

CHAPTER 2. ADMINISTRATION

ARTICLE VI: Boards and Commissions

DIVISION 3. Human Rights Commission

Section 2-191. Definitions.

For the purposes of this division, the following words and their derivations shall have the following meanings:

Commission shall mean the Human Rights Commission of the City of Anoka.

Chairman shall mean the Chairperson of the Human Rights Commission as provided for hereinunder.

Section 2-192. Re-Establishment and Purpose of Human Rights Commission.

It is declared that it is the public policy of the City of Anoka to fulfill its responsibilities as a partner of the State Department of Human Rights in securing for all citizens equal opportunity in housing, employment, public accommodations, public services and education, and to fully implement those goals set forth in Minnesota Statutes; Minnesota Human Rights Act, to educate and advise the community on human rights and social justice issues and to assist the Minnesota Department of Human Rights in implementing State laws against discrimination. Re-established in 2003.

Section 2-193. Composition, Qualifications, Appointments, Terms, Oath of Office, Attendance, Resignations and Vacancies.

- (a) *Composition.* Effective January 1, 2008, the Commission shall consist of five (5) members, with staggered terms, determined and appointed by a majority of the City Council. A quorum shall be three (3) members. Members serve without compensation.
- (b) *Qualifications.* The qualifications of the members of the Commission shall be those who, in the judgment of the Council, are sincere in the securing for all citizens, equal opportunity in housing, employment, public accommodations, public services and education and display an interest in Human Rights and Social Justice issues.
- (c) *Appointments.* Appointments to the Commission shall be as established in the current policy, as amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
 - (1) *Full Terms.* Members shall be appointed to serve a three-year (3 yr) term, commencing on January 1st and expiring at midnight on December 31st of the third year.
 - (2) *Partial Terms.* Members appointed to fill a vacancy/partial term shall begin serving upon being appointed and take an Oath of Office, and shall serve the remaining balance of their predecessor's term.

- (e) *Oath of Office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he will faithfully discharge the duties of his office.
- (f) *Attendance.* Members are expected to be interested in Human Rights matters as related to the general welfare of the community and are expected to prepare for and attend meetings of the Commission when held.
- (g) *Resignations.* Resignations from the Commission should be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (h) *Vacancies.* Vacancies in the Commission will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

Section 2-194. Removal of Members.

A member may be removed from the Commission, when it is determined, by a majority of the City Council, that removal of an individual would be in the best interest of the City.

Section 2-195. Officers, Meetings, Reports and Expenditures.

- (a) *Officers.* The Commission shall elect a chairman from among its appointed members and may create and fill such other offices as it may determine.
- (b) *Meetings.* The Commission shall meet on an as needed basis to respond to Human Rights occurrences or to prepare for or implement an event, program or project sponsored by the Human Rights Commission, or to attend to necessary business. Meeting necessity shall be determined by City staff after consulting with the Chairperson of the Human Rights Commission.
- (c) *Reports.* Upon request by the City Council, the Commission shall render annually a full report of its work to the City Council.
- (d) *Expenditures.* Expenditures of the Commission shall be within amounts appropriated for the purpose of the City Council.

Section 2-196. Staff.

The Commission shall receive the staff services of the City Clerk's office and other personnel as recommended by the City Manager within the means provided for by appropriations made therefore by the City Council.

Section 2-197. Duties.

The Commission is an agency of the City Council with responsibilities to:

- (a) Adopt Bylaws and Rules of Conduct for its affairs, including the election of commission officers, assumptions of duties, and definition of responsibilities of officers and commission members;

- (b) Engage in discussions and communicate with the State Department of Human Rights for the purpose of delineating cooperative regulatory and enforcement procedures;
- (c) Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities;
- (d) Formulate a Human Rights Relations Program for the City to provide increased effectiveness and direction to the work of all individuals and agencies addressing themselves to planning, policy-making and educational programming in the area of civil and human rights;
- (e) Promote the acceptance of cultural diversity in Anoka;
- (f) Promote the elimination of hate, prejudice and discrimination against persons or groups based on race, gender, religion, or other status of the person or group;
- (g) Educate the community on issues of discrimination and cultural diversity;
- (h) Advise the City Council and City Administration on human rights issues;
- (i) Promote the goals and objectives of the Minnesota Human Rights Act.

Sections 2-199 through 2-215. Reserved.