



## Legislation Details (With Text)

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Date	Ver.	Action By	Action	Result
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**Human Rights Commission Meeting Date:** February 13, 2020

**To:** Human Rights Commission

**From:** Beth Kallestad, Program Coordinator

### Action Requested:

The Human Rights Commission elects officers for February 2020 - January 2021.

### Summary Report:

The Human Rights Commission bylaws call for election of officers to be called in February.

The current officers that have been in place the last year includes the following:

- Mar Valdecantos, Chair  
\* This is Valdecantos' second term as Chair. The bylaws read that the Chair may not serve more than two consecutive terms. Therefore, Valdecantos is not eligible for consideration of nomination to a second term.
- Justin London, Vice-Chair (no longer on HRC, term ended in December 2019)
- Angelique Dietz, Secretary

The following is an excerpt to those bylaws (full bylaws see orientation agenda item):

## I. OFFICERS

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

## **II. DUTIES OF OFFICERS**

### **CHAIR**

1. Preside over meetings.
2. Assist the city staff in the collection of materials and preparation of an agenda prior to each meeting.
3. Work with city staff in bringing human rights issues to 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 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.

## **III. ELECTION OF OFFICERS**

Elections shall be held at the regular February meeting.

## **IV. 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 February 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.

Staff recommends using a nomination process which is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. It is recommended to use the following process of taking nominations from the floor (per Roberts Rules of Order option):

1. Chair announces that "we will take nominations for the position of Chair from members of the floor for the office of "Chair."
  - a. Any member may then call out, for example "I nominate fill in name," without needing to be recognized by the chair. No seconds are necessary. The chair then announces, "fill in name is nominated."
  - b. When it appears that everyone who wishes to h has made a nomination, the Chair says,

- “Are there any further nominations? [Pause.] If not, [pause] nominations are closed.”
- c. Individuals who were nominated could choose to remove themselves from consideration of appointment. They should state “I respectfully decline my nomination.”
  - d. If only one candidate has been nominated for an office, the chair simply declares the nominee elected.
  - e. If there is more than one candidate a written ballot process will be conducted with the one receiving majority approval. Staff will have paper and pencils available at the meeting for the ballot vote. The election becomes final when the chair announces the result of the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline.
- 2. Repeat process above for “Vice-Chair” office.
  - 3. Repeat process above for “Secretary” office.

The board does not currently have any formal process of rotation of officers. However, as noted earlier the Chair position is limited to 2 terms total.

The officers would take office immediately after election of all officers is completed as there are no special bylaw provisions for a later date to take office.

**Alternative Options:**

Not applicable

**Financial Impacts:**

Not applicable

**Tentative Timelines:**

Not applicable