

Chatham County Human Relations Commission

Revised August 24th, 2010

Article I—Organization

Section 1. Name: The organization shall be named the Chatham County Human Relations Commission (hereinafter referred to as CCHRC).

Section 2. Service Area: The CCHRC shall serve the people residing working, or trading in Chatham County.

Section 3: Effective Date: These Bylaws shall become effective upon their adoption by the Chatham County Board of Commissioners and shall remain in effect until rescinded or modified by the CCHRC.

Article II — Purpose

Section 1. Mission:

Mission: The Mission of the HRC is to actively promote harmonious relations and mutual respect among all groups within Chatham County and to discourage all manner and manifestation of discriminatory practices toward such groups; thereby, promoting the general welfare of this community.

Section 2. Goal: It shall be the goal of the CCHRC to facilitate the prevention and/or resolution of problems in areas affecting the human relations of all citizens residing, working, or trading in Chatham County.

Section 3. Duties of the CCHRC:

- A. To serve as a vehicle through which citizens can convey their suggestions/concerns pertaining to the status of human relations in the area served by the CCHRC;
- B. To serve as a liaison/facilitator between the public and the local governing bodies;
- C. To recommend specific strategies/action steps designed to resolve human relations problems, thus improving the quality of life in the community;
- D. To act as an advisory body to the Chatham County Board of Commissioners on new and emerging, social concerns/cultural diversity issues facing the community;

- E. To promote equality of opportunity for all citizens in the area served by the CCHRC;
- F. To promote the employment of qualified people without regard to race, gender, religion, disability, age, sexual orientation, or economic background;
- G. To sponsor educational forums, meetings, programs, etc., that promote amicable relations, mutual respect, and responsible citizenship;
- H. To sponsor an annual event that recognizes individuals, persons in business and industry; local organizations and religious organizations for outstanding accomplishments in human relations;
- I. To render an annual report to the Chatham County Board of Commissioners in October of each year.

Article III — Membership

Section 1. Membership: The Membership of the CCHRC shall be citizens officially appointed by the Chatham County Board of Commissioners. CCHRC Members shall represent diverse communities based upon race, gender, religion, disability, age, sexual orientation, and economic background. The appointments shall consist of 12 Members.

Section 2. Term of Office: Members shall serve 3-year terms or until a successor is appointed. No person shall serve more than 2 consecutive terms.

Section 3. Removal from Office: Members can be removed from office with cause by a two-thirds vote of those present at a regular or special meeting, where 10 days previous notice has been given to all Members. Cause shall include having unexcused absences from three consecutive CCHRC meetings.

Article IV — Officers

Section 1. Officers: Officers of the CCHRC shall be a Chair, Vice-Chair, and Secretary/Treasurer as follows:

- A. Chair: The Chair shall preside at all meetings of the CCHRC. The Chair shall have and exercise general charge and supervision of the affairs of the CCHRC and shall perform other duties as may be assigned by a majority vote of the Members present. The Chair or his/her designee shall be an ex-officio member of all committees. The Chair may appoint one of the Members as parliamentarian.
- B. Vice-Chair: The Vice-Chair shall assist the Chair in the execution of his/her duties as assigned; and in the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

- C. Secretary/Treasurer: The Secretary/Treasurer shall be responsible for such books, documents, and reports as necessary or requested by the Chair of the CCHRC and for recording the minutes of all meetings, regular, special, executive board, and annual. Such books, documents, reports, and minutes shall be open for inspection as prescribed by law. The Secretary/Treasurer shall, in general, perform all duties associated with this office.

Section 2. Election of Officers:

- A. Election: The election of Officers for the CCHRC shall be held annually in October. Officers shall serve terms of one year. No Officer shall serve more than two consecutive terms.
- B. Eligibility: Only Members appointed by the Chatham County Board of Commissioners shall vote and hold office on the CCHRC.
- C. Nominations: By August of each year, the Chair shall appoint a Nominating Committee. The Committee shall consist of 4 Members. After ascertaining the willingness of each of its nominees to serve, the Committee will present the slate at the September meeting. The slate of Officers shall be voted upon at the next meeting. Additional nominations may be made from the floor after the Nominating Committee presents its slate.

Article V — Committees

Section 1. Appointment of Committees: The Chair of the CCHRC shall appoint such committees as deemed necessary to implement the mission, goal, or duties of the CCHRC.

Section 2. Executive Committee: There shall be an Executive Committee that shall consist of the Officers of the CCHRC and may act for the CCHRC between regular meetings. Any actions taken shall be subject to ratification by a quorum at the next regular meeting of the CCHRC.

Section 3. Other Committees: The CCHRC may create other committees, both standing and ad hoc, that are necessary to meet the mission, goal, and duties of the CCHRC.

Article VI — Meetings

Section 1. Applicability of Bylaws: These Bylaws shall apply to all meetings of the CCHRC -- regular, special, executive board, and annual.

Section 2. Open Meetings: It is the public policy of North Carolina and Chatham County that the hearings, deliberations, and actions of the CCHRC and its committees be conducted openly. Except as

otherwise provided in these Bylaws and in accordance with applicable law, each official meeting, of the CCHRC shall be open to the public; and any person is entitled to attend such a meeting. **Section 3.** Closed Sessions: The CCHRC may hold closed sessions as provided by law. It shall commence a closed session by a majority vote of those present to do so and conclude a closed session in the same manner.

Section 4. Regular meetings: The CCHRC shall hold a regular monthly meeting at a time and place to be determined by the Commission. If a regular meeting day is a legal holiday or presents a major conflict with other CCHRC activities, the meeting shall, unless otherwise rescheduled or canceled by a majority vote of the Members, be held on the next business day.

Section 5. Special Meetings: The Chair or three of the Members of the CCHRC may call a special meeting of the CCHRC. The purpose of the meeting shall be stated in a written or telephone notice and should include the time and place of the meeting and the subject(s) to be considered. All Members must be notified at least 48 hours before the meeting. All appropriate media outlets must also be notified at least 48 hours before the meeting. Only those items of business specified in the notice may be transacted at the special meeting unless all Members are present or those who are not present have signed a written waiver. If these conditions are met, the agenda may be expanded upon approval of a majority vote of the Members present. If a special meeting is called to deal with an emergency, the notice requirements of this rule do not apply. However, the person or persons who call an emergency special meeting shall take reasonable action to inform the other Members and the public of the meeting. Only business connected with the emergency may be discussed at the meeting.

Section 6. Electronic Meetings: Meetings of the CCHRC may be held by teleconference or other electronic means provided that a meeting room with the applicable equipment is made available to the public so that they may hear each Member participating in the meeting, and each Member may hear all other Members and any other persons in attendance at the meeting. Such meetings shall follow all open meetings law requirements.

Section 7. Quorum: Five Members of the CCHRC shall constitute a quorum. A quorum of the board, either in person or through electronic means, shall be required at all public hearings required by state law.

Section 8. Minutes: Minutes shall be kept of all meetings of the CCHRC.

Section 9. Agenda: The CCHRC Chair shall be responsible for setting the agenda. The agenda shall be distributed no less than 48 hours prior to the meeting. A request to have an item placed on the agenda

must be made at least 72 hours prior to the meeting.

Section 10. Order of Business: Items shall be placed on the agenda according to the Order of Business.

The Order of Business for each regular meeting shall be as follows:

- A. Approval of the minutes
- B. Discussion/adjustment of the agenda
- C. Public hearing
- D. Administrative reports
- E. Committee reports
- F. Unfinished business
- G. New business

However, by a majority vote of the CCHRC, items may be considered out of this order.

Article VII — Public Hearings

Public hearings required by law, or deemed advisable by the CCHRC, shall be initiated by motion and adopted by a majority vote of those present setting forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted to each speaker and designating representatives to speak for large groups. At the appointed time, the Chair or his/her designee shall call the hearing to order and preside over it. When the allotted time expires, the chair shall declare the hearing concluded, and the CCHRC shall resume the regular order of business. A quorum is not necessary to conduct the public hearing.

Article VIII — Duty to Vote

Section 1. A Member shall refrain from voting when the motion is of direct personal or monetary interest to the Member and to no one else.

Section 2. A Member, who wishes to be excused from voting, shall so inform the Chair and state his/her reason for abstaining.

Article IX — Prohibition from Secret Voting

Written ballots are prohibited as are any other methods that would lead to a secret ballot.

Article X — Action by Reference

The CCHRC shall not deliberate, vote, or otherwise act on any matter by reference to an agenda or document number unless copies of the agenda or documents being referenced are available for public inspection at the meeting and are so worded that people at the meeting can understand what is being discussed or acted upon.

Article XI — Amendment or Revision of Bylaws

These Bylaws can be amended or revised in conformity with Article I, Section 3, of these Bylaws at any special or regularly scheduled meeting by a two-thirds vote of Members present providing that notice is given in writing to all Members at least fourteen days prior to the meeting.

Article XII — Parliamentary Authority

The rules contained in the latest edition of Robert’s Rules of Order shall govern the Chatham County Human Relations Commission in all cases in which they are applicable and in which they do not conflict with other procedures provided by these Bylaws.

Adopted this, the 20th day of October, 2009.

George Lucier, Chairman

ATTEST:

Sandra B. Sublett, CMC, Clerk to the Board
Chatham County Board of Commissioners