

HUMAN RIGHTS COMMISSION

RULES OF PROCEDURE



1800 West Old Shakopee Road

Bloomington, MN 55431-3027

RULES OF PROCEDURE

HUMAN RIGHTS COMMISSION

BLOOMINGTON, MINNESOTA

AS REVISED THROUGH NOVEMBER 16, 2020
CITY COUNCIL APPROVED December 21, 2020

TABLE OF CONTENTS

SECTION I. MEETINGS	1
1.1 Regular Meetings	1
1.2 Special Meetings	2
1.3 Place	2
1.4 Public	2
1.5 Quorum	2
1.6 Vote	2
SECTION II. ORGANIZATION	3
2.1 Chairperson	3
2.2 Work Plan/Annual Report	3
2.3 Vice-Chairperson	3
2.5 Past Chairperson	4
2.6 Election	4
2.7 Vacancies	4
2.8 Absence	5
SECTION III. COMMITTEES	5
3.1 Approval by City Council	5
3.2 Involvement of Community	5
3.3 Areas	5
3.4 Committee Reports	5
3.5 Executive Committee	5
SECTION IV. HANDLING OF INTAKES	6
4.1 Intake Process	6
4.2 Definition	6
4.3 Principles	6
4.4 Requirements	6
4.5 Reports	6
SECTION V. MISCELLANEOUS	6
5.1 Human Rights Award	6
5.2 Training	7
5.3 Recommendations to the City Council	7
5.4 Public Communications	7
5.5 Open Meeting Law	8

5.6	Rules of Order	8
5.7	Suspension of Rules	8
5.8	Amendments	8
5.9	Review	8

RULES OF PROCEDURE

HUMAN RIGHTS COMMISSION

Bloomington, Minnesota

As revised through November, 2020

City Council approved December 21, 2020

The following rules of procedure are adopted by the Human Rights Commission (here and after referred to as “Commission”) to facilitate its work as a permanent advisory Commission established by the City Council under Chapter II, Section 2.02, of the Home Rule Charter of the City of Bloomington, Minnesota, and Chapter 2, Section 2.70 of the Bloomington City Code.

The Commission’s purpose shall be to aid and advise the City Council in ensuring for all citizens of the city equal opportunity in those areas protected by law and in such other affairs as may affect the social standards of the city. The duties and responsibilities and membership are as set forth in Article V, Division E, , of Chapter 2 of the Bloomington City Code. General provisions governing the Commission are as set forth in, Article V, Division A of Chapter 2 of the Bloomington City Code.

SECTION I. MEETINGS

- 1.1 **Regular meetings.** Regular meetings of the Commission shall be held on the third Tuesday of each month at 5:30 P.M. A schedule of the regular meetings shall be kept on file in the Commission’s primary office. If the Commission decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is required for a special meeting under the open meeting statutes of the State of Minnesota, Minn. Stat. Chapter 13D.

- 1.2 Special Meetings. Special meetings may be called by the Chair as defined in Section 2.1 or by three members of the Commission. Special meetings may be called only when such meetings comply with the advance notice requirements of the statutes of the State of Minnesota, Minn. Stat. Chapter 13D.04, subd.2.

At special meetings a majority of the duly appointed and sworn-in current Commissioners must vote in the affirmative to pass a motion. For purposes of this approval, a Commissioner not attending the meeting at which such a vote is taken may submit that vote by signed absentee ballot as long as the ballot is turned in by noon of the meeting day to the Commission staff liaison. The name and vote of each Commissioner voting by absentee ballot shall be recorded in the official minutes of that meeting.

- 1.3 Place. Regular meetings shall ordinarily be held in the Bloomington Civic Plaza. Meetings may be held in other accessible facilities as the Commission deems necessary.
- 1.4 Public. All regular, committee, and special meetings and all records and minutes shall be open to the public.
- 1.5 Quorum. A quorum consists of a majority of the current Commissioners appointed to the Commission and shall be required for the transaction of business and taking of official action.
- 1.6 Vote. Except as otherwise specified in these rules, voting shall be by voice. A member may have their vote on a particular issue recorded if they wishes. A minority report may be submitted by a minimum of two (2) members of the Commission.

SECTION II. ORGANIZATION

2.1 Chairperson.

- a. The Commission shall elect from its members a Chairperson, by majority of votes cast, to serve an eighteen month term as the Chairperson at meetings, and to report to the City Council all findings and recommendations of the Commission.
- b. Every Commission meeting shall be conducted by a Chairperson who shall be responsible for coordinating preparation of the meeting agenda with the City staff liaison. The Chairperson shall appoint committee membership and Chairpersons, and perform such other duties as may be prescribed in the By-Laws.
- c. The Chairperson shall conduct the meeting so as to keep it moving as rapidly and efficiently as possible and shall remind members, petitioners, and residents to stick to the subject at hand.
- d. The Chairperson shall not move for action but may second motions.
- e. The Chairperson shall be responsible for the communications of the Commission.

2.2 Work Plan/Annual Report. The Chairperson shall be responsible for submitting an Annual Work Plan and Annual Report to the Commission for review and approval prior to presenting it to the City Council.

2.3 Vice-Chairperson. The Commission shall elect from its members one Vice-Chairperson, by majority of votes cast, to serve an eighteen month term and to fulfill the duties of the Chairperson in the absence of the Chairperson.

2.4

2.5 Past Chairperson. The most recent Past Elected Chairperson of the Commission shall serve on the Executive Committee for the duration of the Past Chairperson's term or until the current Chairperson, as a result of the annual election, becomes the

most recent Past Chairperson. The Past Chairperson will fulfill the duties of the Commission in the absence of the Chairperson, Vice-Chairperson,

- 2.6 Election. The Chairperson, and Vice-Chairperson shall be elected at an organizational meeting by majority vote. Each member of the Commission shall cast a ballot for the Commissioner they wish to be Chairperson. The Commissioner receiving a majority of the votes cast shall be Chairperson. If no one receives a majority of all votes cast, balloting shall continue until one Commissioner receives a majority.

The Vice-Chairperson shall then be elected, in order, by the same procedure. These Chairpersons shall take office immediately following their election and shall hold office until their successors have been elected and have assumed office.

Commissioners are allowed to vote by absentee ballot as long as the ballot is turned in by noon of the election day to the Commission's staff liaison. The name and vote of each Commissioner voting by absentee ballot shall be recorded in the official minutes of the meeting.

- 2.7 Vacancies. If the Chairperson retires during their term of office, the Vice-Chairperson shall become Chairperson. A new Vice-Chairperson will be elected at the next meeting. If both retire, new officers shall be elected at a meeting called as soon as possible, but not to exceed 60 days from the date of retirement. An officer may decline the opportunity to move to the next position. If this occurs, the vacancy will be filled at a meeting, as soon as possible, but not to exceed 60 days from the date of vacancy.

- 2.8 Absence. If all the members of the Executive Committee are absent from a meeting, the Chairperson may name a temporary Chairperson. If this has not been done, the Commission shall name a temporary Chairperson by voice vote.

SECTION III. COMMITTEES

- 3.1 Approval by City Council. The Commission may establish committees or subcommittees after specific approval by the City Council. No committee or subcommittee may engage in activities, functions, or duties outside the scope of authority granted to the Commission by the City Council.
- 3.2 Involvement of Community. The Commission may develop committees, chaired in each instance by a Commission member, to permit involvement of the greatest number of community representatives to plan and carry out programs and to allow for utilizing persons with expertise and knowledge who may not be members of the Commission.
- 3.3 Areas. The Commission may establish Committees as the needs become apparent to the Commission, in accordance with §2.73 Bloomington City Code. The committees may include, but are not limited to, sections related to Chapter 363A, Minnesota Statutes, and may liaison with other organizations including other local commissions and agencies.
- 3.4 Committee Reports. Every committee meeting shall be reported at the full Commission meeting for inclusion in the meeting's minutes.
- 3.5 Executive Committee. The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, and the Past Chairperson. The Executive Committee shall assist the Commission in efficiently organizing and effectively conducting its affairs by reviewing and assisting the Commission in coordinating all Commission business. The Executive Committee shall review agenda items prior to Commission meetings to provide background information or to make recommendations, but not to establish policy on behalf of the Commission.

SECTION IV. HANDLING OF INTAKES

- 4.1 Intake Process. Reports of discriminatory acts shall be handled pursuant to an intake process and/or service recognized by the State Department of Human Rights.
- 4.2 Definition. An unfair discriminatory practice is any act described in Section 363A.03, Subd. 48 of the Minnesota Human Rights Act.
- 4.3 Principles. In handling reports of discrimination, the Commission shall make every effort to find solutions that improve human relations in Bloomington, that do not increase polarization of citizens, and that respect the rights of all parties to any charge of alleged discrimination. The Commission's primary role is to make referrals to the Minnesota Department of Human Rights.
- 4.4 Requirements. Anyone may report information of an unfair discriminatory practice to either the Community Outreach and Engagement Division, Department of Community Services, City of Bloomington (hereinafter referred to as the Division), or the Minnesota Department of Human Rights, as specified in Section 363A.28 of the Minnesota Human Rights Act.
- 4.5. Reports. A quarterly Intake Report shall be submitted to Commissioners indicating the intakes made that quarter.

SECTION V. MISCELLANEOUS

- 5.1 Human Rights Award. The Commission may present the Omar Bonderud Human Rights Award to an individual, organization or corporation that has made a significant contribution to insuring the rights of people in Bloomington. Such a presentation must be approved at a regular or special meeting by three-fourths of the current membership of the Commission. For purposes of this approval, a Commissioner not attending the meeting at which such a vote is taken may submit that vote by signed absentee ballot as long as the ballot is turned in by noon of the meeting day to either the Commission staff liaison. The name and vote of each

Commissioner voting by absentee ballot shall be recorded in the official minutes of that meeting. The nominee must meet the criteria established by the Commission.

- 5.2 Training. An orientation session will be held for newly appointed Commissioners to familiarize them with the Minnesota Human Rights Act; Open Meeting Law; the commission's purpose, attendance requirements, and meeting dates; the function of the City departments and advisory commissions; the responsibilities and procedures of an advisory board/commission; and an introduction to City staff including the staff liaison. All new appointees to the Commission shall receive By-Laws, Work Plan, Annual Report, the last 2-months of Minutes, a meeting calendar, a copy of the Minnesota State Human Rights Act, and any other pertinent information.
- 5.3 Recommendations to the City Council. No recommendations for action by the City Council or information shall be forwarded to the City Council unless such information or recommendation receives the vote of the majority of Commissioners present.
- 5.4 Public Communications shall meet the following criteria:
- a. Consist of information about Commission activities as summarized in its records.
 - b. Not advocate positions on behalf of the City of Bloomington unless specifically approved by the City Council. Requests for public comment should be referred to the Staff Liaison.
 - c. Have the approval of the Chairperson and the staff liaison.
 - d. Individual Commissioners may communicate personal opinions so long as they make clear that the opinion does not represent the position of the Commission, committee of the Commission, or the City.
- 5.5 Open Meeting Law. The Commission is governed by the Open Meeting Law as found in Minn. Stat. Chapter 13D.02.

- 5.6 Rules of Order. The rules of order contained in Robert's Rules of Order Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with the laws of the State of Minnesota, City resolutions of the City Council, these rules of procedure, or special rules of the Commission.
- 5.7 Suspension of Rules. The Commission may suspend any of these rules by a 2/3 vote of those members present.
- 5.8 Amendments. These rules may be amended by a vote of a majority of the members of the Commission, provided the proposed amendment has been submitted at the previous regular meeting.
- 5.9 Review. The Bylaws shall be reviewed on an annual basis, at a time to be determined, no later than August.