DOVER HUMAN RELATIONS COMMISSION

A G E N D A

August 24, 2011 - 7:00 P.M. - Council Chambers - City Hall - City of Dover

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 - Regular Meeting of July 27, 2011

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. Intake Screening/Hearing(s) *(Britt)*
   B. School Programs *(Wasfi)*
   C. Community Programs *(Allen-Pyne)*
   D. Assessment *(Edamatsu)*

8. Unfinished Business
   A. Review of By-Laws, Articles I-III

9. New Business
   A. Discussion - Proposed Forum on Native American Indian Issues
   B. Report - Regular Meeting of February 23, 2011, Simon Circle Boys & Girls Club
   C. Recommendation Letters to Mayor and City Council in Regards to the Regular Meeting of February 23, 2011, Simon Circle Boys & Girls Club and the Special Meeting of March 17, 2011, Regarding Reed and New Street Brawl - First Draft

10. Suggestions for Agenda Items for Future Meetings
    A. Next Regular Meeting - September 28, 2011 at 7:00 p.m.

11. Announcements

12. Adjournment by 9:00 P.M.

/dd
S:\AGENDAS & MINUTES\Misc-Agendas\HUMAN RELATIONS\2011\08-24-2011 DHRC.wpd

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.

DOVER HUMAN RELATIONS COMMISSION
MINUTES OF JULY 27, 2011
CITY HALL COUNCIL CHAMBERS

Present: Chair Roy Sudler, Jr. Commissioners Ellen Wasfi, Maisha Britt, Vice Chair Willie Jones. Commissioners Dawn Allen-Pyne and Phyllis Edamatsu arrived late.

Call to Order: The meeting was called to order at 7:05, and the roll was called, and then there was a moment of silence.

Agenda Additions: Under "New Business" Chair Sudler added an Item: Review of Application. Commissioner Britt made a motion to accept the addition, and Commissioner Wasfi seconded. All voted in favor of the motion.

Adoption of Minutes: There was a correction made to the Minutes from May 25, 2011 on page 2. Also another correction was made to page 3 of the Annual Report, attachment # 4 of the May minutes. Commissioner Britt made a motion to correct, and Commissioner Wasfi seconded. All voted in favor of the corrections. Then Vice Chair Jones made a motion to adopt the Minutes from June 22, 2011. Commissioner Wasfi seconded the motion, and the minutes were adopted without correction.

Comments/Presentations from Members of the Community: Dennis Coker from Cheswold, and William H. Daisey from Dover came to the meeting to discuss the issues and history of the Native American Indian Tribes in Delaware. Chief Coker spoke first and told the Commission about his own roots in Kent County and his tribe, the Lenape, who consist of about 800 people who live around Cheswold. Members of his community can trace their ancestors back to the early 1800's. Some of the issues that Chief Coker discussed were; disavowing of The Doctrine of Discovery from the 1660's, and support for the UN's Declaration of the Rights of Indigenous Peoples from 2007. He agrees with the UN that Indians should have the right to speak their own language, cultivate their own culture, practice their own religion, and govern themselves. He states that the Indians have been denied opportunity for higher education, and that they are discriminated against because of their race. He spoke of how the elders of his tribe taught them to "hide in plain sight" in order to survive. He wants to be free to discuss and celebrate their symbiotic connection to their land, and to practice their customs and beliefs. Vice Chair Jones thanked the chief for educating the Commission. Commissioner Wasfi told him that the DHRC wants to work with them to highlight and recognize these issues. The Commission can submit recommendations to the Dover City Council, which may result in helping to educate the public about the Indians and their status. Chair Sudler asked what language was spoken among the tribes. He also asked what percentage of Indian heritage made a person considered a citizen of the Indian

Nation. Chair Sudler asked if the Indians got any tax breaks from the IRS or state. Commissioner Wasfi recommended that the resolution that was passed by the State Assembly should be used as a template and that DHRC could work together with Chief Coker to make recommendations and produce background documents and historical proofs. Next, Chief Daisey came before the DHRC and told a bit of history of the Nanticoke who were originally in southern Delaware near Laurel. He also spoke of how bad the Indian schools were when he was growing up. He said that many Indians try to remain invisible so that they are not targeted for their race. He appreciated DHRC asking them to come before the Commission, and thanked Chair Sudler for inviting them. He feels that the Indians have come a long way, and should not be ashamed of their heritage. Commissioner Britt asked what is the Indian population in Delaware, and found out that there are 4,500. Commissioner Wasfi asked if they have an office of Indian Affairs in Dover, and was told that there was supposed to be one, but it is not functional. Chair Sudler wanted to know if the Nanticoke Memorial Hospital was affiliated with his tribe, and found out that it was not.

Chair's Report: Chair Sudler read his report and gave the Commissioners time to review it. (See attachment #1). He researched the DE Criminal Code and applied it to the incident and brawl on New Street. The responsibilities and duties of the DHRC as outlined in the bylaws give the Commission authority to make recommendations to the Mayor, City Council, and Police Chief. Commissioner Britt made a motion to have Commissioner Wasfi draft a letter with recommendations in regards to the New Street Brawl. The letter should reflect the Commission's opinion that the woman who started the brawl was deemed intoxicated and disorderly and should be charged with a misdemeanor. Commissioner Pyne seconded the motion and all voted in favor.

Committee Reports:

A. Intake Screenings: Commissioner Britt excused herself from working on the intake form for Jeremy Kopp because of a conflict of interest.
B. School Programs: had no report
C. Community Programs: had no report
D. Assessment: Commissioner Edamatsu handed out the results of her survey from the Boys and Girls Club Meeting (see Attachment #2)

Unfinished Business:

A. Mental Health Forum: Commissioner Wasfi made a motion to send the updated draft to the City Council. Commissioner Britt seconded, and all voted in favor.
B. 2010 Annual Report: One correction was made (as stated earlier, page 3 to attachment #4 of May 25 Minutes)

New Business: Chair Sudler had obtained an undated application that was received for the position of DHRC commissioner. He was told that the City Council wants DHRC to participate in the interview and selection process. Commissioner Britt made a motion to draft a letter to the City Council for clarification in regards to the processing of applications for DHRC commissioners. Commissioner Pyne seconded the motion, and all voted in favor.

Next Meeting: Chair Sudler suggested that the Commission meet in August to make up for meetings that were lost due to weather and lack of a quorum. After some discussion, Commissioner Wasfi made a motion to meet on August 24, 2011. Commissioner Britt seconded, and all voted in favor.

Adjournment: the meeting was adjourned at 9:05 pm.

Minutes taken and submitted by Mary Walson

Attachment #1

RESEARCH ON DELAWARE'S CRIMINAL VIOLATIONS & CODES FOR RECOMMENDATIONS FOR THE MAYOR & CITY COUNCIL

June 9, 2011

TO: DHRC Chair Roy Sudler, Jr.

FROM: Commissioner Maisha Britt

Pertaining to your request of June 8th:

§ 1315. Public intoxication; unclassified misdemeanor; violation.

A person is guilty of public intoxication when the person appears in a public place manifestly under the influence of alcohol or narcotics or any other drug not administered or prescribed to be taken by a physician, to the degree that the person may be in danger or endanger other persons or property, or annoy persons in the vicinity.

Public intoxication is a violation, unless the accused has been convicted of public intoxication twice before within 1 year, in which case the offense is an unclassified misdemeanor.

11 Del. C. 1953, § 1315; 58 Del. Laws, c. 497, § 1; 67 Del. Laws, c. 130, § 8; 70 Del. Laws, c. 186, § 1.;

Opinion: The question to the Police Chief would be, "Was the instigating female intoxicated?" If so, "Had she been convicted of intoxication twice before within 1 year?" If so, then the offense/charge against her would be an unclassified misdemeanor.

If she had been convicted once for intoxication within 1 year, this would be her second offense, which would be a violation and if cited for intoxication a 3rd time, the offense/charge would be an unclassified misdemeanor.

If the female was intoxicated and no prior violation within 1 year, then she should be charged with a violation for a first offense under the DE Criminal Code, Title 11, Code 1315.

§ 1301. Disorderly conduct; unclassified misdemeanor.

A person is guilty of disorderly conduct when:

(1) The person intentionally causes public inconvenience, annoyance or alarm to any other person, or creates a risk thereof by:

a. Engaging in fighting or in violent, tumultuous or threatening behavior; or

b. Making an unreasonable noise or an offensively coarse utterance, gesture or display, or addressing abusive language to any person present; or

c. Disturbing any lawful assembly or meeting of persons without lawful authority; or

d. Obstructing vehicular or pedestrian traffic; or

e. Congregating with other persons in a public place and refusing to comply with a lawful order of the police to disperse; or

f. **Creating a hazardous** or **physically offensive condition** which serves no legitimate purpose; or

g. Congregating with other persons in a public place while wearing masks, hoods or other garments rendering their faces unrecognizable, for the purpose of and in a manner likely to imminently subject any person to the deprivation of any rights, privileges or immunities secured by the Constitution or laws of the United States of America.

(2) **The person engages with at least 1 other person in a course of disorderly conduct as defined in paragraph (1) of this section which is likely to cause substantial** harm or serious inconvenience, **annoyance or alarm**, and refuses or knowingly fails to obey an order to disperse made by a peace officer to the participants.

Disorderly conduct is an unclassified misdemeanor.

11 Del. C. 1953, § 1301; 58 Del. Laws, c. 497, § 1; 59 Del. Laws, c. 203, §§ 23, 24; 63 Del. Laws, c. 305, § 1; 67 Del. Laws, c. 130, § 8; 70 Del. Laws, c. 186, § 1.;

Opinion: If the instigating female threw a liquid substance onto another, then this act could cause alarm and annoyance to the person being violated.

The disorderly conduct begins with the person throwing the liquid and the person being violated creates the 'at least one other person' thus substantiating the Disorderly Conduct as an unclassified misdemeanor.

§ 1302. Riot; class F felony.

A person is guilty of riot when the person participates with 2 or more persons in a course of disorderly conduct:

(1) With intent to commit or facilitate the commission of a felony or misdemeanor; or

(2) With intent to prevent or coerce official action; or

(3) When the accused or any other participant to the knowledge of the accused uses or plans to use a firearm or other deadly weapon.

Any other provision of this Criminal Code notwithstanding, whoever violates this section shall be guilty of a class F felony.

Any other provision of this Criminal Code or Title 10 notwithstanding, any person over 16 years old who violates this section shall be prosecuted as an adult.

11 Del. C. 1953, § 1302; 58 Del. Laws, c. 497, § 1; 67 Del. Laws, c. 130, § 8; 70 Del. Laws, c. 186, § 1.;

Opinion: I believe that the incident escalated as a result of the disorderly conduct of the person who threw the liquid on another, and was not premeditated, or intentionally planned to constitute a Riot; class F Felony offense. Sensitivity training and mandatory counseling for several issues for participants would probably be more appropriate.

***

Agenda Addition:

Review Application submitted to the City Clerks Office in reference to the Dover Human Relations Commission

Chair's Report (Sudler)

On **June 9, 2011** I asked Intake Chair Dr. Maisha Britt to review the order of events that lead to the Reed & New Street Brawl and apply the Delaware Criminal Code Manual to the incident. [**Please see letter to Chair - Sudler from Intake Chair -Dr. Britt**]

COMMISSION'S POWERS & DUTIES:

Pursuant to Section 58 - 31 Titled: Purpose;

1. Fairness, respect, promote and develop an environment of fairness and respect among all citizens
2. Monitoring: Develop ways to measure and monitor community relations particularly those that are sources of intergroup conflict.

{**Code 1981 Code 2 - 16; Ordinance of 2 – 11 – 2002**}

Pursuant to Section 58 – 36 Powers & Duties

5. Research, Educate, engage in such in the judgment of the commission or the city council, may be needed to improve human relations in the city of Dover

{**Code 1981 Code 2 – 21 -; Ordinance of 2 – 11 – 2002**}

DELAWARE'S CRIMINAL CODES:

§ 1315. Public intoxication; unclassified misdemeanor; violation.

§ 1301. Disorderly conduct; unclassified misdemeanor.

§ 1302. Riot; class F felony.

On **July 21, 2011,** I called the City Clerks Office to request a copy of applications filed for the Dover Human Relations Commission.

On **July 27, 2011 @ 11:37 a.m**. I spoke with Chief Dennise Coker to invite a representative from their tribe to discuss current issues and concerns of the most Native American Indian Tribes. Chief Coker was very enthusiastic about meeting with the Commission and said, "That he would be attending tonight's meeting"

ATTACHMENT #2
7-27-11

Dover Human Relations Commission
Survey from Boys and Girls Club meeting
Total people responding: 16

Q1: Name

Q2: What resources or programs would you like to see the City of Dover implement in your community?

Sex offenders:
More programs for sex offenders (two respondents)

Finances/economic help
Help financially (same two respondents)
Economic opportunities
Financial help in housing (low income)

Race/relations and related
Hispanic relations
Race relations education pursuant to findings in the Delaware Supreme Court on Racial and Ethnic Fairness Report of 1996

Youth
Youth programs
More safe facilities for young people that embraces learning beyond curriculum standards Promotion of art and showcasing talents.
More youth services

Drugs
Drug reduction programs

Education/vocational
Programs that allows or teaches minorities to understand using computers for completing job applications along with security deposit for utility deposit for electricity.

Other
The media
Community and faith-based organization
Awareness without deception

Q3: Do you consider your community environment to be safe, and pleasant or undesireable?

A. Pleasant: 14 (87.5%) chose this but two added other comments and several chose both peasant and undesirable.
One wrote: Pleasant for the most part but some areas of concern. This person on question 6 wrote "drug activity."
Another wrote: Pleasant but we must be more pro-active.

B. Undesirable because -- there were 5 responses:
4 responses said because of drug activity/drugs being sold in our neighborhood
1 person wrote because of institutional racism in the courts and judiciary.

Q4: Does the community that your reside in have graffiti or gang activity visible?

2 people (12.5%) checked **"yes"** and 14 (87.5%) checked **"no"**.

Q5: Do you know who your community police officer is?

All 16 checked **"no"**.

Q6: In your opinion, what is the most significant cause of disruptive behavior among youth in the City of Dover?

8 people listed drugs or "dope"
4 of these 8 included violence (drugs and violence), a 5th person wrote "graffiti, drugs, gangs" while a 6th person included "no respect fo elders"

1 wrote "moral decline"

5 people noted lack of opportunity and/or lack of productive activities
This included "lack of productive activity for underprivileged kids"
or "poor family situation/few economic opportunity", "lack of real opportunity", "lack of activities".
One person wrote: "Lack of role models they can look up to. Young people are not giving back to young people behind them."

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

---

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,

_____

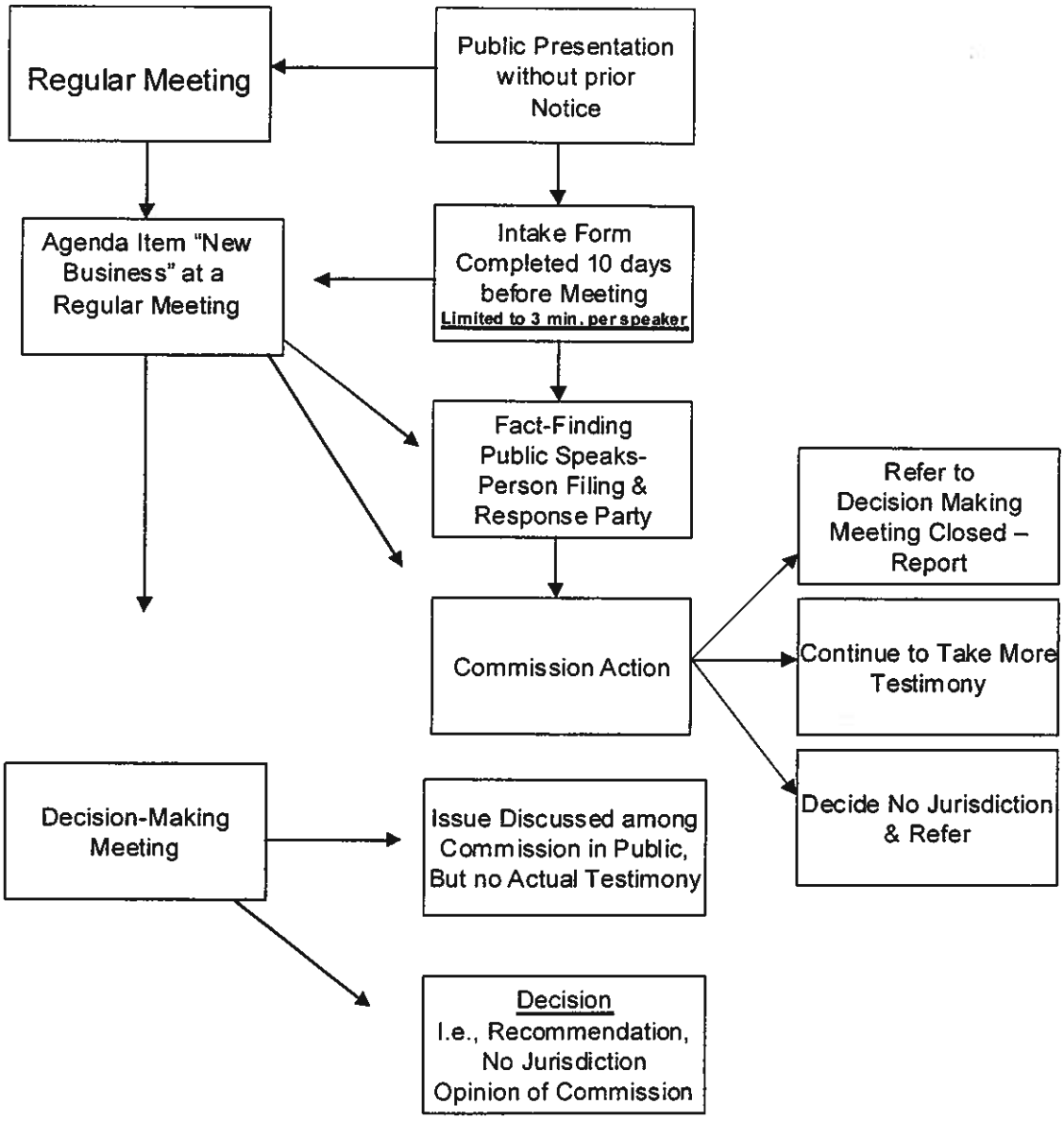
City Clerk

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