

BY-LAWS OF THE
Tallahassee Human Relations Committee
CITY OF TALLAHASSEE

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Committee shall be the Tallahassee Human Relations Committee herein after referred to as the "Committee".

B. AUTHORIZATION

The Committee exists by the authority of the Tallahassee City Commission and may be modified or abolished by action of the City Commission.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

This Committee shall serve in an advisory capacity to the Tallahassee City Commission and to the Equal Opportunity Department on issues presented to the Committee related to:

1. Promoting an understanding of racial issues among and between members of the Council and the community, as well as internal equal opportunity matters to improve the quality of life;
2. Developing communication linkages and relationships between diverse community groups;
3. Establishing an objective process by which issues related to racial diversity in the community may be proactively addressed;
4. Participating in decision-making on the implementation of the City's Fair Employment Practices Plan, including inquiring, informing, suggesting, recommending and evaluating the Plan and related programs.

B. FUNCTION

The functions of the Committee shall be:

1. Serving as the official citizens consultant on equal opportunity, and assisting the City in its promotion of equal opportunity within the workforce including monitoring, reviewing and analyzing relevant laws, regulations and directives, including internal employment policies, practices, and procedures and other activities impacted by such laws.
2. Hearing internal complaints of alleged discrimination according to the City's Fair Employment Practices guidelines, and making recommendations to the City Manager on the Committee's findings
3. Convening public meetings to solicit and discuss issues related to race relations in the Tallahassee-Leon County community and making recommendations for improvement.
4. Referring a complainant to either the discrimination complaint procedure or to make a request to the City Manager for other action as deemed appropriate by the Committee in the event the Committee members are directly contacted by a complainant who alleges discrimination.
5. Developing a plan of joint action to prevent and/or minimize civil disorder.
6. Annually reporting to the City Commission, the Committee's status as it pertains to performance, under the City's equal opportunity and human relations efforts.
7. Making recommendations to the Commission for improving race relations within the community and improving the City's equal opportunity program.
8. Performing other duties as delegated by the City Commission and/or the City Manager, or within the scope of the Commission's charge to the Committee.

ARTICLE III - MEMBERSHIP

A. MEMBERS

The Tallahassee Human Relations Committee shall be comprised of eleven (11) members appointed by the City Commission. Committee members will be selected based on their qualifications and willingness to serve. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability. As much as possible, the Committee will be made up of an equitable representation of City residents based on race and sex according to the demographic ratio of the City, civic pride, integrity and experience and interest in the areas of human relations and

equal opportunity. In consideration of the Americans with Disabilities Act, efforts should be made to include members with disabilities.

B. ELIGIBILITY

1. All members of Tallahassee Human Relations Committee shall be City residents, City property owners or City utility customers. Members who are not City residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Committee.

2. Appointment shall be made by the City Commission on the basis of:

- a. community representation,
- b. civic pride,
- c. integrity and
- d. experience and interest in the area of human relations.

3. here shall be six at-large members and five committee members individually representative of and subject to the approval of the following organizations.

- National Association for the Advancement of Colored People (NAACP)
- Tallahassee Urban League
- Southern Christian Leadership Conference
- Chamber of Commerce
- A disabled person representative

(When possible, preference will be given to insure representation for the Hispanic and Asian communities)

4. There shall be two ex-officio members: one from the City of Tallahassee Police Department and one from the Leon County Sheriff's Department.

C. APPOINTMENTS

1. Members shall be appointed initially for a three-year term. Members shall not serve more than two full consecutive terms.

2. It is the responsibility of the Mayor to insure an appointment will occur within thirty (30) days of notification of a vacancy. If an appointment is not made within thirty (30) days by the Mayor or Commission, the committee shall have the authority to request an appointment be agendaed for the next available Commission meeting.

D. VACANCIES

1. A member's position shall become vacant when:

a. a member is absent from 33% of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. Special exceptions on the removal of members for absences may be made by the Chairperson of the Committee when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum, or

b. when a member no longer meets eligibility requirements, or

c. when a member's term expires, or

d. when a member resigns.

2. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Community Relations Officer.

3. Should a resignation be submitted to staff, they will immediately notify the Chair and the Community Relations Officer.

ARTICLE IV. ORGANIZATION

A. OFFICERS

1. The Committee shall elect from its members a Chair, Vice-Chair and (at the discretion of the Committee) a Secretary.

2. Officers shall be elected for a term of one(1) year at the September meeting and shall assume office beginning immediately following the October meeting.

B. QUORUM

A majority of the Committee shall constitute a quorum to hold a meeting or take any action.

C. VOTING RIGHTS

Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members

shall only abstain from a vote when there is a valid conflict of interest addressed to the Committee.

ARTICLE V. OFFICERS AND DUTIES

A. CHAIR

1. The Chair shall appoint chairs of all committees, standing and special.
2. It is the Chair's responsibility to ensure compliance with the bylaws. The Chair will notify members of removal from the committee for noncompliance. Specific questions of conflict of interest will be addressed by the City Attorney or designee.
3. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the Community Relations Officer to begin the advertising and appointment process.
4. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time-limited extenuating circumstances and the absences do not affect the ability of the committee to maintain a quorum.

B. VICE-CHAIR

The vice-chair shall perform the duties in the absence of the chair.

C. REMOVAL

When an officer has been absent or has not performed the duties of that office for three consecutive meetings, that officer may be removed from office by the Committee with a majority vote at a regularly scheduled meeting.

ARTICLE VI. COMMITTEE OPERATIONS

- A.** The Committee shall have no authority other than as stipulated by the bylaws and approved by the City Commission.
- B.** The Committee will meet routinely based upon an adopted meeting schedule which will be provided to the Community Relations Officer. The meeting date may be changed by the Chair with notification in advance by mail to Committee members. Special meetings may be called by the Chair or by a majority of the committee members.
- C.** All meetings will be open to the public. For advertising purposes, the Committee will provide to the Public Information Office a schedule of their meetings and will insure

agendas and minutes are available to the public in accordance with the State Sunshine Laws.

D. All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE VII. STAFF SERVICES

A. The Equal Opportunity Department shall act as the liaison for the Committee with the City Commission and the appropriate appointed official. The Equal Opportunity Department will provide staff services to the committee. Staff services will include:

1. providing a schedule of meetings to the Public Information Office and committee members, arranging meeting locations; maintaining summary minutes of the meetings; preparing and distributing appropriate information related to the meeting agenda

2. informing the Committee of events, activities, policies, programs, etc. occurring within the scope of the Committee's function and informing the Committee of all City Commission or department requests for information or assistance.

3. ensuring the Community Relations Officer is informed of all vacancies, expired terms, changes in officers, or any other changes to the Committee and that all requests for review of applications by the committee and any subsequent recommendations by the committee or staff are returned in a timely manner to the Community Relations Officer to facilitate the appointment process.

4. the responsibility for the continuous flow of information to the appropriate appointed official including providing reports, actions, and recommendations of the Committee and notification of noncompliance by the board or chair with the bylaws or statutes.

5.. the responsibility for ensuring information provided by the Committee for City Commission review is appropriately agendaed for the City Commission meetings.

B. A formal, standard orientation program will be provided by staff to all new members. The program will address, but not be limited to, the bylaws, conflict of interest, the Florida Sunshine Law, ethics violations, and stress the legal obligations and responsibilities. Staff will insure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the committee and the members.

ARTICLE VIII. SUNSET PROVISION

The City Commission will review the activities and accomplishments of the Committee every four years based on a formal review by the Community Relations Officer to

determine if the Committee has completed its original objectives and to determine if the Committee should continue its activities.

ARTICLE IX. BYLAWS AND EFFECTIVE DATE

A. Any changes to the bylaws will be reviewed and approved by the Committee and the City Commission and filed with Equal Opportunity Department and the Community Relations Officer.

1. These Bylaws shall become effective upon adoption by the City Commission.
09-14-94.