



# Bylaws of the Human Rights Commission

Approved by the Board of Supervisors: MM/DD/YYYY

## **ARTICLE I – Bylaws Established**

These are Bylaws of the County of El Dorado Human Rights Commission.

## **ARTICLE II – Authority**

The authority of this Human Rights Commission is established in the provisions of Government Code sections 50260-50265 and El Dorado County Ordinance Number 5081.

## **ARTICLE III – Objectives**

The purpose of the Human Rights Commission is to promote tolerance and mutual respect among all persons, and to foster peaceful relations between all county residents and visitors, and to preserve the public peace among residents and visitors of different races, religions, national origins, and the other characteristics listed in Government Code section 11135.

## **ARTICLE IV – Membership**

### **A. Composition of Commission**

1. All member appointments shall be appointed and approved by majority vote of the Board at a regular meeting.
2. The Commission shall consist of seven (7) members comprised of the following:
  - a. Two (2) members shall be members of the Board.
  - b. Each member of the Board shall nominate one (1) member who is a full-time resident of their respective Supervisorial District to serve on the commission. These members shall be referred to as Resident Members.
3. Prior to official nomination, Resident Members are required to submit a completed committee/commission application prescribed by the Clerk of the Board. The Board may establish a policy or other procedure to address occurrences where more than one (1) resident applies for a single vacancy.
4. In selecting the membership of the commission, the Board shall take into consideration, among other things, people from groups of various race, religious creed, color, national origin, ancestry, physical disability, mental disability, marital status, gender, sexual orientation, socioeconomic status, or civic interest, and people from other groups subject to prejudice and discrimination.

### **B. Resident Member Term**

1. The term of Resident members shall be coterminous with the term of the nominating Supervisor.

2. The Board of Supervisors may remove any member by majority vote at a regular or special meeting.
3. In the event a Resident Member has unexcused absences from three (3) consecutive meetings of the Commission, her/his appointment may become vacant at the fourth such consecutive meeting of the Commission.

**C. Resident Member Vacancies**

In the event a Resident Member vacancy occurs during the term of an appointment, the Commission Chair or Vice-Chair is responsible for notifying the nominating Supervisor and the Clerk of the Board within three (3) business days following the date the vacancy was known. The Clerk of the Board (or designee) will cause a Notice of Vacancy to be posted pursuant to Government Code section 54974. The Board shall consider appointments pursuant to section 2.20.1102 - Membership.

**D. Officers**

The members of the Commission shall select a Chair, a Vice Chair and a Secretary. The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of all meetings. The Secretary shall keep the minutes of all meetings, prepare correspondence as needed, post meeting agendas in a location that is freely accessible to the public pursuant to the Ralph M. Brown Act (Government code §54950 et. seq.) and send meeting agendas to the County Office of the Clerk of the Board for posting on a webpage designated by the county.

**E. Compensation**

Resident Members of the Commission serve as volunteers and are not compensated.

**Article V – Meetings**

- A. The Commission shall hold regular meetings on the second Monday of each month. Special meetings of the commission may be called by the commission Chair or, in her/his absence or unavailability, the Vice-Chair.
- B. All meeting agendas shall be posted/published pursuant to the Ralph M. Brown Act (Government code §54950 et. seq.)
- C. Agenda
  1. Submission of Items  
Staff or any Commissioner may place an item on the Agenda. Agenda items should be submitted to the Secretary 10 days prior to the Commission meeting.
  2. Preparation and Content  
The Agenda will contain a brief general description of each item of business to be transacted or discussed at the meeting.
  3. Distribution and Posting  
At least 72 hour before the Regular Commission meeting, the agenda will be distributed to the Commissioners and posted at a location that is freely accessible to the public.
  4. Additions after Posting  
No action shall be taken on any item not appearing on the posted agenda, except as permitted by Government Code 54954.2 of the Brown Act.
- D. Meetings of the Commission shall be conducted in accordance with fair and orderly procedures described in Rosenberg’s Rules of Order, except as required by state law or as provided by these Bylaws.

**Article VI – Subcommittees**

Subcommittees may be established by the Commission at a regular meeting to address specific topics or projects of limited scope, and shall be in place for not more than six months from the date the subcommittee is established. Membership of any subcommittee must be comprised solely of less than a quorum of the commission and must include at least one member of the Board of Supervisors appointed to the commission. Subcommittees are Ad Hoc in nature and not subject to the Brown Act so long as the term and scope of any subcommittee are limited.

**Article VII – Amendments to the Bylaws**

Proposed amendments to these Bylaws shall be submitted to the Officers and then brought to the Commission for discussion and approval.