

RULES OF PRACTICE AND PROCEDURE
OF THE MOORHEAD HUMAN RIGHTS COMMISSION

1. Recitals

1.1 Commission: The Moorhead Human Rights Commission, hereinafter referred to as “Commission”, was duly established by Ordinance No. 89-19, passed September 11, 1989, and effective October 25, 1989.

1.2 Purpose: The purpose of the Commission is to secure for all persons, whether resident or visitor, equal opportunity in education, employment, housing, public accommodations, and public services and full participation for all Moorhead citizens in the affairs of this community.

1.3 Duties and Responsibilities:

- A) Fair Housing Event: The Commission will conduct an annual fair housing event or activity.
- B) Human Rights Recognitions: The Commission will annually recognize individuals, businesses, and groups for their contribution to furthering human rights in the community.
- C) Advice and Recommendations: The Commission will advise the Mayor, City Council, and City Manager on human rights issues and recommend to the Mayor, City Council, and City Manager the adoption of such specific policies or actions as are needed to provide for full and equal opportunity in the community.
- D) Reporting: The Commission will develop and follow an annual plan, as approved by the City Manager, Mayor, and City Council. The annual plan will be submitted to the Mayor and City Council no later than November 15. After the end of each year, the Commission will write and submit a report of its activities to the City Manager, Mayor, City Council. The annual report will be submitted no later than March 15. The report will describe educational and other community activities of the Commission; the number of Commission meetings held, together with the names of those in attendance; the activities of Commission committees; and such other information as the Commission may deem appropriate.

The Commission is encouraged to develop additional activities around current or emerging human rights matters.

2. PARTICIPATION

2.1 Training: Appointees to the Human Rights Commission will be required to participate in training conducted by the City of Moorhead that includes orientation on the Commission’s Rules of Practice, MN Data Practices, Open Meeting Law, and

appropriate use of social media/email related to service on a city-sponsored board/commission. Additional training that may be offered by the Minnesota Department of Human Rights is encouraged.

2.2 Appointment: The Commission will consist of seven (7) members.

- 4 members will be appointed at-large by Council members from each ward
- 2 members will be appointed at-large by the Mayor
- 1 member will be appointed from the City Council

The City of Moorhead's policies for appointments to citizens advisory groups will govern the Commission. Mayor and City Council should strive for membership diversity by appointing 1 student member 12-18 years of age, 3 members representative of marginalized populations and others which have been historically discriminated against; of these 3 members, 2 should be representative of separate populations.

2.3 Compensation: Members of the Commission will serve without compensation. The City of Moorhead will formally recognize the volunteer service of Commission members.

2.4 Terms: Four members appointed in 2017 will be appointed on a staggered basis; two members for a term of three years ending January 31, 2021 and two members for a term of two years ending January 21, 2020. Thereafter, future members of the Commission will be appointed for a term of three years. A member of the Commission serves until the member's successor is appointed and qualifies. A member of the Commission may not serve more than two full terms, whether that full term is three years or, in the case of the four members appointed in 2017, two years. Any member appointed to complete a partial term will be eligible thereafter for appointment for two additional full three-year terms.

2.5 Attendance: Attendance at Commission meetings is important to allow for an effective Commission. Members who miss three consecutive regular scheduled meetings or in excess of one-third of the regular scheduled meetings of the Commission in one year may be asked to resign. If the member is asked to resign but does not comply, the Commission may recommend the removal of the member for the consideration of the City Council in accordance with its policies on removal for citizens advisory groups.

3. OFFICERS AND STAFF ROLES

3.1 Chair: A Chair will be elected by the Commission at its annual meeting in February. The Chair will preside and maintain order at all Commission meetings in accordance with Rule 5.4 and will make such reports as required by law and as may be deemed

necessary by the Commission to the Mayor and City Council. The Chair will have the authority to appoint committees and such other authority as may be granted by the Commission.

- 3.2 Vice-Chair: The Vice-Chair will be elected by the Commission at its annual meeting in February. The Vice-Chair will fulfill the duties of the Chair in the absence of the Chair, including the calling of Commission meetings, and assist the Chair with administrative duties.
- 3.3 Secretary: The Secretary will be a staff liaison responsible for the minutes of all meetings of the Commission and such reports at Commission meetings as may be deemed necessary or may be required of the Secretary and performing such other duties as are incidental to the Secretary's office or as are required of the Secretary by members of the Commission.
- 3.4 Liaisons: The Moorhead Human Rights Commission may authorize a Commissioner or staff to act as a permanent or temporary liaison with private and public organizations. The Liaison can explain the purpose and activities of the Commission, but cannot commit the Commission to any action without first receiving authorization from the Commission.
- 3.5 Staff: The City of Moorhead may designate staff to assist the Commission with facilitating meetings and carrying out the work of the HRC, including but not limited to agendas, meeting minutes, and meeting coordination.

4. MEDIA RELATIONS

- 4.1 Media Relations: The policy of the Moorhead Human Rights Commission is to consistently provide reliable information about its activities. While the Commission recognizes the right of every Commissioner to address the media, some guidelines are needed to ensure that the views of the Commission as a whole, or the views of a body of the Commission, are presented clearly and uniformly.
- 4.2 Commission Chair: The chair is the authorized representative to speak to the media on behalf of the Commission. Chairs of Committees may speak to the media on behalf of their Committees, but not on behalf of the Commission as a whole. Commissioners who speak to the media as a member of the Human Rights Commission should qualify their remarks as representing their own views and not those of the Commission unless they have prior authorization from the Commission or committee.
- 4.3 Staff: Staff is authorized to speak to the media, but should direct requests for interviews to the Commission Chair or the most knowledgeable source on the subject.

5. COMMITTEES

- 5.1 Executive Committee: The Commission may appoint an Executive Committee comprised of the Chair, Vice-Chair, and one member at-large. The Executive Committee may assist the Commission in reviewing, organizing, scheduling, and conducting its business and affairs. The Executive Committee may recommend new and innovative programs and coordinate with ongoing community efforts aimed at furthering human rights.
- 5.3 Other Committees: The Chair, with the approval of the Commission, may appoint additional ad-hoc or standing committees as are needed to carry out the responsibilities of the Commission.

6. MEETINGS

- 6.1 Regular Meetings: A regular meeting schedule will be determined and voted upon annually by the Human Rights Commission. Such meetings and notice thereof will comply with applicable law (three days posted notice). Meeting schedules will be posted on the City of Moorhead website.
- 6.2 Special Meetings: Special meetings may be called by the Chair with notice to all Commission members. The Chair must call a special meeting at the request of two Commission members. Such meetings and notice thereof will comply with applicable law (three days posted notice).
- 6.3 Emergency Meetings: Emergency meetings may be called by the Chair with notice to all Commission members. Such meetings and notice thereof will comply with applicable law (three days posted notice).
- 6.4 Procedure: All business of the Commission will be conducted in an orderly and lawful manner. Persons having human rights complaints may share their concerns at Commission meetings, but will be referred to the Minnesota Department of Human Rights. Human rights complaints against named individuals will not be heard at Commission meetings. Generally, Commission business will be conducted in accordance with Robert's Rules of parliamentary Procedure except, as Robert's Rules may be in conflict with these Rules of Practice and Procedure herein, in which case, these Rules will govern.
- 6.5 Minutes: The Commission will record the minutes of all meetings. Minutes will be posted on the City of Moorhead website after approval at a subsequent meeting.

6.6 Public: All regular, special, and emergency Commission meetings, records, and minutes will be open to the public except as otherwise may be provided by applicable law including the Minnesota Data Privacy Act.

7. AMENDMENTS

These Rules of Practice and Procedure may be amended as needed by majority vote of the Commission members, upon written notice to all Commission members, provided the proposed amendment has been introduced at a previous regular meeting and provided that any such amendment complies with applicable law, including any applicable City Code or ordinance provisions, in particular, the legal requirement that any amendment, prior to taking effect, be approved by the City Council.