



# City of Brooklyn Park Human Rights Commission Organizational Bylaws

As approved and adopted June 23, 1994,  
and as amended January 21, 1999, and as amended May 17, 2001,  
and as amended December 19, 2002, and as amended December 16,  
2004, and as amended March 18, 2008

## ARTICLE I- VISION STATEMENT

It is the goal of the Brooklyn Park Human Rights Commission that the City of Brooklyn Park be recognized as a community of diversity, whose citizens practice equality not out of a sense of need, but rather out of a sense of right.

## ARTICLE II- MISSION STATEMENT

The Brooklyn Park Human Rights Commission has been established to secure for all Brooklyn Park citizens equal opportunity in employment, housing, public accommodations, public services, education, and full participation in the affairs of the city without regards to race, color, creed, religion, national origin, sex, age, disability, marital status, status with regard to public assistance, sexual orientation or ~~familial status~~ *ancestry*.

## ARTICLE III- COMMISSION MEMBERSHIP

- 3.1. The Commission shall be comprised of nine members appointed to serve staggered terms of office. One member shall be from each district, and six members shall be appointed at large.
- 3.2. All members shall be residents of the City of Brooklyn Park.
- 3.3. All members shall serve without compensation, but may be reimbursed personal expenses in the performance of their duties.

## ARTICLE IV- COMMISSION CHAIR

- 4.1. The Commission shall elect a Chair from its membership at its regular May meeting or at the next regular meeting or special meeting whenever the Chair position is vacant. The Chair shall serve for a term of one (1)

year. The Chair may be re-elected for no more than two (2) additional consecutive terms.

- 4.2. The Chair shall preside at all meetings of the Commission.
- 4.3. The Chair shall represent the Commission in all dealings with the Mayor, City Council, City agencies, outside agencies or other organizations. The Chair may delegate these responsibilities to other members of the Commission.

#### **ARTICLE V- COMMISSION VICE CHAIR**

- 5.1. Commission shall elect a Vice Chair from its membership at its regular May meeting or at the next regular or special meeting whenever the Vice Chair position is vacant. The Vice Chair shall serve a term of one (1) year. The Vice Chair may be re-elected for no more than two (2) additional consecutive terms.
- 5.2. The Vice Chair shall actively assist the Chair in planning, administering and conducting Commission business.
- 5.3. The Vice Chair shall preside at all meetings in the Chair's absence.
- 5.4. The Vice Chair shall represent the Commission in all dealings with the Mayor, City Council, City agencies, outside agencies or other organizations in the Chair's absence. The Vice Chair may delegate these responsibilities to other members of the Commission.

#### **ARTICLE VI- COMMISSION SECRETARY**

- 6.1. The Commission shall appoint a Secretary from its membership or at its election request that a staff secretary be furnished by the city.
- 6.2. The Secretary shall record the minutes of all meetings and transmit a copy to every member of the Commission, City Council and the City Manager.
- 6.3. The Secretary shall notify all Commission members of all regular meetings by mail at least five (5) days in advance of the meeting date.
- 6.4. The Secretary shall notify all Commission members of specially called meetings by mail at least five (5) days in advance of the meeting date, or

if such notice is impossible, by telephone at least 3 days in advance of the date of the meeting.

- 6.5. The Secretary shall assure that notice is given to the public of all regularly scheduled meetings at least five (5) days in advance of the meeting date, by posting the date, time and location of the meeting on the public information bulletin board located in the Brooklyn Park City Hall.
- 6.6. The Secretary shall assure that notice is given to the public of all specially called meetings, at least five (5) days in advance of the meeting, or if such notice is impossible, at least 3 days in advance of the meeting by posting the date, time, location and purpose of the meeting on the public information bulletin board located in Brooklyn Park City Hall.

## ARTICLE VII- DUTIES OF THE COMMISSION

The Commission shall make recommendations to the Mayor and City Council on the development and funding of activities, programs, agencies and facilities in regard to human rights, Human Rights and human services as they relate to the legal, educational and preventive efforts in the following areas:

- 7.1. The Commission shall receive complaints and determine if the complaint should be forwarded to the State Department of Human Rights for further action or to North Hennepin Mediation Services for alternative dispute resolution.
- 7.2. The Commission shall act in an advisory capacity to the Mayor, Council and City agencies on issues of civil and human rights to ensure equal opportunity to all members of the community.
- 7.3. The Commission shall enlist the aid of agencies, organizations and individuals in an effort to educate the community and eliminate discrimination and inequalities for all citizens.
- 7.4. The Commission shall have the authority to establish subcommittees as needed.
- 7.5. The Commission shall assist in the development and implementation of a comprehensive plan to ensure that the Human Rights needs of the community are met.
- 7.6. The Commission shall review activities, programs, agencies and facilities in the area of human services in order to improve the home, family and Human Rights climate of the community.

## ARTICLE VIII- COMMISSION MEETINGS

### Regular Meetings

- 8.1. Regularly scheduled meetings of the Commission shall be held on the third Thursday of every month at 7:00 pm in the Brooklyn Park City Hall.
- 8.2. All meetings of the Commission shall be open to the public.
- 8.3. All meetings shall be governed by the Robert's Rules of Order and these bylaws. In the event of an interpretive conflict between the Rules and the bylaws, the bylaws take precedence.
- 8.4. Action by the Commission can be taken only if a majority of its seated members are present.
- 8.5. Action by the Commission is valid only if affirmed by a majority vote of those members present.

### Special Meetings

- 8.6. Special meetings may be convened by the Commission to conduct urgent business to a request by the Mayor or City Council.
- 8.7. Special meetings may be called by the Chair, the Vice Chair in the Chair's absence, or upon the request of three (3) members of the Commission.
- 8.8. Notice of the special meeting shall be given to all members of the Commission by mail at least five (5) days in advance of the meeting date or if such notice is impossible by telephone at least 3 days in advance of the meeting date. Notice shall include the date, time, place and purpose of the meeting.
- 8.9. Action by the Commission can be taken only if a quorum of its members are present. A quorum shall consist of a majority of seated members of the commission.
- 8.10. Action by the Commission is valid only if affirmed by a majority vote of those members present.

## **ARTICLE IX- ATTENDANCE**

- 9.1. Commission members shall attend all meetings. In the event that a member cannot be present, that information shall be communicated to the city Staff Liaison, at the earliest opportunity.
- 9.2. Any Commission member may be removed for cause after a hearing before the City Council. Just cause may include having three consecutive unauthorized absences at regularly scheduled meetings.
- 9.3. A Commissioner who has three consecutive unauthorized absences at regular scheduled meetings may be removed by a majority of the remaining Commissioners, subject to appeal before the City Council.

## **ARTICLE X- AMENDMENT OF BYLAWS**

- 10.1. Proposed amendments to these bylaws may be presented at any meeting of the Commission for consideration at the next regularly scheduled Commission meeting.
- 10.2. Absent Commission members shall receive copies of the proposed amendments by mail at least five (5) days prior to the next scheduled meeting.
- 10.3. The bylaws can be amended by an affirmative vote of a majority of seated members of the Commission. The amendments are effective upon ratification.