

HUMAN RELATIONS COMMISSION  
CITY OF CHANDLER, ARIZONA

BYLAWS

The Human Relations Commission (Commission) has been established pursuant to Ordinance No. 2806.

There is hereby established the Chandler Human Relations Commission which shall consist of eleven (11) members broadly representative of the diverse demographics of the community. Such members shall be residents of Chandler and shall be appointed by the Mayor, subject to approval of the Council without regard to their political affiliations, one (1) of whom shall be elected by the other members to serve as chairperson.

The Chandler City Council finds it to be of the utmost importance to work toward the elimination of prejudice and discrimination; and to promote amicable relations among all racial, cultural, religious, age, gender, disabled, socioeconomic and national groups within the community. It will be the purpose of the Chandler Human Relations Commission to act as an advisory body to the City Council. It shall recommend ways to encourage mutual respect and understanding among the many groups of people who live, work and spend time within the community. The Commission should make recommendations to discourage all manner and manifestation of discriminatory practices, and assist the City Council and City Departments on ways in which people from different racial, cultural or religious backgrounds can be made to feel at home within the Chandler community.

I. ORGANIZATION:

A. Officers

- (1) The Commission shall elect annually a Chair and Vice Chair from among the appointed members at the first meeting following the first day of May of each year.
  - a) The term of Chair and Vice Chair shall be one (1) year and any member serving as Chair or Vice Chair shall be eligible for re-election. No officer elected by the Commission shall serve in the same capacity for more than two (2) consecutive one-year terms.
  - b) The Vice Chair shall act as Chair in the Chair's absence. In the absence of the Chair and Vice Chair, the Commission will select an Acting Chair to that meeting by a majority vote of the members present.
  - c) Any vacancy for Chair or Vice Chair as may occur for any reason shall be filled from the Commission membership by majority vote of the Commission at the next meeting where the full Commission is present, for the remainder of the term.

- d) The Chair or Vice Chair may be removed from office at any time by a three-fourths (3/4) majority vote of the full Commission members.
- e) The Chair shall preside at all meetings and hearings of the Commission, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
- f) The Chair shall have the right to vote on all matters before the Commission, and shall also have the right to make or second motions in the absence of a motion, or a second, made by a member.

B. Staff

- (1) The City of Chandler Assistant City Manager, or his designated representative, shall serve the Commission as Secretary. The City of Chandler City Manager's Staff shall furnish professional and technical advice of the Commission.
- (2) Chandler City Attorney, or his designated representative, shall have the responsibility of furnishing such legal advice on all points of order, procedure, or other matters as may be requested from time to time.

II. MEETINGS:

A. Regular Meetings:

- (1) Regular meetings shall be held monthly as determined by the Commission. If the Commission determines that the regular meeting is too close to a holiday, such meeting shall either be canceled or rescheduled by motion or majority vote of the Commission.
- (2) Regular meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the votes on each issue and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- (3) The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the

Commission or general public wishes to address any particular item designated for consent action by the Commission. Should any member of the Commission or public so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

B. Special Meetings:

- (1) Special meetings for any purpose may be held on the call of the Chair or request of two or more members, all at least twenty-four (24) hours before the meeting. At least twenty-four (24) hours notice shall be given to the general public by posting such notice at City Hall, and otherwise in conformance with Arizona State law. The call and notice shall specify the time and place of the special meeting, and an agenda of the business to be transacted.
- (2) Special meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the vote of each member and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- (3) The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Commission or general public wishes to address any particular item designated for consent action by the Commission. Should any member of the Commission or public so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

C. Study Sessions:

- (1) Study sessions for any purpose may be held on the call of the Chair or request of two or more members, or by Staff giving notice to all the members by phone or personal delivery, or by verbal comment during a regular meeting, all at least twenty-four (24) hours before the meeting. At least twenty-four (24) hours notice shall be given to the general public by posting such notice at City Hall, and otherwise in conformance with Arizona State law. The call and notice shall specify the time and place of the study session, and an agenda of the business to be transacted.
- (2) Study sessions may be held before or after any regular meeting, subject to providing notice as provided herein. When a matter is set for a study

session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

D. Notice of Meetings:

- (1) Written notice of all meetings to Commission members shall be deposited in the mail, delivered in person, or by e-mail at least twenty-four (24) hours before the date of meeting; except that where required by an actual emergency, members may be notified by telephone by the Secretary.

E. Quorum:

A majority of the members of the Commission shall constitute a quorum for transacting business at any regular meeting. No action shall be taken at any regular meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. At a study session, any number of Commission members may hold discussion on agenda items.

F. Agenda:

An agenda shall be prepared by the Secretary for each regular meeting, study session, and executive session of the Commission. The agenda shall include the various matters of business as scheduled for consideration by the Commission.

G. Withdrawal of Request:

An item may be withdrawn upon request to the Secretary, but no item shall be withdrawn after posting of hearing notice or legal ad published for notification prior to the public hearing thereon without formal consent of the Commission.

H. Field Trips:

The Commission may take field trips for purposes relevant to a public hearing or other matter under consideration. All Commission field trips shall be taken as part of a regular or special meeting, and all interested persons shall be afforded the opportunity to be present to hear any reports or comments. A record of the field trips shall be entered into the minutes, so that the record shall indicate that the field trip was taken into consideration as evidence. Nothing herein shall prevent less than a quorum of the Commission, or Commission members individually at their own convenience and expense, from taking field trips, which are related to an action or other matter being considered.

- I. The City Code Section 2-61 provides for forfeiture of Commission member office in certain scenarios including failing to attend three consecutive unexcused absences from the Commission.

### III. ORDERS OF BUSINESS

#### A. Parliamentary Procedure:

- (1) The Chair shall call the Commission to order and the Secretary shall record the members present and absent. The Chair may call each matter of business in the order filed and shall announce the name of the action, and the nature of their request. Supporting evidence for and against each matter shall be presented to the Commission.
- (2) The Chair shall conduct meetings under Robert's Rules of Order unless such rules are suspended by majority vote of the Commission. The Chair shall direct questions to any person speaking, in order to bring out all relevant facts, circumstances, and conditions affecting the matter being considered, and then call for questions from other members of the Commission and from City Staff.

#### B. Voting:

The affirmative vote of the majority of members present shall be required for passage of any matter before the Commission. When a motion in favor of any action or other matter fails to receive an affirmative majority vote, i.e., a tie vote, it shall be entered into the minutes as a vote to deny the action being considered. In the event that there is no motion, or the motion dies for lack of a second, it shall be entered into the minutes as a denial of the action being considered. Nothing herein shall prevent any member from making a subsequent motion on any matter where a prior motion is not approved by a majority vote of all members present.

- (2) A member shall disqualify himself or herself and abstain from voting whenever he or she has, or may have, a conflict of interest in the action under consideration, as described and provided by the Arizona Revised Statutes (ARS 38-501, et. seq.) and the Chandler Code (Sec. 2-4, and successors).
- (3) Each member attending shall be entitled to one (1) vote. The minutes of the proceedings shall indicate the vote of every matter acted upon, and shall indicate any absence or failure to vote. No member shall be excused from voting except on matters involving the consideration of his own official conduct, or such matters as referred to in Section III. B. (2) of these bylaws.
- (4) A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and

execution of all actions recommended in the staff report on file in the matter.

C. Recommendation to City Council:

The Commission shall forward a recommendation to City Council of its findings and/or action(s) in writing with respect to the merits of the action within thirty (30) days of the conclusion of the meeting where the action was discussed.

IV. OFFICIAL RECORDS:

A. Retention of Files

The official records of the Commission shall include these rules and regulations, minutes of meetings, resolutions, and its adopted reports, which shall be deposited with the City Clerk's Office and which shall be available to public inspection during customary office hours.

B. Recording of Meetings:

All public meetings of the Commission may be recorded by electronic device. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter, at his or her own expense, may do so, provided that he or she consults the Commission's secretary to arrange facilities for such recording prior to the commencement of the meeting, or does not otherwise disrupt the proceedings.

V. AMENDMENTS:

These bylaws may be amended by majority vote at any meeting of the Commission provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting. Such amendment shall be subject to ratification by the City Council and, if so approved, shall become effective at the next regular meeting of the Commission.

APPROVED AS TO FORM:

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City Attorney

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Date