

# **PROVIDENCE HUMAN RELATIONS COMMISSION**

## **Bylaws**

**These by-laws shall supersede all previous by-laws of the Commission.**

### **Article I                    Name**

The name of the Commission shall be Providence Human Relations Commission (PHRC) as established by the City of Providence Home Rule Charter Article XI Section 1103.

### **Article II                    Purpose**

The purpose of the Providence Human Relations Commission is to enforce laws of equal opportunity for all Providence residents, to build mutual understanding and respect among the city's diverse populations and to safeguard their right to be free from discrimination in housing, education, employment, credit practices and public accommodation. Each resident should be protected regardless of their race or color, sex, sexual orientation, gender, religion, marital status, disability, age or country of ancestral origin.

### **Article III                    Membership**

There shall be thirteen (13) Commissioners appointed by the Mayor, with the approval of the City Council.

#### Section 1

Commissioners serve without compensation, except for reasonable expenses incurred on commission business.

#### Section 2

All appointments to the commission shall be for a term of three (3) years. Appointed Commissioners shall not serve more than two (2) consecutive terms, but may be reappointed after a period of one (1) year.

### Section 3

In the event of the death, resignation or removal of any member, the successor shall be appointed by the mayor, with approval of the City Council to serve for the unexpired period of the term for which such member has been appointed.

### Section 4

Commissioners of the PHRC should consist of and reflect the broad diversity of the city of Providence.

## **Article IV                      Executive Committee**

### Section 1

The executive committee shall consist of the following positions:

- Chairperson
- Vice-Chairperson
- Secretary

### Section 2

Terms of the executive committee shall be two (2) years beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

## **Article V                      Duties of the Executive Committee**

### Section 1

- The chairperson shall preside at all meetings of the Commission
- The chairperson shall serve as an Ex-Officio member of all committees
- The chairperson shall have the power to call an emergency meeting when necessary.
- The chairperson shall serve as the spokesperson for the Commission, unless he/she to appoints a designee
- The chairperson in conjunction with commission members shall establish standing committees and shall appoint committee members.

### Section 2

- The Vice-Chairperson shall assume and perform the duties of the Chairperson in his/her absence.

### Section 3

- The secretary approves minutes transcribed by the Administrative Assistant

- The secretary shall ensure that minutes are accurately recorded and distributed to the commissioners no later than two (2) weeks prior to the next meeting.
- In the absence of the Administrative Assistant, the secretary is responsible for taking notes and distributing the minutes to the commissioners.

## **Article VI                      Election of Officers**

### Section 1

A nominating committee consisting of three (3) active commissioners shall be appointed by the Chairperson to coordinate the election procedures.

### Section 2

The nominating committee shall meet in March of each year.

The nominating committee shall present candidates to the full commission in May.

### Section 3

The PHRC shall nominate and elect candidates from its membership during its monthly meeting in June. To be elected to the executive committee, candidates must receive the majority of votes of those present at the meeting.

## **Article VII                      Committees**

### Section 1

In order to facilitate activities of the PHRC, there may be various committees including but not limited to:

- Outreach and Education Committee
- Nominating Committee
- Personnel Committee
- Hearings and Arbitration Committee

### Section 2

#### Ad Hoc Committees

The executive committee shall establish committees and advisory councils for the length of time necessary to accomplish a stated purpose.

## **Article VIII            Official Meetings**

### Section 1

The PHRC shall hold regular monthly meetings to discuss and address the organization's business.

### Section 2

The commissioners by majority vote can make a decision to recommend to the Mayor removal of any commissioner who has more than three (3) unexcused absences and/or any member who does not attend a minimal of five (5) meetings per calendar year from their start date.

### Section 3

A quorum for the official conduct of business shall consist of a majority of active and serving members.

### Section 4

In the absence of a quorum, issues on the agenda may be discussed but not voted on until the next meeting at which quorum exist.

### Section 5

If items on the agenda are discussed without a quorum, the minutes should reflect the following:

- A) Quorum was not reached
- B) Points of discussion
- C) Non-binding consensus if any

## **Article IX            Amendments**

### Section 1

Any member of the PHRC may propose to the membership at a regular meeting a motion in writing containing a proposed amendment to these by-laws.

### Section 2

The Chairperson shall refer 'proposed amendments to these by-laws to the By-Laws Committee for consideration. The By-Laws Committee shall consider the motion and report on it to the membership at the next regular meeting. Approval by a two-thirds majority vote of the members present and voting at the meeting shall be required for amendment.

### Section 3

Whenever an amendment has been proposed, the members of the PHRC shall be notified of the proposed amendment at least seven (7) days prior to the meeting at which a vote may be taken.

### Section 4

The final version of the bylaws will be submitted to City Council for review and approval.