

Updates on the Human Rights Commission

October 24, 2019

Riqia E. Taylor, *Chair*
Josie Mace, *Vice Chair*

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CITY OF RICHMOND

HUMAN RIGHTS COMMISSION

DRAFT BYLAWS

MISSION

The mission of the City of Richmond Human Rights Commission is to safeguard the rights of all its citizens. It seeks to protect individuals from unlawful discrimination because of race; color; religion; sex; pregnancy; childbirth or related medical conditions; national origin; age; marital status; disability; sexual orientation, transgender status or gender identity.

This includes investigating unlawful acts, practices, complaints, issues, and solutions; assimilating policy and recommendations; preparing a multi-platform, comprehensive Resource Guide; and conducting forums for the purpose of educating the public-at-large.

VALUES

We will be kind, caring and respectful at all times; innovative and collaborative, and act with the best of intentions and highest professional standards.

ARTICLE I - OBJECTIVES

Section 1. The name of this body shall be the Human Rights Commission of the city of Richmond.

Section 2. The purpose of the Human Rights Commission is to give effect to the rights of every individual in the city of Richmond; to equal economic, political and educational opportunity; to equal accommodations in all business establishments in the City and to equal service and protection by public safety; to eliminate prejudice and discrimination because of race, color, creed, religion, marital status, sexual orientation, or disability; to inform the citizens of the city of Richmond of developments in human relations; to provide expert advice and assistance to the agencies, council, administration and employees of the City in undertaking ameliorative practices to keep good order' and to officially encourage all people living and working in the City to promote and provide equal opportunity for and goodwill towards all people. The sole responsibility of the Human Rights Commission will be to provide assistance to persons who believe that his or her rights have been violated.

Section 2.2 The Commission does not have the legal authority to act on any claim. The role of the Commission is to assist the individual by identifying the appropriate agency (at the local, state and/or national levels) that can address his/her claim.

ARTICLE II - MEMBERSHIP

Section 1. The Human Rights Commission consists of 13 members who are residents of the city; 6 adult members are appointed by City Council; 5 adult members appointed by the Mayor to three-year terms.

Section 1.2 The 11 adult members shall be appointed for terms of three years. No adult member shall be appointed to more than two successive full terms; provided, however, that a person appointed to fill an unexpired term may be reappointed to two successive full terms upon completion of the unexpired term for which the person has been appointed.

Section 2. Two (2) non-voting youth members who shall be students of Richmond public schools administered by the School Board of the City of Richmond, Virginia, enrolled in the tenth, 11th, or 12th grades. Of these two youth members, the Council shall appoint one and the Mayor shall appoint one.

Section 2.2 Each of the two youth members shall be appointed to one term commencing September 1 and ending August 31 of the immediately succeeding calendar year. No youth member shall serve more than one term; provided, however, that a person appointed as a youth member to fill an unexpired term may be reappointed to one successive full term upon completion of the unexpired term for which the person has been appointed.

Section 3 A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty-day notice to the city council can appoint a replacement.

ARTICLE III - OFFICERS ELECTIONS AND DUTIES

Section 1. The Commission will be responsible for selecting from among its membership a chair, a vice-chair, and a secretary.

Section 2. Officer Elections Procedures. The Chair shall appoint a nominating committee of no less than three members of the Commission, who shall meet in May of each year to make recommended nominations for the offices of chair, vice-chair, and secretary. There shall be nominations from Nominating Committee and from the floor. The recommended slate will be presented to the full Commission at the June meeting.

Section 2.2 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. The term of office shall be one year, from July 1 to June 30, so as to coincide with the Commission's fiscal year. No officer may serve more than two consecutive terms in the same position.

Section 4. A vacancy in the position of the chairperson shall be filled by the vice-chairperson. In the absence of a vice-chairperson, the vacancy must be filled by an internal special election to be held within 45 days. A vacancy in the position of vice-chairperson shall be filled by an internal special election to be held within 45 days. A vacancy in the position of the secretary shall be filled by an internal special election to be held within 45 days. Each elected incumbent will only serve the remaining unexpired term and must be approved by City Council or the Mayor, respectively, given which body has the power to make nominations for that particular seat. Special elections are conducted by the Nominating Committee, and its procedures are guided by the nominating committee's publicly accessible procedures.

Section 5. The duties of the chairperson shall be:

1. To call meetings of the Human Rights Commission at least monthly and as necessary.
2. To prepare agenda for and preside at all meetings of the Human Rights Commission.
3. To appoint sub-committees as needed.
4. To serve as the spokesperson for the Human Rights Commission with City Council, the Mayor's Office or any other organization, person, agency or body regarding projects and work of the Human Rights Commission.
5. To execute all documents on behalf of the Commission and to act as a liaison between the Commission and the office of the City Clerk, the Boards, and Commissions administrator, and the commission's staff person.
6. To serve as an ex-officio member of any subcommittee of the Human Rights Commission.
7. Prepare with the vice-chair an annual report for the city council due no later than February 15th of each year, concerning the commission's activities for the preceding year.
8. Prepare with the vice-chair by the first day of each month a summary of the Commission's activities for the preceding month for the Boards and Commissions Administrator.
9. Perform such other duties as may be assigned by the Commission.

Section 6. The vice-chairperson shall exercise the powers and perform the duties of the chairperson in his or her absence, disability, or disqualification and perform such other duties as may be assigned by the Commission.

Section 7. The secretary shall prepare the board minutes of the Commission's proceedings in accordance with the requirements of the Virginia Freedom of Information Act ("FOIA") and any other applicable provisions of law. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item. The secretary shall retain agendas, approved minutes, internal review reports and bylaws. The minutes of the previously scheduled meeting must be provided to commissioners no less than 48 hours before the next scheduled meeting. The Boards and Commissions Administrator and the commission's staff person shall retain all other board documents. The secretary or other officers shall issue notices for all meetings at least four (4) business days prior to the meeting's date. The secretary or another officer will provide a copy of the agenda to at least 24 hours prior to the scheduled meeting. In the event the Secretary is absent from any meeting, the chair presiding at the meeting shall designate an individual to perform the duties of Secretary for that meeting. Regarding amendments to the by-laws, once approved by the majority, the secretary or another officer shall add the approved changes to the bylaws and send new copies to all members.

ARTICLE IV - MEETINGS

Section 1. The Commission shall meet at least once per month and may schedule regular meetings as often as necessary to transact the business of the Commission. The date, location, and time of such meetings shall be determined by the Commission. The location shall be accessible to the public.

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

Section 3. Six current voting members 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.

Section 4. A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's position. This does not apply to absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for 90 days after the event. The board member must notify the staff liaison and the chair of the reason for the absence not later than the date of the next regular meeting of the board.

Section 5. At each meeting, each board member shall sign an attendance sheet. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

Section 6. The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

Section 7. The board may not conduct a closed meeting without the approval of the city attorney.

Section 8. Notice of the meetings shall be in accordance with the requirements of the Virginia Freedom of Information Act.

Section 9. Members are allowed to participate in the meetings electronically up to two meetings each calendar year.

Members are not allowed to participate unless provisions of the policy are followed.

The request to approve or disapprove participation may only be considered if a quorum of the Task Force is physically assembled at the primary or central meeting location.

The requestor cannot be included in the required number establishing the quorum.

The member may request to participate in a meeting by electronic means if the member notifies the chair on or before the day of the meeting of the inability to attend due to either

(1) the specific nature of a personal matter or

(2) that a temporary or permanent disability or other medical condition prevents physical attendance. The member must notify of the remote location from which the member would participate.

The Chair would announce the request and solicit a motion to approve or disapprove the request with the vote on recorded in the minutes. Upon adoption of the motion if approved, the member shall be allowed to participate in the meeting by electronic communication means.

Reasons for disapproval shall be recorded in the minutes.

ARTICLE V - REPORTING

Section 1. A summary of the Commission's activities for the preceding month shall be submitted to the Boards and Commissions Administrator by the first day of each month.

Section 2. An annual report of the Commission 's for the preceding year shall be submitted to City no later than February 15th of each year.

Section 3. The following information shall be submitted in writing to the Office of the City Clerk within 15 days after each meeting of the commission:

- (1) The date, time, and location of the last meeting of the commission.
- (2) A copy of the agenda of the last meeting of the commission.
- (3) A copy of any minutes approved at the last meeting of the commission.
- (4) A copy of the draft minutes, if not yet approved, of the last meeting of the commission.
- (5) The date, time, and location of the next scheduled meeting of the commission.

ARTICLE VI - AMENDMENTS

Notice of any proposed change in these Bylaws must be submitted in writing to members thirty (30) days prior to the meeting at which such change will be considered. These Bylaws may be amended at any such meeting by an affirmative vote of the quorum. The chair may vote on Bylaws amendments.

ARTICLE VII - PARLIAMENTARY AUTHORITY

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

ARTICLE VIII - NOMINATING COMMITTEE

While the HRC Chair forms the committee, the nominating committee elects its' own chairperson. The chairman and the committee should review requirements for nominees and duties of each elected officer as outlined in the HRC Bylaws. Only those persons who are eligible and who have given their consent to serve, if elected, shall be nominated for office. All internally elected persons must be approved by City Council or the Mayor respectively, given which term the elected person is filling for the unexpired term until City Council or the Mayor appoints for the subsequent term.

The chairperson should ensure that nominating committee meetings are scheduled to provide sufficient time to identify and consider all recommendations and suggestions. Alternates should be advised of these dates and be reminded that, should an elected member be unable to serve at the initial meeting, an alternate will be asked by the Chair to replace that member.

The selection of nominees for office should be an orderly procedure. Open and frank discussions must be held among members of the committee. Every effort should be made to provide the HRC with a slate of officers that is balanced.

The committee is not obligated to nominate the Chairperson or any current officer eligible to serve a second term or to nominate automatically the vice-chair for the chair. Each nominee must be evaluated independently and by the same criteria as all other nominees. The committee is obligated to seek out those eligible members who would best serve in a particular office.

Members of the committee are not excluded from becoming nominees for elected office.

During nominating committee meetings, if a committee member is being considered, the member should be excused from the meeting during the discussion regarding that office but may return for the vote which shall be by ballot.

The nominating committee continues to serve on an as-needed basis as convened by the HRC Chair.

City of Richmond Human Rights Commissions Committee Description

Communications and Social Media Committee

This committee will be primarily responsible for providing content and working closely with the Department of Information Technology and other departments in regard to the commissions' communication and social media. The duties of this committee include but are not limited to collecting pertinent information on area events and discussions, converting material for multi-platform and bilingual access, maintaining social media, and creating content on outside resources, groups, and individuals that assist. This committee will also develop a media strategy and content, manage social media profiles, work with Chair to establish the role of the Spokesperson, and identify critical media, including traditional, alternative, grassroots and non-traditional outlets.

Community Engagement Committee

This committee will primarily be responsible for outreach to the community about the hows and the whys of what we are doing and conduct user-based forums as a means to reach groups who need to understand new and best practices. This committee's duties will include but are not limited to identifying first-tier schools, businesses, organizations, and agencies; collaborating with existing agencies for extended outreach; identifying external forum concepts, mission, goals, and key audiences; conducting High School Student Awards program and/or other recognition programs and event planning; prepare outreach messages, purpose, and an awareness strategy.

Intake and Investigation Committee

This committee will be primarily responsible for thinking about how individuals that are seeking help can get in contact with the commission and the next steps after they have submitted a request for assistance. The duties of this committee include but are not limited to developing a process for conducting intake and investigating complaints; making referrals or providing aid by initiating action with City Attorney; develop documentation and review process.

Research and Policy Development Committee

This committee's duties include but are not limited to collecting data for study patterns, reviewing City Boards and Commission policies and practices, studying Human Relation practices, and advising Council and the Mayor on enabling city and statewide legislation.

City of Richmond Human Rights Commissions Budget Draft

| Purpose | Proposed Amount | | |
|---|-----------------|--|--|
| Virginia Association for Human Rights Membership Dues | \$325 | | |
| Trainings & Conventions | \$5,000 | | |
| Travel Reimbursement | \$400 | | |
| Recording/Documenting/Transmittal of Meetings | \$1,800 | | |
| Website | \$10,000 | | |
| Marketing/Advertising | \$15,000 | | |
| Printing and Materials | \$5,000 | | |
| Food and Supplies for Community Events, Public Meetings | \$1,400 | | |
| Events (Flagship Event - Awards Ceremony) | \$10,000 | | |
| | | | |
| Total: | \$48,925 | | |
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**City of Richmond Human Rights Commission
Fall Retreat**

**Saturday, September 14th, 2019
10 AM - 3 PM**

**Huguenot High School
7945 Forest Hill Ave Door #26
Richmond, VA 23225**

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|---------------------------------|---|
| Welcome/ Introduction..... | Riqia Taylor, Board Chairperson Josie Mace, Vice-Chairperson |
| FOIA..... | Dr. Winborne, Board Staff Person |
| Board Responsibilities..... | Dr. Winborne, Board Staff Person |
| Attendance/Requirements..... | Dr. Winborne, Board Staff Person |
| Board Discussion/Questions..... | All Members |

LUNCH

| | |
|-------------------------------------|---|
| Investigation & Intake Process..... | Todd Niemeier, Community Outreach & Investigation Specialist, City of Charlottesville Office of Human Rights |
|-------------------------------------|---|

BREAK

| | |
|----------------------------|--|
| Cultural Intelligence..... | Chaya Braxton, chayLEVEL Content + Communications |
| Closing..... | Riqia Taylor and Josie Mace |

City of Richmond Human Rights Commission Strategic Plan DRAFT

| Overall Goal | Actions and Initiatives | Measurements/Indicators/Deadlines |
|-----------------------------|--|--|
| Internal Alignment | <ol style="list-style-type: none"> 1. Begin regular committee meetings. 2. Ensure meetings are orderly, informative, and purposeful. 3. Pass and enact bylaws, as a living document. 4. Ensure compliance with law and regulations. | <ol style="list-style-type: none"> 1. First committee meeting by November full HRC meeting. 2. Commissioners will receive a guide to Robert's Rules of Order/parliamentary procedure before the November meeting. <i>(Staff)</i> 3. Follow-up with Clerk's office on appointments and issues with a quorum. <i>(Staff)</i> 4. Seek FOIA guidance and provide regular information to the Commission <i>(Chair and Vice-Chair)</i>. |
| Increase Visibility | <ol style="list-style-type: none"> 1. Establish print and social media presence. 2. Run a public-facing campaign. 3. Have printed materials available for public consumption, including blank business cards for commissioners. 4. Attend community events. 5. Put on an end of year event (scholarship, awards for human rights champions, etc.) | <ol style="list-style-type: none"> 1. Obtain/create a logo & go live with a website, social media pages by December meeting. <i>(Communications and Social Media)</i> 2. Propose three fleshed-out public campaign ideas by the December meeting. <i>(Community Engagement)</i> 3. Draft plan for printed materials by November meeting <i>(Communications and Social Media, Community Engagement)</i> 4. Create an internal calendar with events in the City of Richmond <i>(Community Engagement)</i> 5. Discuss the planning of an end of year event <i>(Community Engagement)</i> |
| Fulfill Purpose and Mission | <ol style="list-style-type: none"> 1. Establish the investigations process 2. Begin intake 3. Plan informational events for public participation | <ol style="list-style-type: none"> 1. Draft investigations and intake procedure by the November meeting. <i>(Intake and Investigation)</i> 2. Create a plan for 3 to 4 community information sessions <i>(Community Engagement, Research and Policy Development)</i> |
| Creation of HRC Office | <ol style="list-style-type: none"> 1. Make budget ask to include 1 staff person in the first year, increase to 2 in 2nd year | <p align="center"> </p> |