

# **BYLAWS OF THE AURORA HUMAN RELATIONS COMMISSION**

## **ARTICLE I**

### **NAME**

This commission shall be known as the Aurora Human Relations Commission as currently established by City Ordinance No. 90-82.

## **ARTICLE II**

### **PURPOSE**

The purpose of the Commission shall be as follows:

(A) To provide the city government with timely and pertinent information as to social problems and conditions within the community of Aurora and specifically to inform the City Manager and City Council of changing social conditions within the city, and to do so during scheduled quarterly meetings with the City Council and other designees.

(B) To adopt, amend, publish and rescind bylaws regarding the operation of the Commission consistent with the powers and duties outlined.

## **ARTICLE III**

### **MEMBERSHIP**

The Human Relations Commission (HRC) Consists of 12 voting members, including a youth member, one nonvoting member, one alternate nonvoting youth member and one alternate nonvoting member. The nonvoting member shall be appointed by the city manager. Members serve for a term of three years, beginning at time of appointment without compensation.

Replacement appointments are made as necessary to fill complete three year terms. Candidates are requested to submit their applications to the City Manager's office. The Office of Diversity, Equity & Inclusion staff will review applications and forward them to the Executive Board for interviews and assessments. Interviewed applicants will be ratified by the Commission and forwarded to the City Council for approval and appointment.

Any member may resign at any time by giving written notice to the Mayor of his/her resignation and a copy forwarded to the HRC office. Any such resignation shall take effect at the time specified therein or, if the time is not specified, it shall be immediately upon receipt. Unless designated therein, the acceptance of a resignation shall not be necessary to make it effective.

The Commission may recommend the removal of a Commissioner, with cause, to the City Council upon an affirmative vote of the majority. Cause shall be defined as failure to perform specific duties as assigned or requested and/or failure to attend 80% of commission meetings.

## **ARTICLE IV**

### **DUTIES OF THE COMMISSION**

The Commission, acting within the scope of its functions, shall have the power to:

- (A) Study, analyze and recommend to the City Council proposals for administrative or legislative action which may be necessary to alleviate human relations problems. To be accomplished by an ad hoc committee with approval of Commission.
- (B) Issue to the City Council such publications and reports of investigations and research as appropriate and consistent with the duties and responsibilities of the Commission.
- (C) Within these bylaws, cooperate with federal, state, county and municipal agencies and departments in eliminating prejudice, intolerance, disorder and discrimination wherever they exist within the community.
- (D) Make recommendations for the annual budget
- (E) Build relationships with the citizens of the City of Aurora to promote diversity and inclusion within the city

## **ARTICLE V**

### **EXECUTIVE BOARD**

The officers of the Commission shall constitute the Executive Board.

- (A) The business and affairs of the Commission shall be managed by the Executive Board. The Executive Board may delegate these functions to the commissioners. The board shall be subject to the orders of the Commission, shall take no action which conflict with those taken by the Commission, shall make no policy decisions on behalf of the Commission, and shall be responsible for preparing the annual report to the City Council as approved by the Commission.
- (B) The elected officers or Executive Board of the Commission shall include, but not be limited to, the Chairperson, the First Vice-Chairperson, and the Second Vice-Chairperson. Any two or more offices may not be held by the same person. Such officers shall be elected at the December meeting of the Commission to serve a term of one year, unless re-elected. No employee of the City of Aurora may serve on the executive board of the Aurora Human Relations Commission.
- (C) Any officer may resign his or her office at any time by giving notice of resignation to the Chairperson.
- (D) The Chairperson shall preside at meetings and shall be an ex-officio member of all committees of the Commission, shall act as liaison to support staff, empower chairs of subcommittees, provide report from Executive Board, act as spokesperson for the HRC and perform all duties incident to the office. All actions of the Chairperson are subject to Commission approval.
- (E) The 1st Vice-Chairperson shall have such responsibilities and perform duties as assigned by the Chairperson or Commission. In the absence of the Chairperson, he/she shall preside over Commission meetings and be responsible for all internal projects.

(F) The 2nd Vice-Chairperson shall have such responsibilities and perform all duties as assigned by the Commission or the Chairperson and in the absence of the other two officers, preside over the Commission meetings, and be responsible for external projects.

(G) Any officer of the Commission may be removed from office, with cause, at any time, by the vote of the majority of the Commission at any meeting of the Commission. Cause shall be defined as failure to perform specific duties of that office.

(H) A vacancy may be filled for the unexpired term by approval of the Commission and appointment by the City Council.

## **ARTICLE VI**

### **COMMITTEES/PROGRAMS**

(A) Standing committees are of a permanent and ongoing nature and shall consist of a minimum of two commissioners. The standing committees/programs are: Marketing, Discrimination Complaints, Agency Review, Education/Socioeconomic Initiatives, Grants, and Administrative/Legislative Action, and Affirmative action review.

(B) Ad Hoc committees/programs are of a temporary nature and deemed appropriate by the Commission.

(C) Special committees/programs shall be formed for a specific purpose and an undetermined period of time to handle special projects as they arise.

## **ARTICLE VII**

### **MEETINGS OF THE COMMISSION**

(A) The Commission's regular meetings shall be held on the first Wednesday of each month or at such other time as agreed upon by the Commission.

(B) The meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of committees and any other business that may arise.

(C) Special meetings may be called by the Chairperson or by one-third of the Commission. Written or verbal notification shall be given each commissioner not less than three days in advance of said meeting. Notification shall include date, time, place and purpose of meeting.

(D) Executive Sessions may be called by the Chairperson or by one third of the Commission.

(E) At all meetings, a majority of the appointed commissioners shall constitute a quorum. If a quorum shall fail, the meeting may be a work session with those present.

## **ARTICLE VIII**

### **BUDGET**

(A) All requests for funds will be reviewed and approved by the Executive Board.

(B) All expenditures from the Commission's operating funds shall be approved by the Chairperson and

administered by staff.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

(A) These bylaws can be amended at any regular meeting of the Commission by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **ARTICLE X**

### **The Office of Diversity Equity & Inclusion**

(A) The Office of Diversity Equity & Inclusion acting as staff, shall provide support to the Commission to enable it to carry out the functions of the Commission. The Office shall provide quarterly financial reports.

(B) Actions of the Office on behalf of the Commission are subject to approval by the Executive Board. The Office shall maintain all HRC property and records. The Office shall provide administrative support for HRC meetings, monitor and coordinate the budget, secure contracts and make presentations where appropriate and designated.

## **ARTICLE XI**

### **PARLIAMENTARY AUTHORITY**

(A) The rules contained in the current edition of Robert's Rules of Order, newly revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

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