

**STANDING RULES OF THE
HUMAN RELATIONS COMMISSION
CITY OF RIVERSIDE**

Mission

Advocating for equal opportunity, justice, and access in the City of Riverside to services and opportunities. To engage in activities designed to aid in elimination of prejudice, intolerance and discrimination against individuals or groups because of race, color, religion, national origin, language, citizenship status, sex, sexual orientation, gender identity, gender expression and/or cultural background. To empower communities and institutions; and promoting an informed and inclusive multicultural society.

A. Objectives:

1. Equal justice and access before the law.
2. Equal socio-economic and political opportunity.
3. A caring, trusting, and non-biased community with individual dignity and integrity for all.
4. Protection of the dignity and integrity of every individual.
5. Responsible citizenship.
6. Effective consideration of complaints and redress of grievances.
7. Equitable opportunities in health, housing, education and employment.
8. Education of all in the community relating to basic human rights and responsibilities.
9. Protection for all in the City of Riverside from the discrimination and injustice caused by discrimination based on race, color, religion, gender, age, disability, sexual orientation, language, citizenship status, and national origin.

B. Powers, Duties, and Functions

MC Section 2.16.030

The powers, duties and functions of the Human Relations Commission shall include, but not be limited to the following:

1. To advise the City Council on all problems of local inter-group relations;
2. To study the problems of prejudice and discrimination in the community and the causes thereof;
3. To work with other agencies, public and private in developing programs to eliminate prejudice and discrimination;
4. To sponsor and encourage educational activities which tend to promote inter-racial, inter-faith, and inter-ethnic harmony, progress, and integration;
5. To foster mutual understanding and respect among all racial, religious, and national groups;
6. To prepare and submit an annual report to the City Council concerning human relations by the end of the fiscal year;
7. To recommend and coordinate effective systems to insure equal justice and access for The City of Riverside.

C. Number of members – Qualifications:

MC Section 2.16.020

1. The Commission shall consist of no less than fifteen members appointed by the City Council. 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.

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.

D. Appointment; Terms

Charter Section 802

1. The members of each board or commission shall serve at the pleasure of the mayor and city council and shall be nominated and appointed by the mayor and city council from the qualified electors of the city, none of whom shall hold any paid office or employment in the city government. They shall be subject to removal by the mayor and city council by a motion adopted by five affirmative votes with the mayor entitled to vote. The members thereof shall serve for a term of four years and until their respective successors are appointed and qualified, and may serve for not more than two consecutive full terms. Members shall be subject to all applicable local, state, and federal laws and codes of ethics adopted by the City Council.
2. The Human Relations Commission may recommend removal of a member of the Commission to the City Council.
3. Up to four ~~Two~~ non-voting youth liaisons, ~~one from~~ each from Riverside Unified School District and Alvord School District, will be appointed to the Commission on the recommendations of the Mayor and the Riverside Youth Council.
4. If there is no LGBT representation on the commission, the commission shall have one member as a non-voting liaison and/or select an ad-hoc committee to advise the commission on LGBT issues.

E. Resignations

Any commissioner may resign from the commission by submitting a written resignation to the Mayor and City Council as well as to the Commission Chair.

F. Compensation; vacancies.
Charter Section 805

The members of Boards and Commissions shall serve without compensation for their service as such, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the City Council.

Any vacancies in any board or commission, from whatever cause arising, shall be filled by the mayor and city council with the mayor entitled to vote on any such appointment. Upon vacancy occurring leaving an unexpired portion of a term, any appointment to fill such a vacancy shall be for the unexpired portion of such term. If a member of a board or commission absents himself/herself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or ceases to be a qualified elector of the city, the office shall become vacant and shall be so declared by the city council. If a position on an enumerated board or commission has remained vacant for sixty days, the mayor shall appoint a person to fill the vacancy in accordance with Section 803.

G. Officers

1. The officers of this Commission shall be the Chair, Vice-Chair, and Parliamentarian. These officers shall perform the duties prescribed by these Standing rules and by the parliamentary authority of this Commission, which shall be Robert's Rules of Order.
2. No Chair or Vice-Chair shall be eligible to serve more than two consecutive terms in the same office.
3. The Chair, Vice-Chair, and Parliamentarian shall be elected by members of the Commission, to serve for one year or until their successors are appointed. Their term of office shall begin immediately upon election. Election of officers shall take place at the March regular meeting of the Commission.
4. In the event of a vacancy occurring in the office of the Chair, the Vice-Chair, or Parliamentarian shall succeed immediately to the office for the remainder of the Chair's un-expired term.
5. In the event of a vacancy occurring in the office of the Vice-Chair, or Parliamentarian, the Office shall be filled by election from the Commission.
6. In the absence of the Chair and Vice-Chair, the meeting will be called to order by the Parliamentarian who shall then serve as Chair pro-tem and shall terminate his/her office at the end of the meeting.
7. The City Manager shall designate a secretary for the recording of minutes for the Commission, who shall keep a record of its proceedings and transactions and delegate the staffing of the Commissioner to the Mayor's Office.

H. Meetings:

1. Each Board or Commission shall hold regular meetings at least once each month and such special meetings as such Board or Commission may require. All proceedings shall be open to the public.
2. Unless otherwise ordered by the Commission regular meetings shall be held on the third Thursday of each month.
3. A special meeting may be called by the Chair or any five members of the Commission. Notice of a special meeting stating the time, place, and purpose shall be served in writing upon each member not less than five days before such meeting and/or by telephone or email within forty-eight hours of the meeting time.
4. A quorum shall be a majority of the members of the Commission. If a quorum is not present for two consecutive regularly scheduled meetings, a special meeting may be called as in "3" above and a majority of those members attending the special meeting may establish a new quorum.

I. Meeting Attendance:

1. Commissioners are expected to attend all regular Commission meetings. Members of the Executive and *ad hoc* Committees are expected to attend those meetings. The Commission shall review all absences at the regularly scheduled meeting and determine which absences will be excused. If a Commissioner exceeds 25% unexcused absenteeism, the Commission may ask the City Council to remove the Commissioner.
2. An approved leave of absence will be granted for a period of two to six months for the following reasons:
 - a. Family Crisis
 - b. Business
 - c. Personal Illness
 - d. Education
3. Committee attendance policies will be monitored by the full Commission.

J. Appropriations:
Charter Section 801

The City Council shall include in its annual budget such appropriation of funds as in its opinion shall be sufficient for the efficient and proper functioning of boards and commissions.

K. Committees:

1. The Executive Committee shall consist of the Commission Chair, Vice-Chair, and Parliamentarian. The Executive Committee is a standing committee that is subject to all the requirements of the Brown Act.
2. *Ad hoc* Committees
An *ad hoc* committee is a temporary advisory committee composed solely of less than a quorum of the Commission that serve a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed.
 - a. *Ad hoc* committees shall be appointed by the Commission Chair as he/she shall from time to time, deem necessary to carry on the work of the Commission.
 - b. Once appointed, *ad hoc* committee members shall select a Chair for the committee.
 - c. The Chair of the *ad hoc* committee will report back to the full Commission in a manner determined when the *ad hoc* committee is established.
 - d. Each *ad hoc* committee shall have a minimum of 3 members. If there are insufficient volunteers to meet this minimum requirement, the Chair of the Commission may appoint through assignment the necessary number of members required.
 - e. *Ad hoc* committees are advisory to the Commission. They do not have the authority to act on behalf of the Commission except in the case of a specific delegation of authority adopted at a regular Commission meeting. Business applicable to a certain committee shall automatically be referred to it.
 - f. *Ad hoc* committees may be held as needed at the time and place designated by the committee.

L. Parliamentary Authority:
Proposed HRC 10/02

The rules contained in the newly revised edition of Robert's Rules of Order shall govern this Commission in all cases to which they are applicable, unless they are not consistent with these standing rules or any special rules of order the Commission may adopt, or any rules as set forth in the City Municipal Code as amended, or in any city ordinance as amended. The Parliamentarian shall make all necessary rulings.

M. Amendment of Standing Rules:

These standing rules can be amended at any regular meeting of the Commission by two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous regular meeting.

Revised September 14, 2009 November 21, 2013