

**TUCSON HUMAN RELATIONS COMMISSION  
BYLAWS**

**ARTICLE I**

Name

The name of this organization shall be the Human Relations Commission.

**ARTICLE II**

Membership

- Section 1) Commissioners shall be appointed as prescribed in Resolution No. 14565.
- Section 2) Membership, structure, and qualifications will be in accordance with Resolution No. 14565 9/08/88, and No. 16658 8/01/94.

**ARTICLE III**

Officers

- Section 1) The officers of this Commission shall include a Chairperson, Vice Chairperson and a Treasurer.
- Section 2) The Chairperson, Vice Chairperson and Treasurer shall be elected at the June meeting.
- Section 3) An Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer and one rotating Commission member.
- Section 4) The term of each elected officer shall be one year. Officers elected outside of the June election, will serve the remainder of the term they are filling.
- Section 5) No officer may hold the same office for more than two consecutive terms.
- Section 6) Election of officers should be announced at the meeting prior to the election.

**ARTICLE IV**  
Duties of Officers

Section 1) The Chairperson shall:

- a) Call and preside at Commission meetings.
- b) Appoint Standing Committees and Subcommittees as needed to accomplish business.
- c) Be a spokesperson of the Commission on issues approved by the Commission.
- d) Coordinate the agenda and meeting notices with City Clerk staff.
- e) Sign all documents regarding Commission business.

Section 2) The Vice Chairperson shall:

- a) Perform the duties of the Chairperson during the Chairperson's absence.
- b) Act in an advisory capacity to the Chairperson and perform such functions as assigned by the Commission.

Section 3) The Treasurer shall:

- a) Present as needed, but at least quarterly, financial statements to the Commission.
- b) Coordinate fund-raising activities of the Commission regarding finance.
- c) Coordinate with staff the financial activities of the Commission.
- d) Perform such other duties as assigned by the Commission.

**NOTE:**

**All officers shall make themselves available to staff to coordinate Commission activities.**

**ARTICLE V**  
Meetings

- Section 1) Meetings shall be posted, announced and recorded in accordance with A.R.S. Sec. 48-431 et. Seq. Open Public Meeting Law.
- Section 2) The regular meetings shall be on the second Wednesday of the month at 6:15 p.m. Meetings will be held to two hours. Extensions beyond the two hours shall be approved by a Commission vote at time of meeting.
- Section 3) A quorum shall consist of 50% + 1 of authorized members. If a quorum is not met within fifteen minutes after the scheduled meeting time, the meeting is canceled.
- Section 4) Executive Session shall be held in accordance with A.R.S. Article 38-431.03.

**ARTICLE VI**  
Special Meetings

Special meetings may be called by the Chairperson as needed.

**ARTICLE VII**  
Agenda

Agenda Items shall be presented as follows:

- a) At previous meeting under "Future Agenda Items."
- b) Individuals and/or organizations wishing to address the Commission shall submit their request to the Chairperson, a Commission member or staff no later than two days (48 hours) prior to meeting.
- c) Staff on administrative issues and items through the office.
- d) All items regardless of how presented shall be approved by the Chairperson, who will instruct staff on order of agenda.
- e) An agenda for each regular meeting shall be prepared by staff, at least seven days before the date of the meeting.

**ARTICLE VIII**

Committees

- Section 1) Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer and one rotating Commission member.
- a) Review and recommend amendments to the Bylaws to the Commission
- Section 2) Committees/Subcommittees shall be created for specific projects, programs, events, activities, issues and appeal cases as required. Meetings of these committees and subcommittees shall be conducted in accordance with the Arizona Open Meeting Law, A.R.S. 38-431.
- Section 3) Commissioners shall chair all committees.
- Section 4) Advisory members may be appointed to such committees.

**ARTICLE IX**

Miscellaneous Policy

- Section 1) The Commission shall approve, on an annual basis, all events and projects that the Commission sponsors or co-sponsors.
- Section 2) Commission members shall not be permitted to voice opinions on behalf of the Commission, on issues that have not been approved by the Commission majority.
- Section 3) The Commission shall not be permitted to take a political position, since they represent the City.
- Section 4) Neither the Human Relations Commission nor any member thereof may incur City expenses or obligate the City in any way without prior authorization by the Mayor and Council.

**ARTICLE X**

Parliamentary Authority

The parliamentary authority of the Commission shall be Robert's Rules of Order, Revised, subject to any special rules adopted by the Commission. Operational authority of the Commission shall be the policies dictated in the Tucson City Code, as applicable.

**ARTICLE XI**  
Amendments

- Section 1) An amendment to these bylaws may be proposed by any Commissioner at any regular meeting. The proposed amendment will be placed on the agenda for the next regular meeting for discussion and possible approval.
- Section 2) An amendment properly ratified by the Commission will become effective immediately unless the amendment provides otherwise.
- Section 3) Annual review of the Commission Bylaws and Amendments shall be held in June each year.

**Copies of these bylaws and amended bylaws shall be filed with the City Clerk.**