DOVER HUMAN RELATIONS COMMISSION

AGENDA

MAY 23, 2012 - 7:00 P.M. - CITY HALL CONFERENCE ROOM

REVISED FOR CHANGE OF LOCATION

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at cityclerk@dover.de.us) should you wish to be recognized.

1. Call to Order/Roll Call

2. Moment of Silence

3. Agenda Additions/Deletions

4. Adoption of Minutes
   A. February 22, 2012
   B. March 28, 2012
   C. April 25, 2012

5. Comments/Presentations from Members of the Community

This segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda is prohibited. Citizen comments are limited to three (3) minutes, and this segment will not exceed 30 minutes.

6. Chair's Report (Sudler)

7. Committee Reports

A. School Programs (Wasfi)
B. Community Programs (Allen-Pyne)
C. Assessment (Edamatsu)

8. Unfinished Business

A. Adoption of By-Laws, Articles I - III

9. New Business

10. Scheduling of the Next Regular Meeting

11. Announcements

12. Adjournment by 9:00 P.M.

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

THE CITY OF DOVER
HUMAN RELATIONS COMMISSION BY-LAWS

PREAMBLE

The City of Dover has granted the Human Relations Commission the following powers and duties pursuant to Chapter 2 – Administration, Article I, Division 6, Section 2-21 of the Dover Code:

A. Review City programs, activities, functions, and ordinances, and make recommendations to the City Council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among Dover residents and enhance communication and understanding among residents of Dover

B. Inquire into incidents of inter-group conflicts and disputes within the City and take such actions as may be designed to alleviate such conflicts and disputes.

C. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the City.

D. Seek the active assistance of the State Human Relations Commission in the solution of complaints of alleged discrimination, which fall within the jurisdiction of the State Commission.

E. Engage in such research, education and advocacy as in the judgment of the Commission or the City Council may be needed to improve human relations in the City.

F. Develop and maintain programs that build positive relations among communities and enhance problems-solving skills among residents throughout Dover.

ARTICLE I - OFFICERS

SECTION 1.
The Officers of the City of Dover Human Relations Commission shall be a Chairperson and a Vice-Chairperson.

SECTION 2.
The Chairperson or Chairperson's designee shall preside at all meetings of the Commission. The Chairperson or the Chairperson's designee shall be the only person authorized to make public announcements for the Commission. The Chairperson shall be a member of all committees of the Commission, ex officio. The Vice Chairperson shall be a member of all committees of the Commission, ex officio. The Chairperson shall designate members of the Commission and/or its Staff to represent the Commission and/or its Staff upon all affiliated associations, committees, organizations, and meetings. No Commissioner shall be eligible to become the Commission Chairperson unless that person has served on the Commission for one year. The one-year period shall run from the time the individual is appointed to the Commission to the date the individual would take office if elected to be Chairperson.

SECTION 3.
The Vice-Chairperson shall be vested with all powers and perform all the duties of the Chairperson in his/her absence or disability, to the extent which may be permitted by city ordinance, and the Vice-Chairperson shall perform such other duties as may be prescribed from time to time by the Commission. The Vice-Chairperson shall be a member of all standing and special committees of the Commission, ex officio.

SECTION 4.
All officers of the Commission shall be elected to office by secret ballot of Commission members, and the number of votes for each officer shall be recorded and be part of the public record.

ARTICLE II – PART-TIME ASSISTANT

SECTION 1.
The Commission shall decide each year at its February meeting whether or not to hire a Part-Time Assistant for the purpose of preparing the minutes of the Commission meetings and performing other administrative and secretarial functions as deemed appropriate and necessary by the Commission. The Part-Time Assistant shall be financially compensated for the work performed at a rate that is approved by the Commission, and the Commission may amend the rate at any time.

ARTICLE III - MEETINGS

SECTION 1.
Unless the Commission decides otherwise the Commission shall hold one regular meeting per month for the completion of its purposes, responsibilities and functions. The Commission shall designate the date, time and location of its meeting. The Part-time Assistant shall mail a written notice of the regular meeting to each Commissioner at least seven (7) days prior to the date of the regular meeting. The City Clerk shall give proper notice of all the Commission's regular meetings to the public and Commissioners.

SECTION 2.
Special meetings may be called by the Chairperson or by three members of the Commission. The Part-time Assistant shall give notice of the special meeting to each Commissioner at least two (2) days prior to the date of the special meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 3.
A meeting of the Executive Committee may be called at any time by the Chairperson or by three (3) members of the Executive Committee acting independently of the Chairperson. The Part-time Assistant shall give notice of the Executive Committee meeting to each member of the Executive Committee at least two (2) days prior to the date of the Executive Committee meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 4.
Five members of the Commission, including the Chair, shall constitute a quorum at a regular meeting being held at the Commissioner's normal meeting location. However, when the Commission has a meeting at a community location, a quorum is not needed for the Commission to open its meeting, but no vote by the Commission can be taken at such a meeting being held at a community location when there is not a quorum.

SECTION 5.
At all meetings of the Commission or of the Executive Committee thereof, all proceedings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless suspended by the majority of the Commissioners present. The Commission's Chairperson or Vice Chairperson shall maintain order at Commission meetings.

SECTION 6.
Any member of the Commission who fails to attend three (3) consecutive regular meetings without the Chairperson finding that there was reasonable cause for being absent or fails to attend at least half of all regular business meetings during any calendar year shall automatically be deemed to have resigned from the Commission. The Chairperson shall promptly notify the Mayor and City Council President of the situation and request a replacement.

ARTICLE IV - COMMISSION INTAKE, NOTICE, AND MEETING PROCEDURES

SECTION 1.

Meetings of the Commission or of the Executive Committee thereof, shall be conducted according to procedures established by the Procedures Committee and accepted by the Commission.

I. PROCEDURE FOR BRINGING A CONCERN OR MATTER BEFORE THE CITY OF DOVER HUMAN RELATIONS COMMISSION

A. Intake Procedure:

The City of Dover Human Relations Commission (hereinafter referred to as the "Commission") shall adopt an INTAKE FORM. Each Commissioner and the City Clerk shall have INTAKE FORMS available for distribution to the public. Any member of the public or an organization that wants the Commission to consider, recommend or rule on a concern or matter within the Commission's jurisdiction shall file an INTAKE FORM with the City of Dover Clerk's Office. The Commission shall maintain a record of all INTAKE FORMS received.

B. Scheduling the Concern or Matter Expressed in the INTAKE FORM Before the Commission:

To the best of the Commission's ability, with the assistance of the City Clerk's Office, any INTAKE FORM received at least 10 days prior to a Business Meeting of the Commission shall be placed on the next Business Meeting Agenda under the "New Business" section. The City Clerk will send notice by regular mail to the person or organization who filed the INTAKE FORM informing them of the date, time and location of the Commission's Business Meeting when the concern will be considered.

A similar notice will be sent by regular mail to any party or organization identified on the INTAKE FORM as being an interested party or a party-giving rise to the concern. This notice shall request the presence of the recipient and also extend an invitation for that party to address the Commission.

C. Consideration by the Commission of a Concern Set Forth in an INTAKE FORM:

The concern set forth in an INTAKE FORM will be considered by the Commission at its Business Meeting at the time new business is discussed. The Commission reserves the right to limit the time a person has to present the concern to the Commission, as well as limit the amount of time a party has to respond to the concern in issue. Any party testifying before the Commission shall not be sworn in. The party who filed the INTAKE FORM shall make their presentation first, followed by any party that has been invited to respond. The party filing the INTAKE FORM shall have a time to rebut or answer the party that presented a response. The Commission may limit the length of the rebuttal or answer. All parties appearing before the Commission may submit written exhibits, documents, photographs or other materials, which shall become part of the record of the proceedings.

The Commission may table a matter, decide not to take any action because of jurisdictional or other issues, refer the matter to a Commission Decision-Making meeting, or take any other action within its jurisdiction that is fair, reasonable and in the interest of justice.

D. Commission's Decision-Making Meeting:

At the Commission's Decision-Making Meeting, items referred by the Commission at its Business Meeting to the Agenda by the Commission shall be considered before members of the public, but the public will not be allowed to present any further facts and circumstances relating to a concern set forth in the original INTAKE FORM. The Commission members shall discuss and vote upon any issue being considered at a Decision-Making Meeting in public. Furthermore, the Commissioners shall state the reason(s) for their vote, if a vote is taken.

II. MEETINGS

A. Notice of Meetings:

The City of Dover Clerk, pursuant to legal requirements, will give notice of Commission meetings to the public. The Agenda of the Commission's Business Meetings and a copy of the proposed Minutes of the previous Business Meeting shall be submitted to the City Clerk's Office 14 days prior to the next Business Meeting. The Agenda for the Commission's Decision-Making Meeting shall be submitted to the City Clerk's Office 10 days before the Decision-Making Meeting. (A procedural flowchart is attached.)

B. Business Meeting Agenda:

1. The items on the Agenda for the Commission's Business Meeting shall include the following:

   a. Amendments to Agenda

   b. Presentations by Community Members: This segment of the Agenda is limited to 30 minutes. Members of the public shall have three minutes per person per issue to address the Commission. The Commission's Chairperson or designee will give the Commission's response, if any.

   c. Approval of the Minutes of the Last Commission Business Meeting

   d. Report of the Chairperson (or Designee)

   e. Reports by Committee Chairpersons (or their Designees)

   f. Unfinished Business

   g. New Business

   h. Suggestions for the Agenda for the Commission's Next Business Meeting

   i. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location

   j. Executive Session (if Needed)

   k. Adjournment

2. The items on the Agenda for the Commission's Decision-Making Meeting shall include the following:

   a. Amendments to the Agenda

   b. Approval of the Minutes of the Last Decision-Making Meeting

   c. Consideration of Matters for Decision

   d. Executive Session

   e. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location

III. MINUTES AND RECORDING OF COMMISSION MEETINGS

All Business Meetings and Decision-Making Meetings of the Commission shall be recorded, and the Commission shall prepare minutes of the Meetings. The recordings and minutes shall be maintained by the City of Dover Clerk's Office.

IV. IDENTIFICATION AND ANNOUNCEMENT OF POTENTIAL CONFLICTS OF INTEREST

All Commission members shall avoid the appearance of impropriety. All conflicts of interest, whether they be personal, legal, financial or otherwise, between a Commission member and a party appearing before the Commission shall be identified and announced by the Commissioner having the conflict. The Commissioner also shall announce on the record that he or she will abstain from all consideration of the matters being presented by the party, and that the Commissioner will not discuss the matter with any other members of the Commission.

V. DEVIATION FROM ORDER OF BUSINESS

The Chairperson shall have the authority to deviate from the order of business as circumstances warrant.

VI. LIMITATIONS ON PUBLIC PRESENTATIONS

Presentations by members of the public shall be limited, unless approved by the Chairperson. Speakers are requested to give presentations in the order of sign in. The Chairperson may limit the number of speakers heard, as circumstances warrant.

VII. FORMS

The following forms and documents shall be used by the Commission to carry out its duties:

A. Intake Form Front Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
INTAKE FORM

Name of person or organization filing: (last name, first name, middle initial) ☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms.		Home Phone: ( )	Business Phone: ( )	Fax: ( )
Street Address:	City:	County:	State:	Zip Code:
Identify the contact person that the Commission should notify:				
List the name, address and telephone number of any person or organization that you believe should be invited to appear before the Commission to help resolve your concern:				
Summarize what has or will occur that has given rise to your concern. Use this space for a brief and concise statement of facts (who, what, where, when, why, how). Additional details may be submitted on an attachment.				
What relief or action is being requested?				
Completion of the following questions is ***OPTIONAL***: Ethnicity: ☐ Black ☐ White ☐ Hispanic ☐ Asian ☐ Native American ☐ Other: _____ Sex: ☐ Male ☐ Female Age: _____ Nation of Origin: _____				
NOTICE: ALL DOCUMENTS AND TESTIMONY PRESENTED TO THE HUMAN RELATIONS COMMISSION ARE AVAILABLE TO THE PUBLIC AND THE PRESS.				
Signature:		Date:		
This form was delivered to: _____(person) on _____(date), located at _____(address). This form was mailed to: _____(person) on _____(date), located at _____(address).				

A. Intake Form - Back of Page

THE CITY OF DOVER HUMAN RELATIONS COMMISSION
RECORD OF ACTION

Case No. _____

CITY CLERK ACTION:

1. On _____ (date), the INTAKE FORM was received by the City Clerk's Office.

2. On _____ (date), the concerns expressed in the INTAKE FORM were placed on the New Business section of the Agenda for the Commission meeting to be held.

3. On _____ (date), a copy of the INTAKE FORM was mailed to members of the Commission along with the Agenda for the Commission meeting.

4. On _____ (date), notice of the date, time and location of the Commission meeting at which the concern(s) expressed in the INTAKE FORM will be considered by the Commission was mailed to the following:
   a.) the party(ies) filing the INTAKE FORM;
   b.) the interested party(ies) identified in the INTAKE FORM; and
   c.) the person(s) or entity(ies) who caused the concern(s) to be raised.

5. On _____ (date), notice of the Commission's final action was sent to the person(s) filing the INTAKE FORM and the other party(ies) listed on the INTAKE FORM.

COMMISSION ACTION:

1. On _____ (date), the Commission decided it did/did not have jurisdiction over the matters set forth in the INTAKE FORM.

2. On _____ (date), the Commission considered the matters set forth in the INTAKE FORM.

3. On _____ (date), the Commission took the following action:

_____
_____
_____
_____
_____

B. Notice to Public of Commission Business Meeting

NOTICE OF THE CITY OF DOVER HUMAN RELATIONS COMMISSION BUSINESS MEETING

TO: _____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

DATE: _____

RE: Business Meeting of the City of Dover Human Relations Commission on Issues Indicated on the INTAKE FORM Submitted to the City of Dover on _____ (date)

The City of Dover Human Relations Commission has added to its Business Meeting Agenda the matters indicated on the attached INTAKE FORM. Please note that these matters will be considered at the Business Meeting to be held at the following date, time and location:

DATE: _____

TIME: _____

LOCATION: _____

The presentation of your concern(s) will be limited to _____ (minutes).

The Commission will not make a decision on your concern(s) on the night of the hearing. That will occur at a Decision-Making Meeting at a date to be determined by the Commission after considering all of the facts and circumstances related to your concern. You may speak at the Business Meeting, followed by any party you identified as being an interested party, and then you will be given a chance to speak again after that party.

Sincerely,

_____

City Clerk

Enclosure: INTAKE FORM

cc: Chairperson, City of Dover Human Relations Commission

C. Notice to Interested Parties of a concern that will be before the Commission and Invitation to attend and speak at the Commission Meeting

NOTICE OF THE CITY OF DOVER HUMAN RELATIONS COMMISSION BUSINESS MEETING AND INVITATION TO INTERESTED PARTY TO ATTEND

TO: _____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

DATE: _____

RE: Invitation to Interested Party to Attend the City of Dover Human Relations Commission Business Meeting

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You have been identified as an interested party or a party-giving rise to a human relations concern in the City of Dover. Please refer to the City of Dover Human Relations Commission INTAKE FORM attached to this letter. In the interest of fairness, the Commission wants to hear from all sides before making any decisions.

The City of Dover Human Relations Commission has added the matters set forth in the attached INTAKE FORM to the Agenda for consideration at the Business Meeting to be held at the following date, time and location:

DATE: _____

TIME: _____

LOCATION: _____

You or your designated representatives are invited to attend the Business Meeting to observe and respond to the concern(s) expressed by the party that filed the INTAKE FORM.

If you decide to respond to the party that filed the INTAKE FORM at the Commission meeting, your response time may be limited. It will be the same amount of time that the party who filed the INTAKE FORM will have to make their presentation. That party will speak first, followed by your presentation, and then the party will be given a chance to speak again after you. ***Please contact the City Clerk (736-7008) to verify if you will attend or not attend the meeting.***

The Commission will not make a decision on the matters presented on the night of the hearing. That will occur at a Decision-Making Meeting at a date and time to be determined by the Commission after considering all of the facts and circumstances related to the concern.

Sincerely,

_____

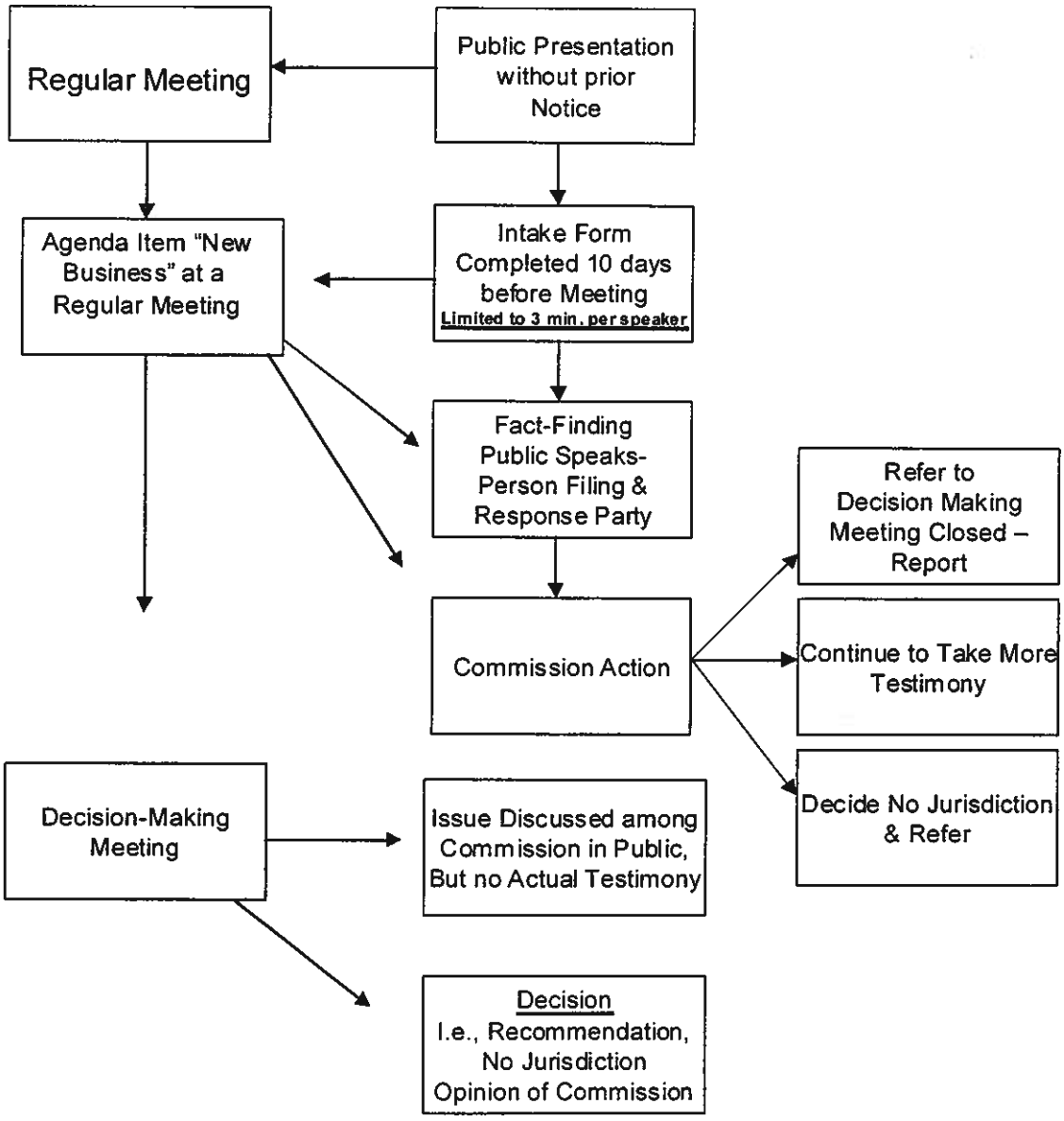
City Clerk

Enclosure: INTAKE FORM

cc: Chairperson, City of Dover Human Relations Commission

D. Commission Meeting Flowchart

Meeting Procedural Flowchart



ARTICLE V - COMMITTEES

The Commission shall create all standing and special committees.

SECTION 1.
The standing committees of the Commission shall be as follows: (1) Executive Committee; (2) Assessment Committee; (3) Community Programs Committee; and (4) School Programs Committee.

1.1 The Executive Committee shall be composed of the officers of the Commission and charged with acting on the business of the entire commission in between its regular meetings. It shall be responsible for interfacing with other City Departments and Offices including City Council.

1.2 The Assessment Committee shall be responsible for measuring and monitoring community relations. The duties of the Committee shall include meeting with different groups; developing assessment tools; analyzing results; and making proposals to the Human Relations Commission based on its analysis.

1.3 The Community Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community- wide programs that foster a spirit of understanding and unity.

1.4 The School Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community-wide programs that foster a spirit of understanding and unity with a particular emphasis on oneness of humanity as a part of the regular school curriculum or program.

Section 2.
The Special Committees of the Commission shall be as follows: (1) Media Relations Committee; (2) Intake Screening Committee; (3) Education and Development Committee; (4) Nominating Committee; and (5) By-Laws Committee. The Commission and/or the Chairperson shall have the discretion to create and terminate special committees.

2.1 The Media/Public Relations Committee shall be responsible for publicizing all programs and activities through communication channels. The Committee shall: (a.) prepare and send Press Releases to local Newspaper Editors, and Radio/TV Station Managers; (b.) disseminate information to local community organizations, and prepare correspondence in response to inquires and complaints; (c.) submit copies of all correspondence and releases to the Part-time Assistant, and; (d.) submit an oral and written report of all its activities to the Commission at its regular meetings.

2.2 The Intake Screening Committee, when the procedures set forth in Article IV do not apply and when so designated by the Commission or Chairperson to do so, shall be responsible for receiving and screening all intakes from the public. The Committee shall: (a.) Make recommendations to the Commission on matters such as jurisdiction, referral and preliminary solution; (b.) submit copies of Intakes to Commissioners at least 2 days before a regular or special meeting called for discussion of the matter; (c.) submit oral and written Committee activities to the Commission at the Commissions regular meeting; and (d.) notify the Part-time Assistant of all proceedings.

2.3 The Education and Development Committee shall be responsible for providing educational materials to the public and the Commission, and organize development programs for the benefit of Commissioners. The Committee shall: (a.) focus on diversity training, problem solving, conflict resolution, parliamentary procedures and similar initiatives; (b) schedule programs involving lectures and role play, and distribute materials to Commissioners at least 30 days in advance of such presentation or discussion, and; (c.) submit an oral and written report of its activities to the Commissioners at the regular meetings.

2.4 The Nominating Committee shall be responsible for nominating a slate of candidates who will seek election as officers of the Commission. The Nominating Committee shall consist of three Commission members appointed by the Chairperson in December of each year. One member shall be designated by the Chairperson as the Nominating Committee Chairperson. The Committee shall present its nominees to the Commission in January of each year for election at the February meeting.

2.5 The By-Laws Committee shall be appointed by the Chairperson to review any proposed amendments to the By-Laws and present them to the full Commission for action.

ARTICLE VI - AMENDMENTS

SECTION 1.
Any member of the Commission may at any time propose an amendment to these BY-LAWS, by submitting the same in writing to the Chairperson. All proposed amendments shall be initially reviewed by a Special By-Laws Committee for recommendations then submitted to the full Commission for action as per Section 2.5.

SECTION 2.
A copy of any proposed amendments of these BY-LAWS shall be forwarded by mail to each member of the Commission at least ten (10) days prior to the meeting of the Commission at which it is to be presented and acted upon, together with a written notice of the date, hour, and place of such meeting.

SECTION 3.
Any amendment to these BY-LAWS must first be adopted by the affirmative vote of two-thirds of the active members of the Commission, before the same shall become effective.

ARTICLE VII - BUDGET PLANNING, CONTROL AND REPORTING AND PAYMENT OF EXPENSES

SECTION 1.
Budget planning, control and reporting and all accounting and financial transactions of the Commission shall be governed by the City of Dover procedure F359 d/7-22-2002 and subsequent amendments thereto. The fiscal year of the commission shall coincide with that of the City of Dover.

SECTION 2.
The procedures for payment of expenses by the Commission shall be as follows: (a) The City of Dover shall handle the accounting and financial functions of the Commission as set forth in the City of Dover procedure F359 d\7-22-02; (b) All requests for expenses relating to purchase of supplies and services shall be submitted to the Part-time Assistant on the Payment Request Form with the supporting documents; (c) Every payment request shall indicate the budget account to be charged ; (d) A payment request shall not be approved by the requestor but shall be approved by another authorized person after review; (e) All payment requests shall be routed to the City of Dover Director of Finance by the Part-time Assistant for processing and payment; and (f) An expense of less than $30.00 shall be paid out of the petty cash account, but all other payment requests shall be processed according to the Purchasing Policy and Guidelines of the City of Dover.

ARTICLE VIII - SAVINGS ARTICLE

SECTION 1.
If any part or section of these Bylaws is determined to be unlawful or unconstitutional, the remaining parts or sections of these Bylaws shall remain in force and effect.

Adopted: September 6, 2002
Amended: December 15, 2004