



# *Cedar Falls Human Rights Commission*

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Approved 07/10/23

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## **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 with the advice and consent of 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.

**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 by the Commission.

**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. They 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 a staff liaison for support to the Commission; the Commission shall appoint and prescribe the duties for such staff liaison subject to the approval of the City Council. While attending to Commission duties, such staff liaison shall be under the supervision, policies and rules set by the Human Rights Commission.

**SECTION II.** The staff liaison shall be assigned all administrative support duties and responsibilities of the Commission. These duties and responsibilities shall be delegated to the staff liaison 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 2nd Monday of each month.

**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 a simple majority of appointed Commission members, one of whom must be the Chairperson or Acting Chairperson, shall constitute a quorum.

**SECTION IV.** The 12th Edition of Robert's 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 Bylaws.

**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. Members are expected to communicate in advance of absences. If a member permanently moves from the City of Cedar Falls, or, without due explanation as determined by the Commission Chairperson, is absent from three consecutive regular meetings or five meetings within one year, except in the case of sickness or temporary absence from Cedar Falls, the member's office shall be rendered vacant.

**SECTION II.** A letter will be sent to a member at the point in which the member has missed two consecutive regular meetings or a total of four regular meetings within one year, for failure to meet the obligations of a member of the Commission.

**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 the most recent past chairperson, if available. If the most recent past chairperson is not available, then the third member of the Executive Committee shall be 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 any deliberation, due to the fact there could be the appearance of a conflict of interest, that Commissioner shall abstain from any involvement in that deliberation.

**ARTICLE IX**

**CONFIDENTIALITY**

**SECTION I.** 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 BYLAWS**

**SECTION I.** These Bylaws may be amended at any regular or special 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 at least two-thirds (2/3) of those present to adopt the amendment.

**ARTICLE XI**

**ORDINANCE**

**SECTION I.** These Bylaws or their amendments shall conform to the Cedar Falls Commission on Human Rights provisions of the Code of Ordinances of the City of Cedar Falls.