

**HUMAN RIGHTS COMMISSION
NORTHFIELD, MINNESOTA
BYLAWS—REVISIONS
DRAFTED FEBRUARY 2013**

I. PURPOSE

The purpose of the Human Rights Commission is to secure for all residents equal opportunity in employment, housing, public accommodations, public services and education and full participation in the affairs of this community by assisting the Minnesota Department of Human Rights in implementing the Minnesota Human Rights Act and by advising the city council on long range programs to improve community relations in the city.

II. REGULAR MEETINGS

1. There shall be at least one regular meeting in each calendar month unless a quorum of Commission members agree otherwise.
2. All regular meetings shall be open to the public.
3. The Commission shall follow the most recent issue of *Robert's Rules of Order* whenever a quorum of members deem it necessary.
4. A quorum shall consist of a simple majority of active members. If a quorum is not present at the meeting the chair must adjourn the meeting, or recess the meeting at the call of the chair.

III. SPECIAL MEETINGS

The Commission may hold special meetings to complete or initiate business at the call of the chair or upon request of three (3) members of the Commission. These meetings must follow all meeting posting rules as determined by the City Clerk.

IV. OFFICERS

The officers shall consist of Chair, Vice Chair, and Secretary.

V. DUTIES OF OFFICERS

CHAIR

1. Preside over meetings.
2. Prepare an agenda prior to each meeting.
3. Represent the Human Rights Commission in dealing with the City Council, School Board, other commissions in the city as well as official bodies outside the city, and any other organization which has interactions with the Commission, or delegate those responsibilities to members of the Commission.
4. Carry out those additional duties that the Commission may from time to time recommend.

VICE CHAIR

1. Represent the chair in the chair's absence.
2. Assist the chair in carrying out the duties of the chair.
3. Carry out additional duties that the Commission may from time to time recommend.

SECRETARY

1. Make a record of and prepare minutes of each meeting of the Commission, and supervise the distribution of minutes and other reports.
2. Maintain a roster of Commission members, their telephone numbers, post office addresses, and e-mail addresses.
3. Supervise the collection of the ongoing history of the Commission.

VI. ELECTIONS

Elections shall be held at the regular December meeting.

VII. TERMS OF OFFICERS

The terms of officers shall be one year, with the term of the Chair not to exceed more than two consecutive years. Officers shall be installed at the regular December meeting.

VIII. ATTENDANCE

1. In the event that a member misses three (3) consecutive meetings, or one-quarter (1/4) of the Commission meetings in any one twelve (12) month period, the Commission may request the Northfield City Council to replace that member. The person shall be given notice regarding his/her absenteeism by the chair prior to the Commission requesting that the Council replace the member. Ample time of thirty (30) days shall be given to the member for response to the Commission before any action is taken.
2. The chair or staff liaison must be notified prior to a meeting if a member will be unable to attend the meeting.

IX. VACANT OFFICES

If an officer of the Commission resigns or vacates the position for any reason during the term, the position will be filled at the next regular meeting.

X. SUBCOMMITTEES

Subcommittees may be formed to assist the Commission in its work. The Chair of the subcommittee shall be a member of the Commission and report to the Commission at each regular meeting.

XI. CITY COUNCIL REPRESENTATION

City Council members are encouraged to attend meetings of the Human Rights Commission.

XII. LIAISONS

STAFF LIAISON: The Northfield City Administrator may designate a staff member to attend Commission meetings and to provide additional support as requested.

SCHOOL BOARD: The School Board shall be requested annually to send at least one representative to Commission meetings.

XIII. AMENDING THE BYLAWS AND GUIDELINES

1. These articles can be amended by approval of two-thirds (2/3) of the active Commission membership.
2. Proposed amendments shall be mailed or emailed to Commission membership at the time of posting prior to the meeting at which the voting on them will be held.

Amended by Northfield Human Rights Commission, February 14, 2013