



Cedar Falls Human Rights Commission

220 Clay Street, Cedar Falls, Iowa 50613
Telephone: (319) 268-5111 Fax: (319) 268-5126

Approved 11/11/02

BYLAWS

ARTICLE I

MEMBERS

SECTION I. The Cedar Falls Human Rights Commission shall be composed of eleven (11) members, broadly representative of the community, appointed by the Mayor and confirmed by the City Council of Cedar Falls, Iowa.

SECTION II. Each member shall be appointed for a designated term of three (3) years. Appointments or re-appointments shall be made in such a way that only three (3) members are appointed or reappointed at one time except every third Commission class, when four (4) members must be appointed or reappointed.

SECTION III. Vacancies occurring upon resignation of a commissioner shall be filled by the above appointment process for that un-expired term.

ARTICLE II

OFFICERS

SECTION I. The officers of this Commission shall be a Chairperson and a Vice-Chairperson each of whom shall be elected for a term of one (1) year unless otherwise provided.

SECTION II. The term for Chairperson and Vice-Chairperson shall begin on January 1 and end on December 31 of the calendar year.

SECTION III. Any vacancies occurring for Chairperson and/or Vice-Chairperson shall be filled by special election.

ARTICLE III**DUTIES OF OFFICERS**

SECTION I. The Chairperson shall preside at all meetings and shall have a vote on all matters before the Commission. She/he shall act as spokesperson for the Commission on subjects on which the Commission has taken a position/stand. The Chairperson shall appoint chairpersons and members to serve on committees. (See Article VII regarding Committees.)

SECTION II. The Vice-Chairperson shall assume the duties of Chairperson in the event of the Chairperson's absence or incapacity.

ARTICLE IV**STAFF**

SECTION I. The City provides staff support to the Commission; the Commission shall appoint and prescribe the duties for such staff subject to the approval of the City Council. While attending to Commission duties, such staff shall be under the supervision, policies and rules set by the Human Rights Commission.

SECTION II. The support staff person(s) shall be assigned all administrative support duties and responsibilities of the Commission. These duties and responsibilities shall be delegated to the staff person(s) at the regular January meeting each year.

ARTICLE V**SCHEDULE AND QUORUM FOR MEETINGS**

SECTION I. Regular meetings of the Commission shall be held on the 3rd Monday of each month, except July, August and December.

SECTION II. Special meetings may be called by the Chairperson, Vice Chairperson or upon the request of three (3) members.

SECTION III. The presence of six of the Commission members, one of whom must be the Chairperson or Acting Chairperson, shall constitute a quorum.

SECTION IV. Revised edition of Roberts Rules of Order shall be the authority for parliamentary procedure governing the meetings of the Commission in all cases unless they conflict with the Cedar Falls Human Rights Ordinance and/or these By-Laws.

ARTICLE VI**ATTENDANCE AT MEETINGS**

SECTION I. Regular attendance of all members is a requirement of an effective commission. Absence constitutes a breach in the performance of effective membership. Excused absences shall be limited to four (4) meetings during a twelve-month calendar year. More than four (4) excused absences or two (2) unexcused absences during a twelve-month calendar year are grounds for removal as a Commission member.

SECTION II. After one unexcused absence or two (2) excused absences a letter over the signature of the Commission Chairperson explaining concern over the absence(s), will be sent to the faulting Commissioner.

SECTION III. After the 2nd unexcused or 4th excused absence the Commission Chairperson will ask the Mayor to declare the seat vacant and to appoint a new Commissioner to fill the un-expired term.

ARTICLE VII**COMMITTEES**

SECTION I. Permanent or ad hoc committees may be established through the vote of the Commissioners. The Chairperson shall appoint chairpersons and members to serve on those committees. All ad hoc committees shall be for a specific purpose and duration.

SECTION II. The Executive Committee consists of the Chairperson, Vice Chairperson, and a member-at-large appointed by the Chairperson.

ARTICLE VIII**CONFLICT OF INTEREST**

SECTION I. Whenever a Commissioner, because of a relationship or: a friendship, is unable to be objective in the consideration of the merits of a case, due to the fact there could be the appearance of a conflict of interest that Commissioner shall abstain from any involvement in that particular case.

ARTICLE IX

CONFIDENTIALITY

SECTION I. Neither Commissioners nor the Human Rights Assistant shall disclose any information regarding any case within the purview of the Commission prior to public hearing.

SECTION II. No Commissioner shall make a public statement on behalf of the Commission without the knowledge and approval of the members of the Commission.

ARTICLE X

AMENDMENT TO THE BY-LAWS

SECTION I. These By-Laws may be amended at any regular or called meeting of the Commission. Notice of the proposed amendments shall be enclosed with the notice of the meeting. If they are to be amended at a specially called meeting, notice of such intent to amend must have been given at the previous regular meeting. All proposed amendments shall be submitted in writing and shall require an affirmative vote of two-thirds (2/3) of those present to adopt the amendment.

ARTICLE XI

ORDINANCE

SECTION I. These By-Laws or their amendments shall conform to the Cedar Falls Commission on Human Rights Ordinance by the Cedar Falls City Council.

Approved 10/21/02 -Cedar Falls Human Rights Commission
Approved 11/11/02 -City Council

Joyce E. Rewerts, HR Assistant
Gary Hesse, City Clerk

RESOLUTION NO. 13,490

**RESOLUTION APPROVING AND ADOPTING HUMAN RIGHTS
COMMISSION BYLAWS**

WHEREAS, the City Council of the City of Cedar Falls, Iowa, has considered approving and adopting Human Rights Commission Bylaws, and

WHEREAS, the City Council of the City of Cedar Falls, Iowa, deems it in the best interest of the City of Cedar Falls, Iowa to approve and adopt said Bylaws,

NOW THEREFORE, be it resolved by the City Council of the City of Cedar Falls, Iowa, that said Human Rights Commission Bylaws are hereby approved and adopted.

ADOPTED, this 11th day of November, 2002.

Signed _____
Jon T. Crews, Mayor

ATTEST:

Signed: _____
Gary L. Hesse, CMC, City Clerk