

**Human Rights Commission  
Northfield MN  
BYLAWS – 2nd Reading – Adopted March 2018**

**I. PURPOSE**

The purpose of the Human Rights Commission is to secure for all Northfield 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 and plans 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. In conducting their meetings The Commission shall follow the Northfield City Council Rules of Business and Meeting Rules.
4. A quorum shall consist of a simple majority of voting 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) voting members of the Commission. These meetings must follow all meeting posting rules as determined by the City Clerk.

**IV. MEMBERS**

1. The human rights commission shall consist of nine (9) regular members and four (4) youth members.
2. Regular Members shall be defined as persons aged 18 or older, appointed by the mayor and city council as per section 2-337(b) of the city code.
3. Youth Members shall be defined as persons of less than age 18 at the time of their appointment, appointed by the mayor and city council as per section 2-337(b) of the city code.
4. Each regular member of the commission shall have one vote. One youth member shall be designated as the voting youth member of the commission. Proxy voting is not permitted for regular members; youth members may designate a proxy voter if needed.

**V. OFFICERS**

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

**VI. DUTIES OF OFFICERS**

**CHAIR**

1. Preside over meetings.
2. Assist the city staff in the collection of materials and preparation of an agenda prior

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to each meeting.

3. Work with city staff in bringing human rights issues to the City Council, School Board, other commissions in the city, and any other organization which has interactions with the City or Commission. The Chair may serve as Commission representative in these matters, or may 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 with the assistance of City staff see to the distribution of minutes and other reports.
2. Assist city staff in maintaining a roster of Commission members, their telephone numbers, post office addresses, and e-mail addresses.
3. Maintain a record of attendance at Commission meetings.
4. Assist city staff in maintaining records of Commission correspondence and activities.
5. Carry out additional duties that the Commission may from time to time recommend.

**VII. ELECTION OF OFFICERS**

Elections shall be held at the regular February meeting.

**VIII. TERMS OF OFFICERS**

1. The terms of officers shall be one year, with the term of the Chair not to exceed more than two consecutive years. Officers shall assume their responsibilities at the regular March meeting.
2. 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.

**IX. ATTENDANCE**

1. The Chair or appropriate city staff must be notified prior to a meeting if a member will be unable to attend the meeting.
2. 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.

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**X. SUBCOMMITTEES**

Subcommittees may be formed to assist the Commission in its work. The Chair of the sub- committee 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**

1. STAFF LIAISON: The Northfield City Administrator may designate a staff member to attend Commission meetings and to provide additional support as requested.
2. SCHOOL BOARD: The School Board shall be requested annually to send at least one representative to all 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 the Commission membership prior to the meeting at which they will be considered.