

CITY OF VIRGINIA BEACH

HUMAN RIGHTS COMMISSION

BY-LAWS

ARTICLE I - OBJECTIVES

The Human Rights Commission shall serve as an advisory agency to the City Council and shall be vested with the following duties, powers and functions: (1) to institute, conduct, and engage in educational programs for the promotion of mutual understanding and respect among citizens, and the fulfillment of human rights; (2) to serve as a forum for the discussion of human rights issues, and to conduct studies and propose solutions for the improvement of human relations in the city; and (3) to provide assistance to persons who believe their rights have been violated by identifying the appropriate federal, state or local agency to address the complaint and referring such persons to that agency.

The Human Rights Commission shall not support or oppose legislation beyond its recommendations to the City Council. In addition, any recommendations to the City Council relative to legislation shall contain a summary of the majority position on the legislation, as well as a summary of any minority position on the legislation.

ARTICLE II - MEMBERSHIP

The Human Rights Commission consists of nineteen members, all of whom are appointed by City Council and serve at the pleasure of City Council.

ARTICLE III - OFFICERS ELECTIONS AND DUTIES

Section 1. Elected officers shall be a chairperson and a vice-chairperson.

Section 2. The term of office shall be one year, from July to June, so as to coincide with the Commission's fiscal year. No officer may serve more than three consecutive terms in the same position. Election shall be by a majority of the members of the Human Rights Commission. Elections shall be held during the June meeting, unless either (1) a quorum is not present at that meeting; or (2) at least three-fourths of the members present at the June meeting vote to delay the election to the July meeting. In the event that the election does not take place during the June meeting, the election shall be the first order of business at the July meeting, and the newly elected officers who are present at the meeting shall be sworn in and take office

immediately after their election.

Section 3. A vacancy in the position of chairperson shall be filled by the vice-chairperson. A vacancy in the position of vice-chairperson shall be filled by election for the unexpired term.

Section 4. The duties of the chairperson shall be:

1. To call meetings of the Human Rights Commission at least four times a year and as necessary.
2. To preside at all meetings of the Human Rights Commission.
3. To appoint subcommittees and chairpersons of such subcommittees as needed.
4. To serve as spokesperson for the Human Rights Commission with any other organization, person, agency or body regarding the plans, projects and work of the Human Rights Commission.
5. To serve as an ex-officio member of any subcommittee of the Human Rights Commission.

Section 5. The duties of the vice-chairperson shall be to perform the duties of the chairperson in his or her absence and to perform such other duties as may be assigned by the Commission.

ARTICLE IV - MEETINGS

Section 1. The Commission shall meet at least four times each year and may schedule regular meetings as often as necessary to transact the business of the Commission. The date and time of such meetings shall be determined by the Commission.

Section 2. Special meetings of the Commission may be called by the chairperson or upon written request of any two members of the Commission.

Section 3. A majority of the current membership shall constitute a quorum; however, a majority vote of all of the members of the Commission shall be necessary for any official action to be taken.

ARTICLE V - AMENDMENTS

Notice of any proposed change in these By-Laws must be submitted in writing to members two weeks previous to the meeting at which such change will be considered. These By-Laws may be amended at any such meeting by an affirmative vote of two-thirds of the current membership of the Commission. The chair may vote on By-Laws amendments.

ARTICLE VI - PARLIAMENTARY AUTHORITY

Unless procedures are otherwise provided herein, Robert's Rules of Order Revised shall govern the business procedures of the Commission.

Adopted: 06/18/92
Revised: 12/04/97
Revised: 05/02/02
Revised: 08/07/03
Revised: 06/03/04
Revised: 10/06/05
Revised: 08/11/11
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Revised: 01/12/17
Revised: 03/09/17