

**BYLAWS OF THE  
HUMAN RELATIONS COMMISSION**  
(January 2, 2007)

The mission of the Human Relations Commission is to promote respect and understanding among all groups by eliminating discrimination throughout the City of Phoenix.

**ARTICLE I – ORDINANCE AUTHORITY**

The **Human Relations Commission** is created by City Ordinance Chapter 18 as set forth in Resolution No. 11461 of July 1963, and as subsequently amended.

**ARTICLE II – POWERS AND DUTIES OF  
THE PHOENIX HUMAN RELATIONS COMMISSION**

- A. Advisory Body. The **Human Relations Commission** is an advisory body to the Equal Opportunity Department whose purpose is to provide advice to the City to enable the City to meet the needs of its residents. Its powers are advisory only unless ordinance, state, federal law, or regulation provides additional powers and authority.
- B. Powers and Duties. The powers and duties of the **Human Relations Commission** shall be as set forth in Section 18-2, Phoenix City Code.

**ARTICLE III – MEMBERSHIP AND OFFICERS**

- A. Membership, Appointment, and Term of Officers.

The membership, appointment and terms of the Commission shall be as set forth in Section 18-2 (1) and (2) of the Phoenix City Code.

- B. Removal of Members. Members may be removed by the City Council as set forth in Section 2-51 and 2-53 of the Phoenix City Code

- C. Officers.

- 1. Chairperson. The Chairperson shall be appointed by the Mayor and confirmed by the City Council to serve a one-year term, or such other term as may be specified by the Mayor and City Council. The Chairperson may be appointed to serve successive terms as deemed appropriate by the Mayor and City Council. In the event the Chairperson resigns, becomes incapacitated, or unable to perform the duties of office or is otherwise removed, the

Mayor with confirmation by the City Council can appoint another Chairperson to fill the unexpired term of the Chairperson being replaced.

a. Duties of Chairperson. Chairperson shall be responsible for the following:

- (1) Establishing a regular meeting schedule;
- (2) Presiding over board/commission meetings, including deciding upon all points of order or procedure;
- (3) Appointing board members to serve on committees, ad-hoc committees, and subcommittees of the board or commission (some boards elect subcommittee chairs);
- (4) Prior to commission meetings and other such mutually convenient times review with the staffing department agenda items for future board/commission meetings;
- (5) Consider other such matters and concerns of the commission or board as set forth in these bylaws or as directed by the Mayor and City Council.

2. Vice Chairperson. The Chairperson of the commission at a properly noticed and constituted meeting shall appoint the Vice Chairperson. In addition to such other duties, if any, as may evolve upon the Vice Chairperson by virtue of the office, or as assigned by the Chairperson, the Vice Chairperson shall preside over meetings of the Commission in the absence of the Chairperson. A vacancy in the office of Vice Chairperson shall be filled for the unexpired term by a new selection at any regular meeting of the commission.

#### D. Committees.

The commission shall establish such committees, ad-hoc committees, and subcommittees, as the commission deems necessary and appropriate for carrying out Commission business. The Chair shall appoint the members of the committees, ad-hoc committees, and subcommittees created. Committees and ad-hoc committees report to the Commission in an advisory capacity.

## ARTICLE IV – MEETINGS

- A. Schedule. When there exists business to be conducted and a quorum can be obtained, the commission shall meet monthly and at such other times when called by the Chairperson after consultation with commission members, and the staffing department.
- B. Quorum. A majority of the membership of the commission shall constitute a quorum. Any action voted on by a majority vote of the quorum present shall be considered an action of the commission. In the event a quorum is not present for a meeting, the Commission is prohibited from discussing any items from the agenda and the meeting shall be rescheduled. In the event a quorum is established at the beginning of a meeting and is not maintained throughout the meeting, no votes requiring action may be taken after the loss of a quorum.
- C. Open Meetings. The Commission and its committees, ad-hoc committees, and subcommittees shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R.S. § 38-431 *et seq.* All meetings of the commission except Executive Sessions authorized by A.R.S. § 38-431.03 shall be open to the public.
- D. Procedure Not Contained in Bylaws. All meetings of the commission shall be, to the extent not in conflict with these bylaws, conducted according to the latest edition of *Sturgis Standard Code of Parliamentary Procedure*.
- E. Proxy Voting, Telephonic and Electronic Participation.
1. Proxy voting shall not be permitted.
  2. Electronic or telephonic participation may be permitted where, in the opinion of the Chairperson, members can participate fully by speakerphone, or other method.
- F. Agenda Items. Any member of the commission may propose items for the agenda. The Chairperson shall approve the agenda for each meeting. The agenda items must relate to the duties and responsibilities of the commission.

## ARTICLE V – MISCELLANEOUS

- A. Conflict of Interest. Any member of the commission who has a substantial interest as defined in A.R.S. § 38-502 in the outcome of any matter brought before the board/commission shall make known that interest and the minutes of the meeting shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.
  
- B. Amending Bylaws. These bylaws may be amended at any meeting of the commission after not fewer than seven (7) days notice has been given to all members of the commission and a copy of the proposed amendment sent with notice. A change in the bylaws shall require a concurring vote of three-fifths of the members present.

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