



PUBLIC INFORMATION

ITEM NO. 3.

DATE OF MEETING: August 2, 2010

REQUESTED BY: Jimmy T. Tate, Chairman of the Board

SHORT TITLE: Discussion on Human Relations Commission.

BACKGROUND: Mr. Tate has requested this item be put on the Agenda to discuss a Human Relations Commission for Pender County.

APPENDIX D

BYLAWS OF BOARDS, COMMITTEES, COMMISSIONS*

- Ch. I. Human Relations Commission, Arts. I—IX**
Art. I. Name, Service Area and Office, §§ 1—3
Art. II. Goal, Purpose/Objective, Duties and Authority of Commission, §§ 1—4
Art. III. Membership, §§ 1—6
Art. IV. Meeting of Commission (HRC), §§ 1—4
Art. V. Officers, §§ 1—4
Art. VI. Election of Officers, §§ 1—4
Art. VII. Other Committees, §§ 1—5
Art. VIII. General Provisions, §§ 1, 2
Art. IX. Amendments
- Ch. II. Keep America Beautiful Board, Arts. I—V**
Art. I. Authority and Purpose of the Board, §§ I, II
Art. II. Organization and Structure of the Board, §§ I—III
Art. III. Meetings, §§ I—IV
Art. IV. Committees, §§ I—III
Art. V. Amendments to By-Laws, Rules and Regulations, § I

CHAPTER I. HUMAN RELATIONS COMMISSION†

ARTICLE I. NAME, SERVICE AREA AND OFFICE

Section 1. Name:

The organization shall be named the Pender County Human Relations Commission.
(Hereinafter referred to as HRC)

Section 2. Service Area:

This organization's membership shall be appointed by the Pender County Board of Commissioners. They shall serve the people residing, working or trading in Pender County.

Section 3. Office:

The principal office of the organization shall be in Burgaw, North Carolina.

*Cross references—Administration, Ch. 2; boards, committees, commissions, § 2-26 et seq.

†Editor's note—Printed herein are the bylaws of the human relations commission. Obviously misspelled words have been corrected without notation. Words added for clarification have been added in brackets. Amendments have been included and are indicated by a history note immediately following the amended section.

Cross reference—Human relations, § 2-46 et seq.

ARTICLE II. GOAL, PURPOSE/OBJECTIVE, DUTIES AND AUTHORITY OF
COMMISSION

Section 1. Goal:

It shall be the goal of the HRC to facilitate the prevention and/or resolution of problems in areas affecting the human relations of all citizens residing, working or trading in Pender County.

Section 2. Purpose and/or Objective:

(a) To encourage understanding and good will between all citizens regardless of race, sex, religion, creed, nationality, or economic status, and thus promote the general welfare of our County.

(b) To identify concerns within the County which could jeopardize the welfare of the County.

(c) To promote peace, understanding, respect, good will and harmony among all citizens.

(d) To act as an impartial public forum to the end that there will be better communications between all segments of our County.

Section 3. Duties of Commission (HRC):

(a) To report to and to recommend to the Board of Commissioners measures designed to promote the welfare of the County.

(b) To act as a public forum in hearing complaints involving racial tension or discrimination, and bring those concerned with these complaints together to discuss the facts and to assist in complaint resolution.

(c) To develop an atmosphere conducive to the best possible human relations, and to conduct studies and suggest areas of concern such as problems related to senior citizens, youth, job opportunities, housing, recreation facilities, Police protection and other areas that may be developed as a consequence of research and consideration by HRC; and recommend such action to the Commissioners it feels is necessary and may be lawfully taken to minimize areas of conflict and to promote harmonious relations.

(d) To provide open channels of useful communication between and among various racial, religious, ethnic and economic groups, and between such groups whereby misunderstanding and wide differences leading to conflict may be resolved.

(e) To institute and conduct educational programs to promote fairness and courtesy in dealings between all people, regardless of their economic background and status.

(f) To sponsor meetings, forums, etc., concerning human relations to receive input from citizens of every class and group in order to obtain concerns of the citizens and to impart a clearer understanding of Commission goals.

(g) To impart through programs, meetings, forums, etc. the true meaning of responsible citizenship in our County and the obligations inherent in being a good citizen; all this, with the end view of contributing in a helpful way to the reaching of a fair and just solution of the problems in the field of human relations.

(h) To act as an impartial public forum to the end that there will be better communications between all segments of the County.

(i) The Commission may sponsor meetings or forums intended to lead all citizens to a clearer understanding of the true meanings of responsible citizenship in the County, of the obligations inherent in being a good citizen, and of the need for mutual understanding and respect by all citizens for each other.

(j) The Commission shall have the authority to create and devise plans for recommendations to the Pender County Board of Commissioners.

Section 4. Authority of Commission (HRC):

(a) The Commission may make expenditures, enter into contracts and agreements with the approval of its Governing Body, provided the respective obligations, contracts, or expenditures meet all legal requirements, will not exceed the unexpended funds remaining in the respective line item of the Commission's budget, and will not be binding on the government. No personnel shall be hired or paid by the Commission unless (the individual proposed is) approved by the County Commissioners.

(b) The Commission shall cause a comprehensive annual report to be prepared describing the objectives, programs, activities and accomplishments of the commission. This report shall be prepared as of June 30th of each year for the previous year and shall be submitted to the Board of Commissioners by September 1st of each year. The form and content of the report shall be determined by the Commission, subject to the right of the Pender County Commissioners at any time to require a report containing any information on any subject in any format it any [may] reasonable designate. Special reports and recommendations can be made to (or requested by) the Pender County Commissioners as the need arises in the judgment of the Commission or at the specific request of the Pender County Commissioners.

ARTICLE III. MEMBERSHIP

Section 1. [Members to be Citizens:]

The membership of the HRC shall be citizens officially appointed by the Pender County Board of Commissioners.

Section 2. [Composition:]

The appointments shall consist of sixteen (16) members. The members shall consist of two (2) members from each Commissioner's district and one (1) representative or designee from each municipality within the County.

Section 3. [Terms:]

The initial Commission members shall be appointed for the following terms:

Four (4) members for one (1) year;

Four (4) members for two (2) years;

Four (4) members for three (3) years;

Four (4) members for four (4) years;

Thereafter, members will be appointed for three (3) year terms.

Section 4. [Removal:]

In the event any member shall fail to attend three consecutive meetings (without just cause), the same shall constitute an involuntary resignation by said member. The Commission shall promptly notify the Pender County Commissioners of all resignations (whether voluntary or involuntary) and other vacancies on the Commission, and such vacancy shall be filled for the unexpired term by the Pender County Commissioners.

Section 5. [Maximum Tenure:]

No person shall serve more than two (2) consecutive three-year terms.

Section 6. [Service at Pleasure of Commissioners; Compensation:]

Notwithstanding any of the language set out above, all members shall serve at the pleasure of the Board of Commissioners of Pender County. Members of the Commission shall receive no compensation for their services.

ARTICLE IV. MEETING OF COMMISSION (HRC)

Section 1. Regular Meetings:

The HRC shall hold regular meetings, usually on a monthly basis. The regular meeting shall be determined by the Commission and all members will be notified in writing, at least five (5) days in advance. All meetings shall be open to the general public except those authorized by law to be in executive session (e.g., those considering action necessary to deal with a riot or civil disorder or with conditions that indicate that a riot or civil disorder is imminent).

Section 2. Special Meetings:

Special meetings of the HRC may be called by the Chairman, Vice-Chairman or any three (3) members of the HRC. The purpose of the meeting shall be stated in the written or telephone notice. All members must be notified within forty-eight (48) hours of the scheduled meeting and no other business shall be transacted during the called meeting.

Section 3. Quorum:

A quorum of the HRC shall consist of a majority of the members of the Commission. No proxies shall be allowed.

Section 4. Format of Meeting:

All meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE V. OFFICERS**Section 1. [Specified:]**

The officers of the HRC shall be a Chairman, Vice Chairman, and Secretary.

Section 2. Chairman:

The Chairman shall preside at all meetings of HRC. He/she shall have and exercise general charge and supervision of the affairs of the HRC and shall perform such other duties as may be assigned by a majority vote of the HRC. The Chairman or his/her designate shall be an ex-officio member of all committees.

Section 3. Vice Chairman:

The Vice Chairman shall assist the Chairman in the execution of his/her duties as assigned; and in the absence of the Chairman, the Vice Chairman shall assume the duties of the Chairman.

Section 4. Secretary:

The Secretary shall be responsible for such books, documents and reports as necessary or requested by the Chairman or HRC; responsible for recording the minutes of all meetings, regular, special, executive board and annual. Such books shall be open for inspection as prescribed by law. The Secretary shall, in general, perform all duties associated with the office of Secretary subject to the control of the HRC.

ARTICLE VI. ELECTION OF OFFICERS**Section 1. Officers' Election:**

The election of officers for the HRC shall be held annually at the last meeting of the County fiscal year.

Section 2. Eligibility:

Only members appointed by the Pender County Board of Commissioners shall vote and hold office in the organization.

Section 3. Nominations:

The Chairman and/or Body shall appoint or elect a Nominating Committee. If appointed, the members shall be ratified by HRC in regular or special meeting. The Nominating Committee shall be composed of four (4) members. The Nominating Committee shall present a slate of officers one month prior to the election.

Section 4. Additional Nominations:

Additional nominations may be made upon petition from the floor after the Nominating Committee report, but before adopted for each officer presented.

ARTICLE VII. OTHER COMMITTEES

Section 1. Committees:

The Chairman of HRC shall appoint such committees as deemed necessary by the Chairman of HRC to implement the goals, purposes, objectives and duties of HRC.

Section 2. Executive Committee:

There shall be an Executive Committee which shall consist of the officers of HRC. The Committee may act for the HRC between regular meetings of HRC, and such actions taken will be subject to the ratification by two-thirds of a quorum at its next regular meeting or a poll vote of two-thirds of HRC membership.

Section 3. [Call Meetings:]

The Executive Committee shall meet at the call of the Chairman or any two (2) officers of the committee.

Section 4. Other Committees:

There shall be other committees necessary to meet the goals, purposes and objectives of HRC.

Section 5. [Performance of Duties:]

Each committee appointed or elected shall perform its duties, in the specific area assigned, within the broad structure of Article II, Section 3 of these by-laws. All recommendations of special committees not resolved by said committee shall be presented to the HRC in regular or special meeting before presentation to the Governmental Body.

ARTICLE VIII. GENERAL PROVISIONS

Section 1. Limitations:

The HRC will act primarily in an advisory capacity to the Pender County Board of Commissioners.

Section 2. Funding:

The Commission may prepare and present to the Governing Body an estimate of its monetary requirements until the end of the current fiscal year showing in detail the various purposes for which the money will be needed. The Governing Body, after making such modifications as they see fit, may approve a final budget for the Commission until the end of the current fiscal year and may appropriate funds sufficient to meet such budget. Thereafter, the Commission shall annually (on or before March 1st) file with the County Administrator an estimate of its requirements for the ensuing fiscal year, an annual financial report for the past year, and such other information as such official may need in connection with his presentation to the Governing Body of the budget estimate required by law.

ARTICLE IX. AMENDMENTS

These by-laws may be amended by submission of the proposed amendment to the Chairman or Secretary at least ten (10) days prior to a regular meeting. The amendment shall be approved by a vote of two-thirds of a quorum and the approval of the Pender County Board of Commissioners.

CHAPTER II. KEEP AMERICA BEAUTIFUL BOARD*

ARTICLE I. AUTHORITY AND PURPOSE OF THE BOARD

Section I. AUTHORITY:

The Authority and powers of the Board of Directors of Keep America Beautiful-Pender County (hereinafter referred to as "Board") are contained in RESOLUTION _____ signed by _____, Chairman, on _____.

Section II. PURPOSE:

The purpose of the Board is to review and recommend rules and regulations related to County ordinances which are designated to conduct a continuous education program; to

***Editor's note**—Printed herein are the bylaws of the Keep America Beautiful Board. Obviously misspelled words have been corrected without notation. Words added for clarification have been added in brackets. Amendments have been included and are indicated by a history note immediately following the amended section.

Cross reference—Keep America Beautiful Board, § 2-91 et seq.