

**BYLAWS OF THE
RAPID CITY HUMAN RELATIONS COMMISSION**

Article I. Name of the Commission

The name of this organization shall be the Rapid City Human Relations Commission, hereinafter referred to as "the Commission."

Article II. Authorization

This Commission is established pursuant to Rapid City Municipal Code Chapter 2.64.

Article III. Purpose

The purpose of the Commission is as follows:

A. To acknowledge that discriminatory practices based on race, color, sex, creed, religion, ancestry, disability, familial status, or national origin with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations, and public services, or any of them, tend to create and intensify conditions of poverty, ill health, unrest, lawlessness and vice which adversely affect the public health, safety, order, convenience and general welfare;

B. To recognize the rights of all persons, without regard to race, color, sex, creed, religion, ancestry, disability, familial status, or national origin, to have equal opportunities with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations and public services;

C. To investigate, and mediate any and all discriminatory practices based on race, color, sex, creed, religion, ancestry, disability, familial status, or national origin with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services;

D. To protect all persons from unfounded charges of discriminatory practices;
and

E. To effectuate the foregoing policies by means of public information and education, mediation and conciliation.

Article IV. Responsibilities and Duties of the Commission

The duties of the Commission shall be as follows:

A. The Commission may investigate any and all discriminatory practices based on sex, race, color, creed, religion, ancestry, disability, familial status, or national origin with respect to employment, labor union membership, housing accommodations, property rights, education, public accommodations or public services.

B. The Commission may act to disseminate information, to engage in and cooperate with programs of research and education, to cooperate with persons or groups interested in similar objectives, to conduct public meetings, to mediate and conciliate the instances of alleged discrimination, and to approve stipulations, consent orders and agreed settlements, and refer matters to state's Commission of Human Rights or any other local, state or federal agency or department of government.

Article V. Officers

Section 1. The officers of the Commission shall consist of a Chair, Vice-Chair and Secretary.

Section 2. The Chair shall preside at all meetings and hearings of the Commission, shall direct (or cause to be directed) staff to notify the Rapid City Common Council and other involved bodies of the recommendations and actions of the Commission, shall direct staff to see that all decisions of the Commission are properly carried out, and shall perform other duties and functions as may be determined by the Commission. The Chair may select other members of the Commission to assist in carrying out the duties of the office. The Vice Chair shall assume these responsibilities in the absence of the Chair. The Secretary shall keep and maintain minutes of all Commission meetings and deliberations.

Article VI. Election of Officers

Section 1. An annual organizational meeting shall be held at the regular meeting in July.

Section 2. At the July meeting, nominations shall be taken for the Chair.

Section 3. A candidate for Chair receiving a majority vote of the entire membership of the Commission shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 4. Any officer can be removed from office by a 75% vote of all voting members at a regular Commission meeting provided said officer is notified of the proposed removal 15 days before the meeting. In the event of the removal or resignation of the Chair, the Vice Chair shall assume the Chair's responsibilities for the remainder of the term. In the event the Vice Chair succeeds to the office of Chair, the office of Vice Chair shall be filled at the next regular meeting by the regular election procedure and shall be for the remainder of the term.

Article VII. Sub-Committees

Section 1. The Chair, with the concurrence of the Commission, may establish such sub-committees as may be necessary for the conduct of the business of the Commission. The Chair shall appoint the members of each such sub-committee.

Section 2. Any meetings of the sub-committees created pursuant to this section shall be held in accordance with all applicable sections of the South Dakota Codified Laws and the requirements of the Rapid City Municipal Code. All members of the Commission shall be entitled to attend meetings of the sub-committees.

Article VIII. Meetings

Section 1. Meetings shall be held on the first Thursday of every month or as otherwise scheduled for the purpose of hearing complaints. Public notice of the meetings, including proposed agendas, shall be provided at least twenty-four hours prior to any meeting. Public notice shall be made by posting a copy of the notice, visible to the public, at City Hall.

Section 2. A quorum shall consist of four (4) members of the Commission. Voting shall be by oral question and answer.

Section 3. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Commission. All members of the Commission shall be notified not less than 24 hours in advance of such a special meeting.

Section 4. All meetings or portions of meetings at which official action is taken shall be open to the general public. However, the Commission may meet in closed session to discuss personnel or legal matters in accordance with South Dakota law.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

Article IX. Conflict of Interest

Section 1. No member of the Commission or any sub-committee thereof shall participate in the voting upon, or recommendation to the City Council, of any matter before the Commission in which the member has a pecuniary interest.

Section 2. The provisions of this Article shall apply to all proceedings of the Commission or sub-committees thereof and such proceedings shall be deemed open public meetings provided that nothing contained in this subsection shall be construed to authorize the Commission to participate in any proceedings where such participation is otherwise prohibited by law.

Article X. Amendment of Bylaws

These Bylaws may be amended at any regular meeting of the Commission, provided that the proposed amendment has been introduced in writing at least two (2) weeks prior to a regular meeting of the Commission. Amendment of the Bylaws shall require the affirmative vote of four (4) members of the Commission.

RAPID CITY HUMAN RELATIONS COMMISSION

Chairman

ATTEST

Secretary