



# Human Relations Commission Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: OCTOBER 24, 2024**

**FROM: HUMAN RELATIONS COMMISSION** **WARDS: ALL**  
**AD HOC COMMITTEE CHAIR**

**SUBJECT: REVIEW AND DISCUSS BY-LAWS AD HOC COMMITTEE REVISION**  
**RECOMMENDATIONS TO HRC STANDING RULES**

**ISSUE:**

That the Human Relations Commission review, provide input, consider input from the City Attorney's Office to the revisions recommended by the By-Laws Ad Hoc Committee to the Human Relations Commission Standing Rules and provide recommendations for next steps.

**RECOMMENDATIONS:**

That the Human Relations Commission:

1. Review, discuss and provide input to the by-law revisions recommended by the By-Laws Ad Hoc Committee to the Human Relations Commission Standing Rules; and
2. Consider input and direction from the City Attorney's Office on revision recommendations; and
3. Provide recommendations on next steps for revisions to the Human Relations Commission Standing Rules.

**BACKGROUND:**

The Standing Rules of the Human Relations Commission (HRC) were approved on June 30, 2013, and have not been reviewed since. The Standing Rules serve as the guiding source of authority for the HRC and include the Mission, Objectives, appointment terms, Powers, Duties, and Functions of the Commission. Certain sections of the Standing Rules are part of the Riverside Municipal Code or Charter and would require City Council approval to amend.

On February 22, 2024, the HRC By-Laws Ad Hoc Committee was established by Chair Ayra with the intent of reviewing the by-laws for recommended changes. Chair Ayra appointed Commissioners Lewis, German, Woods-Adeyeye and Goe to serve on the committee.

At the HRC meeting on June 27, 2024, the By-laws Ad Hoc Committee presented their recommended revisions to the commission for review. Following discussion, the HRC voted to postpone any decision making on the Standing Rules revisions until the Ad Hoc met with the City Attorney's Office to receive feedback on the recommended revisions and the process for amending the Riverside Municipal Code.

**DISCUSSION:**

Following a review, the By-Laws Ad Hoc Committee recommends revisions to the following sections of the HRC Standing Rules (By-Laws):

- Mission
- Objectives: Items 2, 3, 4, 5, and 9
- Powers, Duties, and Functions: Items 2, 3, 4, 7
- Appointment terms: Items 2, 3, and 4

The detailed recommended revisions and comments of the By-laws Ad Hoc Committee are included in Attachment 1 for review by the commission.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

Prepared by: Krystelle Schneider, Senior Management Analyst

Attachments:

1. Standing Rules of the HRC Redlined
2. RMC Chapter 2.16