

SNOHOMISH COUNTY COMMISSION ON HUMAN RIGHTS

BYLAWS

ARTICLE 1 - PURPOSE

The Snohomish County Commission on Human Rights is created by the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC, and has the powers and duties set out in SCC 2.460.030. Such powers include, but are not limited to, advising the Snohomish County Executive, County Council, and other county officers and agencies on human rights issues; promoting the elimination of unlawful discrimination against individuals or groups through advice and consultation with county officers and agencies; recommending executive and legislative action to effectuate the policy of Chapter 2.460 SCC; and providing leadership which fosters strong community awareness and involvement in human rights issues.

ARTICLE 2 - MEETINGS

- Section A: Unless provided otherwise by these bylaws, Robert's Rules of Order Newly Revised (11th edition, 2011) shall govern the conduct of all Commission meetings.
- Section B: The Commission shall hold regular meetings at least once each month in facilities accessible to persons with physical disabilities according to a schedule adopted by resolution at the Commission's first meeting after July 1 of each year, provided that the initial regular meeting schedule shall be adopted following adoption of these bylaws. In extenuating circumstances where a quorum is not present, as determined by the Chair, a make-up special meeting shall be held within 60 days of the missed regular meeting.
- Section C: Special meetings of the Commission may be called by the Chair, the Vice-Chair in the absence of the Chair, or a majority of Commissioners. Special meetings may also be called by Commission staff at the direction of the County Executive or County Council in order to address issues that require a response prior to the next regular meeting.
- Section D: The Commission may hold special meetings at various times and locations throughout Snohomish County. For meetings held outside the county campus, the Commission shall provide 30 days advance public notice.
- Section E: All meetings of the Commission shall be open to the public, provided that any Commission meeting may be closed to the public to address issues exempt under the Open Public Meetings Act.
- Section F: The public may speak on issues which come before the Commission. The Chair shall designate the appropriate time for public testimony and the process by which testimony will be received.
- Section G: A quorum for the transaction of business shall consist of either the majority of Commissioners currently in office, or the Chair and either the Vice Chair or Commission Secretary plus one additional commissioner. A majority shall be defined as a number in excess of 50% of the Commissioners then in office.
- Section H: Commission staff shall provide notice of regular Commission meetings, with agendas and attachments, to all Commissioners at least five days prior to each regular Commission meeting via e-mail, regular mail, or fax. Notice of special meetings and agendas shall be given in person, by regular mail, e-mail and/or fax at least 72 hours prior to such meetings, or 24 hours prior to such meeting following a County Council designated

emergent situation, unless notice is dispensed with as provided in the Open Public Meetings Act.

ARTICLE 3 - VOTING

- Section A: Unless provided otherwise by these bylaws, Commission decisions shall be made by majority vote of those present, provided a quorum is present
- Section B: Decisions will be made by voice vote unless any Commissioner requests a roll call vote at any time during the meeting but prior to the vote.
- Section C: Only duly appointed Commissioners may vote on Commission business.
- Section D: Commissioners are not allowed to vote by proxy or in-absentia.

ARTICLE 4 - ATTENDANCE

- Section A: It is the responsibility of all Commissioners to attend all regular Commission meetings, assigned standing committee meetings, and public hearings of the Commission.
- Section B: It is the responsibility of the Secretary to record attendance at all Commission meetings and the Chair of each Standing Committee to record attendance at committee meetings.
- Section C: If any Commissioner has unexcused absences from more than one-half of the regular Commission meetings within a six-month period, that Commissioner will be asked by the Chair and/or Vice Chair to resign from the Commission.

ARTICLE 5 - OFFICERS

- Section A: The officers of the Commission shall consist of a Chair, Vice-Chair, and Secretary.
- Section B: The officers of the Commission shall serve terms of one year. Officers' terms shall be from their election in July until the election of officers the following year, except that the terms of the initial officers shall commence when they are elected and end upon the election of officers the following July.
- Section C: Nominations and elections of officers shall be conducted at the first meeting after July 1 of each year.
- Section D: Only Commissioners may serve as officers and must be nominated by another Commissioner or self. Nominations must be seconded. Each candidate shall have five-minutes for nominating and seconding speeches to be used at the candidate's discretion.
- Section E: Election of the Chair shall be concluded before nominations for Vice-Chair are taken; election of the Vice-Chair shall be concluded before nominations for Secretary are taken.
- Section F: Nominees need to receive a majority of votes cast to be elected. If no nominee receives a majority vote on the first ballot, the nominee with the least number of votes shall be dropped from the ballot for that office. Voting shall be repeated until an officer is elected.
- Section G: Election of officers shall be by a recorded roll call vote.

Section H: In the event of an officer vacancy, an election to fill the unexpired term shall be held in accordance with Article 5, Sections D-G.

ARTICLE 6 - OFFICER RESPONSIBILITIES

Section A: The Chair shall preside at all Commission meetings and formulate the agenda with input from the Vice-Chair and Commissioners, if any. The Chair shall perform such other duties as required and approved by the Commission, which shall include being the spokesperson for the Commission and overseeing implementation of the Commission work plan.

Section B: The Vice-Chair shall assist the Chair in fulfilling the Chair's duties and shall preside over Commission meetings during the Chair's absence. The Vice-Chair shall also perform such other duties as required and approved the Commission. The Vice-Chair shall seek to ensure that all Commission activities adhere to the Commission bylaws and rules. The Vice-Chair shall also coordinate progress reports on Commission activities.

Section C: The Secretary shall be responsible for recording attendance and maintaining a Commission attendance record. Subject to applicable county recordkeeping requirements, the Secretary shall maintain copies of all recorded votes, minutes, correspondence, and attendance for the Commission and perform such other duties as required and approved by the Commission. At the end of the Secretary's term, the Secretary shall turn over all documents, files, and records to the newly elected Secretary.

Section D: For good cause, any Commissioner may make a motion for the removal of an officer from office at a regular meeting of the Commission. The vote to remove shall be made at the following regular meeting and shall pass by the affirmative roll call vote of at least two-thirds (2/3) of all Commissioners then in office.

ARTICLE 7 - COMMITTEES

Section A: Any Committee (standing or ad-hoc) shall have at least one Commissioner as a member and shall be chaired by a Commissioner.

Section B: No committee of the Commission shall meet without the presence of at least one Commissioner.

Section C: Committee terms shall expire on 30 June of each year unless otherwise determined by the Commission.

Section D: Any committee established by the Commission shall function in an exclusively advisory role to the Commission.

ARTICLE 8 - PRIOR APPROVAL OF PROJECTS AND POSITIONS

Section A: Commissioners may not speak on behalf of the Commission without express permission of the Commission as documented in the meeting minutes.

Section B: Policy positions taken or projects conducted in the name of or on behalf of the Commission must receive prior approval of the Commission at a regular meeting.

Section C: Commission approval of a project or policy decision shall be obtained according to Article 3.

ARTICLE 9 - AMENDMENTS

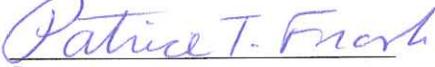
Amendment(s) to the bylaws of the Commission may be made by written resolution adopted by the affirmative roll call vote of at least two-thirds (2/3) of Commissioners then in office. The resolution shall be presented at least one meeting prior to the meeting in which the vote is to be taken.

Amended the 12th Day of February, 2014.

SNOHOMISH COUNTY COMMISSION
ON HUMAN RIGHTS


Chair

ATTEST:


Secretary