
Sec. 2-221. Adopted.

The charter of the Minot Human Relations Commission is by this subdivision adopted and it shall read as follows:

MINOT HUMAN RELATIONS
COMMISSION CHARTER

ARTICLE I. NAME

This commission shall be officially known as the Minot Human Relations Commission, hereafter referred to as the HRC.

(Ord. No. 2042, § 1)

ARTICLE II. AUTHORITY

The HRC is established by the authority of city council of City of Minot. The HRC shall be responsible for promoting communications between all parties, leading to equal opportunity and treatment for all persons regardless of race, color, religion, national origin, or sex, and to establish a better quality of life for all citizens.

(Ord. No. 2042, § 1)

ARTICLE III. OBJECTIVES

- (1) To act as a sounding board for the identification and resolution of community human relations problems.
- (2) To identify and eliminate minor irritants before they develop into major problems.
- (3) To evaluate discriminatory conditions and practices and make recommendations to the civilian and/or military authority concerning these problem areas.

(Ord. No. 2042, § 1)

ARTICLE IV. MEMBERSHIP

- (1) HRC membership shall not exceed twenty (20). Primary members shall be appointed by the mayor for a three-year term with approximately one-third ($\frac{1}{3}$) being appointed each year. Six (6) initial appointments shall be for one year, seven (7) for two (2) years, and seven (7) for three (3) years. The city manager shall be an advisory member of the HRC. Each primary member shall select one alternate member to serve on the commission.
- (2) All segments of community life shall be represented on the commission, both civilian and military.
- (3) Members shall notify the chairperson at least one month prior to their termination of involvement with the commission so that a replacement may be secured.
- (4) The secretary shall maintain a current membership list.

(Ord. No. 2042, § 1)

ARTICLE V. MEETINGS

- (1) Meetings will be held as often as deemed necessary by the HRC chairperson or vice-chairperson, but at least once each calendar month.
- (2) Meeting format will be as follows:
 - (a) Call to order and roll call.

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- (b) Introduction of guests, new members, and guest speakers.
 - (c) Reading and adoption of last meeting's minutes.
 - (d) Committee reports (formal only).
 - (e) Old business.
 - (f) New business:
 - 1. From the Chair (according to the published agenda).
 - 2. From the floor.
 - (g) Comments from the chairperson or vice-chairperson.
 - (h) Any other business.
 - (i) Adjournment.

(Ord. No. 2042, § 1)

ARTICLE VI. AGENDA

- (1) The secretary shall prepare an agenda of the meetings and distribute it to members prior to the start of that meeting.
- (2) Formal business that is to be brought before the HRC shall be brought to the attention of the secretary at least three (3) days prior to meetings so that it may be included in the agenda.

(Ord. No. 2042, § 1)

ARTICLE VII. MINUTES

- (1) Minutes shall be recorded at all HRC meetings.
- (2) The minutes shall be signed by the secretary and approved at the following HRC meeting. A condensed version of the minutes shall be reviewed by city council.
- (3) Minutes shall be distributed to each HRC member with sufficient copies available for distribution as requested.

(Ord. No. 2042, § 1)

ARTICLE VIII. VOTING

- (1) A quorum will exist when at least a majority (eleven (11) voting members) of the HRC members or alternates are present.
- (2) Each member will have one vote. The primary representative will vote if present; if not, the alternate will vote.
- (3) Voting procedures will be in accordance with "Robert's Rules of Order."
- (4) The chairperson will not be a regular voting member.
- (5) Tie votes will be broken by the chairperson.
- (6) No business requiring a vote can be conducted if a quorum is not present.

(Ord. No. 2042, § 1)

ARTICLE IX. ELECTION OF OFFICERS

(Supp. No. 118, Update 3)

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A chairperson, vice-chairperson, and parliamentarian shall be nominated and elected by a majority of HRC members. All officers shall be members of the HRC and shall be elected annually. Elections will be conducted in August of each year, with members taking office in September. The secretary for the HRC will be appointed by the city manager and will be responsible for secretarial duties.

(Ord. No. 2042, § 1)

ARTICLE X. OFFICER JOB DESCRIPTION

- (1) The chairperson shall:
 - (a) Preside over and conduct all meetings.
 - (b) Approve the agenda prior to meetings.
 - (c) Appoint committees as necessary to carry on the work of the HRC.
 - (d) Monitor the progress of committee work.
 - (e) Refer tasks to the appropriate committees for action.
 - (f) When vacancies occur, appoint temporary officers until such time as the HRC members can elect a replacement.
- (2) The vice-chairperson shall:
 - (a) Assume the duties of the chairperson during his/her absence.
 - (b) Perform other duties as directed by the chairperson.
- (3) The secretary shall:
 - (a) Record minutes of all HRC meetings; within one week, prepare the minutes for HRC approval at the following meeting and present the minutes to the city council.
 - (b) Maintain a file of the minutes for reference at future meetings.
 - (c) Prepare and present an agenda prior to each meeting.
 - (d) Upon notification that a member is departing, inform the mayor that a replacement representative is required.
- (4) The parliamentarian shall insure that all meetings are conducted in accordance with accepted parliamentary procedures (Robert's Rules of Order).

(Ord. No. 2042, § 1)

ARTICLE XI. COMMITTEES

Committees shall be established as needed. Members shall be volunteers from the HRC general membership. The chairperson shall appoint committee members and chairpersons. There will be no standing committees.

(Ord. No. 2042, § 1)

ARTICLE XII. GRIEVANCE PROCEDURE

The following grievance procedure shall be established:

- (1) Any individual, group, or organization may submit a grievance to any HRC officer or member. This grievance should be in the form of writing, however, it may be presented in person at any HRC meeting.

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- (2) This grievance shall be discussed at the first HRC meeting after the grievance was noted.
 - (3) A grievance investigative committee shall be appointed to examine the grievance and bring back information concerning the problem to the next monthly HRC meeting. (Should the grievance warrant, meetings will be called as often as necessary to deal with the problem).
 - (4) The HRC committee as a whole will review the information received from the grievance committee and determine a solution plan. That plan might involve further investigation, specific recommendations to groups or organizations involved in the grievance, or continued discussion.
 - (5) The HRC will again call on the person, group, or organization, which initiated the complaint and discuss the solution with them and determine whether or not the grievance has actually been solved.
 - (6) A member of the HRC, executive officers, or grievance committee individual will contact the person, group, or organization which initiated the grievance six (6) months after the situation has been resolved in order to follow through on any possible redevelopments.

(Ord. No. 2042, § 1)

ARTICLE XIII. AMENDMENTS

The HRC Charter may be amended by ordinance.

(Ord. No. 2042, § 1)