  - a. study and make recommendations concerning problems in the field of human relationships;
  - b. anticipate and discover practices and customs most likely to create animosity and unrest and to seek solutions to problems as they arise;
  - c. make recommendations designed to promote goodwill and harmony among groups in the County irrespective of their race, color, creed, religion, ancestry, national origin, sex, affectional preference, disability, age, marital status or status with regard to public assistance;
  - d. monitor complaints involving discrimination;
  - e. address and attempt to remedy the violence, tensions, polarization, and other harm created through the practices of discrimination, bias, hatred, and civil inequality; and
  - f. promote harmonious relations within the county through hearings and due process of law.

### SECTION II: GOALS AND OBJECTIVES

#### A. Goals

1. The Human Relations Commission shall 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.
2. Advise the Orange County Board of Commissioners with respect to matters relating to human relations and/or social justice issues.
3. Cooperate with and seek to advise and coordinate the activities of persons or groups interested in human relations and/or social justice issues.

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4. Conduct inquiries and hear appeals as may reasonably appear necessary to find the facts with respect to allegations of discrimination.
  5. Gather and disseminate information to governmental agencies and to the public regarding human relations and/or social justice issues.
- B. Objectives
1. The Human Relations Commission shall by means of education, persuasion, conciliation and enforcement and utilize all of the powers at its disposal to achieve its goals.
  2. Keep abreast of national, state, and local human rights and social justice issues and advise, make recommendations and/or provide information to the Board of County Commissioners regarding human relations and/or social justice issues.
  3. Develop and maintain collaborative relationships/partnerships within the various communities (faith, business, residents, government, for-profit and non-profit sectors, etc.).
  4. Received allegations of discriminatory housing and public accommodation practices
  5. Host public meetings/events regarding human rights and/or social justice issues.

### SECTION III: MEMBERSHIP

- A. Authority
1. North Carolina General Statute 153A-76 grants boards of county commissioners the authority to establish advisory boards and to appoint members to and remove members from those advisory boards. In acting on this authority the Orange County Board of Commissioners hereby establishes certain general conditions to which applicants and members of advisory boards should conform.
- B. Composition
1. The Human Relations Commission is composed of eighteen (18) members.
  2. Members shall represent the following geographic area: at least one member from each of the towns of Chapel Hill, Carrboro and Hillsborough.

### SECTION IV. MEETINGS

- A. Staffing
1. Orange County staff may serve a support function to advisory boards upon the approval of the Orange County Manager.
- B. Agendas
1. Items for agendas shall be approved by the Human Relations Commission Executive Committee members including the Chair Vice-Chair, Immediate Past Chair and staff.
- C. Subcommittee Meeting
1. Subcommittees may meet on a date and time outside of regular meeting dates.
- D. Regular meetings
1. Regular meetings shall be held on the second Monday of each month at 6:30 p.m. in the Animal Services Building in Chapel Hill.
- E. Executive Committee Meetings
1. The Executive Committee may meet by teleconference.
- F. Closed Session

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1. The Commission whether meeting in full or as a subcommittee may meet in closed session for the purpose of preventing the premature disclosure of any scholarship, prize or similar award as provided in N.C. Gen. Stat. §143-318.11(2).

SECTION V. ORIENTATION

A. Attendance

1. Each member shall attend an orientation and training on the Orange County Civil Rights Ordinance presented by the Human Rights and Relations Department to familiarize the Commission members with the operation of County government, the Human Rights and Relations organizational chart, the Orange County Civil Rights Ordinance and the operating procedures of the advisory board.
2. Each voting member will be encouraged to complete the orientation within three months of his or her appointment and to attend training on the Civil Rights Ordinance yearly as provided.

SECTION VI. BY-LAWS

A. By-Laws

1. Any Bylaws adopted by the Human Relations Commission are void and no further bylaws shall be adopted. Procedure shall be governed solely by this policy document and the General Advisory Board Policy Document.
2. Should the Human Relations Commission determine modifications to policies and procedures are necessary the Human Relations Commission may petition the Board of County Commissioners for such modifications.