

RESOLUTION NO. 07-125, SERIES 2007

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DAVIS REGARDING THE
STRUCTURE AND PURPOSE OF THE HUMAN RELATIONS COMMISSION**

WHEREAS, this resolution supercedes all previous resolutions related to the structure and purpose of the Human Relations Commission; and

WHEREAS, the City Council relies on Boards and Commissions to provide advice and information on subjects within the Commission's scope; and

WHEREAS, the city has an anti-discrimination ordinance that states that it is the policy of the city to eliminate intentional discrimination within the city based on race, religion, color, ancestry, age, national origin, gender, marital status, sexual orientation, disability or place of birth, in order to eliminate any special treatment, whether preferential or detrimental to persons in the enumerated classes.

WHEREAS, the City of Davis has adopted principles of community which reinforce the principles outlined in the

WHEREAS, constant education and outreach is necessary to help make the public aware, as well as combat the effects of discrimination; and

WHEREAS, the community benefits from events and forums which bring issues of discrimination and diversity to the forefront of public discussion and participation.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis creates a Human Relations Commission to achieve the following:

1. PURPOSE

The Davis Human Relations Commission shall promote mutual respect, understanding and tolerance among all persons. The Commission shall seek to build a community where relationships among diverse peoples are valued by all, discrimination and hate are not tolerated, the voices of the voiceless are heard, and where citizens can address issues dealing with hatred, discrimination and alienation through education, outreach, studies and recommendations to the City Council.

As an advisory body of the Davis City Council, the commission is established and guided by the following documents:

- a. Davis Anti-discrimination ordinance; and
- b. City of Davis Statement on Principles of Community Tolerance; and
- c. Commission Handbook; and
- d. Commission Policy Guidelines

2. MEMBERSHIP

The Human Relations Commission shall consist of seven (7) members and one (1) alternate. All voting members of the Human Relations Commission, regular and alternate, shall be appointed by the City Council.

In addition, the Commission shall have six (6) ex-officio members who do not have voting rights and do not count toward a quorum. Ex-officio members shall attend meetings, participate fully in Commission discussions and act in an advisory role. One (1) ex-officio member shall represent each of the following:

- Faith-based organization
- High school student
- UCD ASUCD
- Police Department
- UC Davis
- DJUSD

The alternate member shall not vote except upon one of the following conditions:

- a. Absence of one (1) or more of the regular members of the commission.
- b. Disqualification of a regular member of the commission because of an expressed conflict of interest.

3. TERMS OF OFFICE

Members of the commission shall serve a term of four (4) years, or until their successors are appointed. For purposes of establishing staggered terms, appointments may be for terms varying between one (1) and four (4) years as the Council may decide. No members shall serve for more than two (2) consecutive terms, except under special circumstances.

4. TERMINATION OF APPOINTMENT

The term of appointment of any member of the commission who has been absent from three (3) consecutive regular or special meetings, or who has missed more than 1/3 of the meetings in a 12-month period, without the approval of the City Council, shall automatically terminate.

Members of the Human Relations Commission serve at the pleasure of the Council and may be removed from office by a majority vote of the Council.

5. VACANCIES

Vacancies on the commission shall be filled for the unexpired term in the same manner in which regular appointments are otherwise made.

6. OFFICERS OF THE COMMISSION

The members of the Human Relations Commission annually shall select one (1) of its members as Chairperson and one (1) of its members as Vice Chairperson. No chairperson or vice chairperson shall serve more than two (2) consecutive years as chair.

- a. THE CHAIRPERSON of the commission shall call the meetings to order at the appointed time, shall appoint all committees, subject to the approval of the commission, shall have all the powers and duties of the presiding officer as described in “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21st Century,” and shall perform such other duties as may from time to time be prescribed by the commission.
- b. THE VICE CHAIRPERSON of the commission shall have all the powers and perform all the duties of the Chairperson in the case of absence or inability of the Chairperson to act. The Vice Chairperson shall perform such other duties as may from time to time be prescribed by the commission or the Chairperson.

7. MEETINGS OF THE COMMISSION

The Human Relations Commission shall establish a regular time and place of meeting and shall hold regular meetings. Special meetings of the commission may be called by the Chairperson, or by any four (4) or more voting members of the commission, with permission of the Council liaison or the City Council. Personal notice must be given to all members of the commission. If personal notice cannot be given, written notice must be mailed to such members at least twenty-four (24) hours prior to said meeting, unless said notice requirement is waived in writing by said member.

8. QUORUM

For the purpose of transacting business, a quorum of the Human Relations Commission shall consist of four (4) of the seven (7) members. An alternate member shall be counted as a full voting member for purposes of attaining a quorum.

9. FUNCTIONS OF THE COMMISSION

The Human Relations Commission shall have the responsibilities as provided in this section and such other duties as the Council may, from time to time, decide:

- a. Study and make recommendations regarding problems in the city which arise from alleged discrimination prohibited by state and federal law or local statutes and report such information to the City Council.
- b. Advocate and encourage educational and other appropriate activities to seek to discourage or prevent discrimination and prejudice and/or to promote diversity, equality and justice. This function can be addressed by holding conferences and other public meetings, engaging in educational campaigns, partnering with other organizations to develop outreach information and programs, and other methods determined to be appropriate. Specific activities for which the Commission is responsible include the city of Davis Martin Luther King Jr. Day event, the city of Davis Cesar Chavez event and the city of Davis Thong Hy Huynh Awards.
- c. Recommend to the City Council such publications and reports as may address issues of discrimination, diversity, prejudice or other matters related to the community principles or anti-discrimination.

- d. Recommend programs and activities to encourage minority- and woman-owned businesses in Davis.
- e. Recommend to the Council additional programs and practices designed to further commission objectives and take other necessary action to prevent discrimination against groups and individuals to ensure public peace, health, safety and general welfare for all residents of Davis.
- f. Take other necessary actions, as directed by Council, to prevent discrimination against groups and individuals to ensure that all members of the Davis community will be treated equally and fairly.
- g. Refer individuals presenting specific grievances or complaints to the appropriate agency, official or process where such concerns are most appropriately addressed. It is not the intent for the Commission to attempt to adjudicate individual grievances.
- h. Listen to and gather information from individuals who feel they have been discriminated against so that information may be used to address broader community needs.

PASSED AND ADOPTED by the City Council of the City of Davis this seventeenth day of July 2007 by the following votes:

AYES: Asmundson, Heystek, Saylor, Souza, Greenwald

NOES: None

ABSENT: None

/S/
Sue Greenwald
Mayor

ATTEST:

/S/
Margaret Roberts, CMC
City Clerk