

CITY OF ROYAL OAK
HUMAN RIGHTS COMMISSION BYLAWS

Approved June 2023

I. NAME

The name of this Commission is the Human Rights Commission.

II. PURPOSE

As established by Chapter 90 of City of Royal Oak Code of Ordinances, the purpose of the Human Rights Commission shall be to advise and make recommendations to the City Commission and the City Manager to assist with efforts to bring greater equity and inclusion for protected groups of residents, visitors and employees within the City of Royal Oak.

III. MEMBERSHIP AND VACANCIES

- a. The Human Rights Commission shall be made up of nine total members. Eight of those shall be appointed by the City Commission, including seven voting members and one nonvoting student member. A minimum of four voting members shall be Royal Oak residents, and three voting members may be filled by applicants with a vested interest in the community, such as a business owner, employee of a business located in the City or a property owner who does not live in the City. One member shall be a staff ex officio member who does not have the ability to vote and is appointed by the City Manager or their designee.
- b. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
 - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
 - ii. The Human Rights Commission members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.

- iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.
- iv. Members shall comply with ordinances relates to attendance as described in in Chapter 12.

IV. OFFICERS

The Human Rights Commission shall elect a chair, vice chair, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice- Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Staff Ex-Officio: The staff ex-officio member, who is appointed by the City Manager or their designee, shall serve as the secretary and record the minutes.
- d. Officer at large: The officer at large shall perform the duties of chair in the absence of the chair and vice chair.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

Term Limit: An officer can serve a maximum of two (2) consecutive terms. A member may return to the officer position after two (2) consecutive terms if at least one (1) year has lapsed since their last term in that position.

Qualifications to be an officer:

- a. Has attended at least four (4) Human Rights Commission meetings within the six (6) months prior to nomination.
- b. Be an able and willing communicator.
- c. Has contributed to the Human Rights Commission's work and expressed a willingness to support other officers and fulfil their duties as assigned.

Removal of Officers

The Human Rights Commission has the authority to remove a member from being an officer of the Human Rights Commission but does not have the authority to remove

them from the Human Rights Commission. The City Commission has the authority to remove a member from the Human Rights Commission.

Officers may be removed based on the Code of Conduct. The Human Rights Commission may remove a member from being an officer, by motion, second, and the concurring affirmative vote of four members of the Human Rights Commission.

V. NOMINATIONS AND ELECTIONS OF OFFICERS

The Human Rights Commission shall hold the election of officers annually in February, nominations for which shall be accepted at the January meeting. Any member of the Human Rights Commission may be nominated if they meet the requirements as determined in Section IV, qualifications of officers.

Members may nominate themselves or any other appointed member of the Human Rights Commission.

The affirmative vote of the majority of members present for the election shall be required to be elected as an officer.

VI. Code of Conduct

In general, the use of good judgement, based on high ethical principles, will guide the Human Rights Commissioners with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence requires careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these rules may result in removal from the Human Rights Commission by the City Commission.

- a. Adhering firmly to a code of sound values.
- b. Attending and preparing for meetings faithfully.
- c. Acting in a manner that maintains integrity and independence, and impartiality yet being responsive to the interests and needs of those they represent.
- d. Obeying all laws applicable to their official actions.
- e. Using independent judgement to pursue the common good.
- f. Presenting opinions to all in a reasonable, forthright, and consistent manner.

- g. Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider opinions and ideas of others.
- h. Treating other members of the Human Rights Commission, staff and the public with dignity and respect.
- i. Honoring the opinions of others even when in disagreement with other members of the body.
- j. Understanding and supporting the body's mission and overall direction.
- k. Taking pride in the city and your role as a member of this body.
- l. Being flexible, innovative, and responsive to change.

VII. MEETINGS

a. Meeting Schedule

Regular Meetings. The Human Rights Commission shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

Special Meetings. Special meetings of the Human Rights Commission may be called by the chair or by two members of the Human Rights Commission in accordance with the Michigan Open Meetings Act. The Human Rights Commission shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the Human Rights Commission shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

b. Order of Business. All meetings shall be conducted to conform to the following order:

- 1. Call to order
- 2. Roll Call
- 3. Agenda Approval
- 4. Public Comment
- 5. Minutes
- 6. Business
 - Community Issues
- 8. Human Rights Commissioner Reports
- 9. Adjournment

- c. Quorum. A minimum of four (4) members of the Human Rights Commission shall constitute a quorum.
- d. Minutes. The staff ex-officio member shall be responsible for taking minutes and act as the records custodian for the Human Rights Commission.
- e. Action. All action by the Human Rights Commission shall be made by motion adopted by the concurring affirmative vote of four members.
- f. Members of the Human Rights Commission who would like to add an agenda item to future meetings may bring that item up during the commissioner reports portion of the agenda. If there is a concurring affirmative vote of four members of the Human Rights Commission, it will be added to a future meeting. Staff will add administrative items as needed.

VIII. PARLIAMENTARY AUTHORITY

Parliamentary authority for the Human Rights Commission is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

IX. ADOPTION OR AMENDMENT OF BYLAWS

- a. The Human Rights Commission makes a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Human Rights Commission.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Human Rights Commission shall review these bylaws annually in February. If there is no proposed amendments then no action is needed.

X. GENERAL PROVISIONS

No member of the Human Rights Commission shall order or instruct any city staff member to perform any service or duty without having first been approved by the City Manager. The Human Rights Commission is an advisory organization to the City of

Royal Oak and its City Commission and act by making recommendations to the City Commission.

XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY

The Human Rights Commission shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the Human Rights Commission in compliance.

XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY

The Human Rights Commission shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

XII. Accessibility

Anyone planning to attend a public meeting of the Human Rights Commission who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email CityClerk@romi.gov at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.