



Human Relations Commission Memorandum

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: DECEMBER 17, 2025**

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

SUBJECT: REVIEW AND DISCUSS REVISIONS TO STANDING RULES

ISSUE:

That the Human Relations Commission review, discuss, and consider input from the Bylaws Ad Hoc Committee and staff regarding recommended revisions to the Standing Rules to ensure alignment with the Riverside Municipal Code and the mission of the commission.

RECOMMENDATIONS:

That the Human Relations Commission review, discuss and provide input on the revisions recommended by staff and the Bylaws Ad Hoc Committee to the Human Relations Commission Standing Rules.

BACKGROUND:

The current Standing Rules (bylaws) of the Human Relations Commission (HRC) were approved on June 30, 2013, and have not been revised 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 and require City Council approval via adoption of an ordinance to amend.

On February 22, 2024, the HRC Bylaws Ad Hoc Committee was established by Chair Ayra with the intent of reviewing the bylaws 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 Bylaws 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.

On October 24, 2024, the Commission once again discussed revisions to the Standing Rules. Following discussion, it was requested that staff provide further information about how language

in the *Appointment Terms* section of the Standing Rules referencing non-voting youth liaisons and LGBT representation came to be.

DISCUSSION:

Staff reviewed the ordinances governing the HRC and found that the provisions currently in the Standing Rules referencing non-voting youth liaisons and LGBT representation are not consistent with the Riverside Municipal Code. To provide context on how the governing language has changed over time, excerpts from three ordinances are included below. This history shows when student liaison provisions were added, when they were removed, and what the current membership requirements are today.

- **Ordinance No. 6704 (2003)**

When first adopted in 2003, Ordinance 6704 set the Commission membership at “at least fifteen members” and, for the first time, added two ex-officio student members appointed by the school districts. This is the origin of the student liaison language that later appeared in the Commission’s bylaws.

“The commission shall consist of at least fifteen members in accordance with the City Charter. So far as is reasonably possible, the Commission members shall include representation from the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement and labor. The remaining members may be appointed from other fields of endeavor. Further, the diversity of the Commission is important to achieving its stated objectives. In that regard, there should be focused outreach activities to expand the pool of applicants for appointment to the Commission.”

B. There shall be two ex-officio student members. One shall be appointed by the Superintendent of Riverside Unified School District, and one shall be appointed by the Superintendent of Alvord Unified School District. These ex-officio members shall serve on the Commission for no more than one academic year. The City Council shall approve the appointment of these ex-officio members.”

- **Ordinance No. 6786 (2005)**

Two years later, the City Council adopted Ordinance 6786, which superseded 6704. This version increased the total number of members from fifteen to seventeen but removed the student liaison provision entirely. The fact that this language was not carried forward indicates Council’s intent at that time to eliminate the student positions.

“A. The Human Relations Commission shall consist of seventeen members in accordance with the City Charter. So far as is reasonably possible, the Commission members shall include representation from the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement and labor. The remaining members may be appointed from other fields of endeavor. Further, the diversity of the Commission is important to achieving its stated objectives. In that regard, there should be focused outreach activities to expand the pool of applicants for appointment to the Commission.”

- **Ordinance No. 7037 (2009, current)**

In 2009, the Council adopted Ordinance No. 7037, which remains in effect today. This ordinance reduced the Commission back to fifteen members and retained the language emphasizing diversity and outreach, but it did not reinstate the student liaisons or add

any specific demographic representation requirements.

“The Human Relations Commission shall consist of fifteen members in accordance with the City Charter. So far as is reasonably possible, the Commission members shall include representation from the following fields: education, medicine, health and welfare, law, real estate, industry, business, finance, law enforcement and labor. The remaining members may be appointed from other fields of endeavor. Further, the diversity of the Commission is important to achieving its stated objectives. In that regard, there should be focused outreach activities to expand the pool of applications for appointment to the Commission.”

Per the advice of the City Attorney’s Office, the bylaws are void to the extent they conflict with the ordinance. Accordingly, one of the goals of the current bylaws review is to update the Standing Rules membership requirements to match Ordinance 7037. The Commission may also consider additional revisions, including those recommended by the Bylaws Ad Hoc Committee, provided they do not conflict with the City Charter or Municipal Code. Any proposed changes to sections covered by the Municipal Code will require preparation of a new ordinance by the City Attorney’s Office and approval by the City Council. Revisions to sections not covered by the Municipal Code or Charter (such as Mission) may be adopted directly by the Commission.

The recommended revisions and comments of the Bylaws Ad Hoc Committee and staff comments are included in Attachment 1 for review by the Commission. The Ad Hoc recommended changes and comments are shown in blue, while staff’s comments are in red.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst

Attachments:

1. Standing Rules Redlined
2. Standing Rules (Revised 2013)
3. RMC Chapter 2.16