

Commission on Human Rights

City of Columbia, MO

Rules and Procedures

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Article 2. Officers; Elections; Duties

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(Adopted May 5, 2015)

Rules and Procedures

Article 1. Meetings; Quorum; Attendance; Terms

The commission shall meet at the call of the chair as is necessary to perform the duties established herein, and in accordance with the rules and procedures established by the commission.

A quorum for each meeting is established under Chapter 12 of the Ordinances of the City of Columbia, MO.

All members shall meet the attendance requirements set under Chapter 12 of the Ordinances of the City of Columbia, MO. If any member should fail to meet the attendance requirements of regular commission meetings, then that member will automatically forfeit the office. The chair shall promptly notify the City Council of any vacancy.

Terms of office are set under Chapter 12 of the Ordinances of the City of Columbia, MO. The members of the commission shall serve, without compensation, for the terms of their appointments and until their successors are appointed.

Article 2. Officers; Elections; Duties

Each year, the commission shall elect, from among its members, a Chair, Vice-Chair, and Secretary. The Commission shall also appoint one of its members to the Citizens Police Review Board as required under Chapter 21 of the Ordinances of the City of Columbia, MO.

Elections for the officers and appointment for the board shall be held each year in November. The chair will ask for those members interested in an office to submit their names. The chair will also ask for nominations for the positions from the floor.

Chair responsibilities:

1. Preside over the meetings of the commission and over all public hearings. Decide all questions of order subject to an appeal to the commission.
2. Appoint members to committees and the chairperson thereof and acts as an ex-officio member of each.
3. Ensure commission representation at City Council meetings when matters pertaining to the commission are to be discussed or voted on.
4. Approve proposed agenda for commission meeting.
5. Liaison between commission and staff.

6. Act as official spokesperson for the commission.
7. Performs all other duties as directed by the commission.

Vice-Chair responsibilities:

1. Assist the Chair in fulfilling his/her responsibilities.
2. Preside over commission meetings in the absence of, or at the request of, the Chair.
3. Performs all other duties as directed by the commission or Chair.

Secretary responsibilities:

1. Assists the Chairperson and Vice-Chairperson in fulfilling their responsibilities.
2. Presides over commission meetings in the absence of or at the request of the Chairperson and/or Vice-Chairperson.

Citizens Police Review Board Appointee

1. Serve the board as the member from the commission.
2. Liaison between the commission and board.

Article 3. Committees

The Chair of the commission shall appoint commission committees as necessary to conduct the work of the commission. All commission members are welcome to attend and participate with any and all committees.

Article 4. Minutes; Agenda; Reports

Staff person to the commission should send to the commission members, no later than one week prior to the next regularly scheduled meeting, the following: minutes for the previous meeting, and the agenda for the upcoming meeting. Staff person should also submit any relevant reports to the members no later than twenty-four hours before the meeting.

Items for the agenda shall be submitted to the Chair for approval. Emergency business not on the agenda may be included in the discussion by consent of the simple majority.