DOVER HUMAN RELATIONS COMMISSION
A G E N D A

This meeting has been canceled due to inclement weather. These agenda items will be considered at a future Committee meeting.

January 26, 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 - November 17, 2010

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)*
      a-1. Marsha Misenheimer
   B. School Programs *(Wasfi)*
   C. Community Programs *(Allen-Pyne)*
   D. Assessment *(Edamatsu)*

8. Unfinished Business
   A. Mental Health Forum Update - Letter to City Council
   B. Flow Chart - Implementation of Mediation Process

9. New Business
   A. Welcome New Member - Mr. G. Thomas Steele
   B. Discussion - Chapter 58 - Human Relations
   C. Review of By-Laws, Article I-II

10. Suggestions for Agenda Items for Future Meetings
    A. Next Community Meeting - February 23, 2011 at 6:30 p.m., Simon Circle Boys & Girls Club
    B. Next Regular Meeting - March 23, 2011 at 7:00 p.m.

11. Announcements

12. Adjournment by 9:00 P.M.

/dd
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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 NOVEMBER 17, 2010
CITY HALL COUNCIL CHAMBERS

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

I: The meeting was called to order at 7:12 p.m. and there was a moment of silence.

II: There was a motion by Willie Jones to approve the agenda. Lee Mac Callum seconded it, all were in favor, and the motion passed.

III: There was a motion by Lee Mac Callum to approve the minutes for the September 22, 2010 meeting, and for the October 27, 2010 meeting. Ellen Wasfi made corrections to her name on the October minutes, and corrected the wording of the section about her nomination by Mr. Finney. Lee Mac Cullum corrected the spelling of his name. Maisha Britt moved to accept the minutes as corrected, and Helen Wasfi seconded, and all were in favor.

IV: There were no members of the community present for comments.

V: Chair Sudler produced a copy of his Chair's report and read it to the Commission. He wants to carry on all of the DHRC activities with transparency and he wishes to keep all of the commissioners informed and up to date.
Ellen Wasfi discussed the FOIA, (Freedom of Information Act) for the members of the Commission. Maisha Britt was asked to assist the Chair in using "Roberts Rules of Order" to keep the meetings running smoothly. She offered to look into booklets and a DVD for the commissioners to refer to. Ellen Wasfi thought that the DHRC should not be taking orders from the City Council, but Catherine Gregory felt that DHRC should not be adversarial and should take their suggestions, discuss them and report back to the City Council. Phyllis Edamatsu reminded the Commission that DHRC is an advisory board to the City Council, not visa versa. There was also some discussion of having study circles for the commissioners in order to sensitize them to their jobs on the Commission. For informational purposes for the new members on the Commission, there was a discussion of how the Commission is supposed to deal with a complaint from a citizen by using the Intake Form and then having a hearing.
The Commissioners decided to begin their annual Bylaws review. Ellen Wasfi made a motion to conduct a review of an article each month. Maisha Britt seconded the motion. Catherine Gregory suggested that a schedule be made up so that all the Commissioners will know ahead of time what articles will be discussed, and will have read and submitted their input to the Chair before the meeting. She agreed to make the schedule and bring it to the December meeting. Ellen Wasfi made a motion to add the amendment, Willie seconded, and all approved the motion.

VI: Committee Reports:

A: School Programs: Ellen Wasfi reported that she has been having difficulty getting her study circles on racism and race relations implemented in Dover High School. She said that the school staff, faculty and students initially were enthusiastic, but coordinating everyone's schedules is a problem.

B: Community Report: Chair Sudler reported that he has arranged to have the next Community Outreach Meeting at the Boys and Girls Club at Simon Circle Dover. Ellen Wasfi described the purpose of the meetings, so the new commissioners could get a feel for what to expect. DHRC conducts these community forums to see what the people need or what concerns they have. At the close of the report, Chair Sudler stepped down as head of the committee, and asked if anyone would like to take over. Commissioner Dawn Allen-Pyne volunteered to head up the committee, and Catherine Gregory said she would help.

VII: Welcome New Members: Chair Sudler asked for volunteers to fill the vacant positions left open. Maisha Britt took the position of Intake Screening Chair.

VII: Next Community Meeting: To be held on January 26, 2011 at 6:30 pm at the Boys and Girls Club. Chair Sudler will finalize the arrangements.

IX: New Business; Announcements: There will be a Commemorative Breakfast on Martin Luther King Jr. Day in January at the Modern Maturity Center, 6:00 am. Commissioners who want to attend and sit together at a table will be able to buy tickets soon from Willie Jones.

Ellen Wasfi was honored by the League of Women Voters of Kent County with the Flame of Democracy Award.

The next meeting of the DHRC will be on December 15th.

Meeting was adjourned at 8:45pm.

Attachments

Attachment #1 - Chair's Report - Dated November 15, 2010

Attachment #2 - Community Programs Report

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.
November 15, 2010

I. MEETING WITH CITY COUNCIL MEMBERS

Purpose:

a. To develop a better understanding of each council member's perception of the DHRC and to discuss strategies and ideas to help strengthen our alliance

b. To discuss the commission's strengths, weaknesses, opportunities and mission statement for the navigation of the DHRC

c. To discuss ways to empower the DHRC [**Training for Commissioner's**]

GROUP A.

Council Members:		**Date:**	**Time:**	**Location:**
Mayor of Dover	Carleton Carey, Sr	11 / 4 / 2010	3:30 p.m.	City Hall
President of Council	Kenneth Hogan	11 / 4 / 2010	3:30 p.m.	City Hall
Beverly Williams	1st District	11 / 1 / 2010	10:00 a.m.	801 Agency
Reuben Salters	4TH District	11 / 11 / 2010	1:00 p.m.	Phone interview
Sophia Russell	4TH District	11 / 15 / 2010	8:25 a.m.	Modern Maturity

Group A.

The majority of concerns from Group **A.** consisted of the **DHRC** simply being utilized as a resourceful tool for dissolving conflict and unfair treatment among all citizens of Dover, not dissention. Most of the council members interviewed in group **A**; suggested that the DHRC orchestrate more social events and activities that would encourage other ethnic groups to interact with each other on a more consistent basis. When I asked about additional training for the commissioners and implementing a mediation process into the flowchart, about **100%** from group **A.** were in support of that idea and suggested other forms of training as well. Foya and Robert's Rules of Order were mentioned as additional training available for the commissioners. I will interview Group B. in December **2010.**

Notation: Once the Chairman and, or Vice – Chair have met with all council members a report will be submitted to the commissioners for discussion

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.
November 15, 2010

II. COMMUNITY CALLS:

On 10 / 29 / 2010 @ 10: 30 a.m. Rev. Butler called me to thank the **DHRC** for orchestrating the Mental Health Forum, which resources and information from all the mental health agencies have helped him to resolve certain issues and concerns that effect him and his two sons on a daily basis.

Rev. Butler expressed that he would send the DHRC a letter in reference to his concerns and issues being addressed at this time **[Close-out letter]**

On 11 / 8 / 2010 @ 8:45 a.m., I received a phone call from the **Delaware State Humans Relations Commission [Mr. Paylor]** in reference the status of Mr. Ntosake's hearing \ appeal. I advised Mr. Paylor that the DHRC encouraged Mr. Ntosake to file an appeal with the city of Dover,s Board of Adjustments/ Appeals. Mr. Paylor asked that we keep the State Humans Relations Commission updated with the results of Mr. Ntosak's case.

On 11 / 11 / 2010, @ 2:30 p.m. I met with Mr. Ntosake to discuss the nature of his concerns and to continue to encourage him to follow the City of Dover's Appeal Process according to the Planning & Inspection Codes. Mr. Ntosake expressed that he was eager to resolve the housing violations but had limited financial resources and not enough time to be in compliance with the code enforcement officer's summons.

In closing of our 2 hour meeting with Mr. Ntosake, he said that by **11 / 1 9 / 2010,** he would call Mrs. Ann Marie Townsend to request an appeal of the summons and citations issued to him by Mr. Edward Graves, Jr.- Code Enforcement Officer for the City of Dover's Planning & Inspections Division.

III. CONCERNS OF CITIZENS:

Recently, I have talked with numerous senior citizens and homeless individuals who live in the **4th** and **3rd** district who are having great difficulties applying for a job. In **2010,** the majority of job applications are on-line only, which appears to exclude the citizens of Dover who are not computer literate. I believe that if most businesses would have an off-line application assessable, then it may increase the employment rate and help to decrease the criminal activity in the city of Dover.

IV. INTAKE FORM SUBMITTED TO DHRC:

On 11 / 3 / 2010 @ 2:30 p.m., an intake form was filled out by a citizen of Dover involving an alleged wrongful termination of employment claim among a handicap individual. The intake form along with notations will be submitted to the new Chair of Intake / Screening for the DHRC.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.
November 15, 2010
SUGGESTIONS:

1. **DHRC** orchestrate a workshop that addresses the dynamics of appealing an alleged wrongful termination claim against employers.

2. To develop a strategy to assist all citizens who are not computer literate to receive a fair opportunity to compete in today's job market.

CHAIR OF COMMUNITY PROGRAM'S REPORT

Submitted By: Roy Sudler, Jr.
Final Report as Chair of Community Programs 2010

On 11 / 8 / 2010, I contacted Miss. Denise Deputy who works for the Emergency Crisis Prevention Agency in reference to a presentation on Situational Depression, which was mentioned in our Mental Health Forum – 2010. Miss. Deputy expressed that she would be available upon our request. Miss. Deputy can be reached @ **[302] 697.2690** or **422.1355** 6p.m. – until?

On 11 / 4 / 2010, I called the **Boys & Girls Club @ Simon Circle Dover, DE,** to see if we could have our outreach meeting in their community. I spoke with Mr. Darryl Tingle Director of the Boys & Girls Club and he was very much interested in the DHRC conducting a meeting at their site.

When the commission has decided on the next date for our outreach meeting in the community, then I will contact Mr. Tilghman and confirm the availability of that date proposed.

At this time, I will relinquish my position as Chair of Community Programs in order to allow another commissioner the opportunity to serve as Community Chair. I thank my fellow commissioners for allowing me the opportunity to serve as the Chair of Community Programs since **2004** to **2010**.

Thank you,

Commissioner -Roy Sudler, Jr.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

December 14, 2010

I. MEETING WITH CITY SOLICITOR & DIRECTOR OF DEVELOPMENT:

On November 19, 2010, @ approximately 4:04 p.m., I met with Ann Marie Townsend **[Director of Planning & Community Developments]** and Mr. Rodriguez **[City Solicitor]** to discuss two subjects. The first topic involved the intake form submitted to the City Clerks Office dated **4 / 1 / 2010** by Mr. Ntosake of **777** Slaughter, Street Dover, DE 19904.

Mrs. Townsend elaborated on the nature of the violations and summons that Mr. Andile Ntozake received during the time period of **2008 – 2010.** She also indicated that the department of planning and inspections were willing to give Mr. Ntosake additional time to cure the defective conditions cited, if he could provide a detailed plan of action with estimated dates and time periods of when he would be in compliance with the City of Dover's Housing Codes.

The second topic involved cessation of chairman's interviews with city council persons individually. The city solicitor Mr. Rodriguez expressed that the process in which I interviewed individual council members is a violation of Foya and therefore, must be conducted in a group meeting. Also, Mr. Rodriguez stated that upon the DHRC request, he would make himself available to the commission to discuss his role as it relates to the commission's charge without any legal assessment fee involved.

In conclusion of our meeting, Mrs. Ann Marie Townsend expressed that she would provide to the DHRC a code book for housing violations for the city of Dover and contact Mr. Ntosake to see how they can resolve this matter expeditiously without further conflict or dispute. The meeting ended **@ 4:46 p.m. 11 / 19 / 2010**

On **January 5, 2011**, it was confirmed that the city solicitor would review **Chapter 58** Human Relations of the Dover Code, specifically **section 58-36** – Powers and Duties, and provide clarification regarding the jurisdiction of the Commission.

- Please have your questions ready to be answered.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

II. INTAKE FORM SUBMITTED TO DHRC:

On December 5' 2010, @ approximately 9:37 a.m., I received a phone call from Miss. Marsha Misenheimer in reference to her intake form that was filled out on **11 / 11 / 2010.** After initially being advised to seek an appeal within the organizational guidelines of her former employment agency, Miss. Misenheimer, has unfortunately been unsuccessful with getting a response from her previous employer and now believes that they are disregarding her messages intentionally. She has submitted an intake form to the city clerk's office dated **December 8, 2010.** [Please refer to Intake\Screening Chairs Report – Dr. Britt]

III. CITIZENS CONCERNS & ISSUES:

On **December 14, 2010 @ approximately 11:32 a.m.,** I received a letter from a registered sex offender who wants to voice his perception and experiences in the housing and hiring practices of today's job market as a high risk sex offender. He is on level 3 probation and is currently unable to attend our meeting scheduled for **January 26, 2011,**
Currently, Mr. Tarbutton is being housed by the State of Delaware's emergency crises program and temporarily resides at one of the local motels. He has expressed to me the enormous amount of stress and mental anguish he faces on a daily basis. Mr. Tarbutton will be off of level 3 probation by **February 2011** and would like to speak with the DHRC to see what insight he can provide to the commission to help the next offender's transition into society be more successfully then his success rate. [Please see attachment letter]

IV. CHAIRMAN'S OVERVIEW OF TOWN HALL MEETINGS:

On **January 15, 2011, @ 2:00 p.m.** Mr. Clay Hammond Chairman of the Delmarva Black Chamber of Commerce and Vice President of Business Development, Global Diversity Group, conducted a town hall meeting to consider what actions could be taken to improve safety for children in our communities. The meeting focused on developing strategies and techniques to encourage the citizens of Dover to become more involved in their community. Mentoring programs for parents and our youth, African American owned radio stations in Delaware, economic empowerment and transportation for individuals who do not have transportation to work are just a few topics that were discussed in the meeting.

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

On **January 20, 2011 @ 7:00 p.m.** The Inner- City Cultural League hosted a community meeting **@ Kirkwood Community Center, 54 S. Kirkwood Street, Dover.** The meeting helped to identify issues in our community that contribute to violence, juvenile delinquency, and drop-out rate in schools. The objective of the meeting was to establish a mentorship program and sports program that is used as a vessel to encourage youth to engage in dialogue to help cure the defective conditions in our communities.

Notation: Both community meetings were highly attended by city officials, state representatives, 31st district house representative and local housing agency - DHA .

SUGGESTIONS:

1. To partner with other agencies to help provide additional resources and strategies for resolving social problems that affects all of our communities today and tomorrow

2. To continue our efforts in implementing a race relations study circle at Dover High School by **December 31, 2011.**

RECEIVED
JAN 21 2011
OFFICE OF THE CITY CLERK

1 12/14/2010

HI MY NAME IS MEREDITH TARBUTTON. I WAS LOCK UP 37 YEARS AGO FOR A SEX CHARG I DID 27 YEARS IN JAIL I GOT OUT AND I WAS DOING GOOD BUT MY P.O. PUT ME BACK IN JAIL FOR NOTHING THAY TOLD THE JUDGE THAT I WAS NOT HOME AT 10 PM THAT WAS A LIE I WAS HOME THAY SAID THAT THAY CALLED ME AND I WAS NOT THERE AND WHEN I WENT TO COURT I TOLD THE JUDGE THAT I DID NOT HAVE A PHONE THE JUDGE ASK THIM HOW THAY CALLED ME WHEN I DID NOT HAVE A PHONE THE JUDGE WAS UP SET WITH THIM HE TOLD THIM TO LET ME OUT AND THAY DID. BUT I HAVEBEN HAVEING TRUBLE EVERY CENTS THEN CANT GET WORK NO ONE WILL HARE ME

NO ONE WILL RENT TO ME
This is DISCRINATION There is
A LOT people THAT CANT
fine work OR housing We
JUST WONT A CHANCE TO WORK
AND HAVE A Roof OVER ARE
HEAD.
THANK you
MEREDITH L TARBUTTON

RECEIVED
JAN 21 2011
OFFICE OF THE CITY CLERK

12/14/2010

Hi MY NAME is MEREDITH TARBUTTON I WOULD LIKE TO TALK ABOUT how HARD IT IS FOR A SEXAFENDER TO GET FAIR housing AND WORK WHEN WE go FOR A JOB ITS ALLWAYS NO ITS The SAME FOR housing THAT IS NOT FAIR IT IS DISCRINATION AT ITS BEST AND I WOULD LIKE TO TALK TO The COMMISSION ABOUT This WHEN I GET off OF PROBATION

THANK YOU
MEREDITH L TARBUTTON

DHRC
INTAKE AND SCREENING COMMITTEE
REPORT
January 26, 2011

On November 17, 2010 during the regular meeting of the Dover Human Relations Commission, I accepted the position as chairperson of the Intake and Screening Committee as appointed by DHRC Chairman Roy Sudler, Jr., and also received the committee file folder consisting of previously filed intake forms.

On November 18, 2010, I reviewed an intake form submitted by Ms. Marsha Misenheimer, documenting an alleged job discrimination complaint against Carmike Cinema in Dover.

I began calling Ms. Misenheimer on December 2, 2010, and left several voicemail messages asking her to return my call.

On December 7, 2010, I spoke with Ms. Misenheimer relating to her complaint. She stated that she had spoken to Mr. Sudler and he had encouraged her to appeal her termination of employment.

After speaking with Ms. Misenheimer, I asked if she could produce her cell phone records for the month of October 2010, to show the times of incoming and outgoing calls. I stated that it may help in her appealing her termination if, in fact, there were no such calls during the time that she was working, other than her break time, on the day in question.

I conferred with Chairman Sudler, and Denise in the City Clerks office. The City Solicitor's office was contacted by the Clerks office and a determination was made.

On January 18, 2011, I telephoned Ms. Misenheimer and left her a voicemail message asking her to return my call.

On January 18, 2011, City Clerk Traci A. McDowell, CMC, sent a letter to Ms. Misenheimer advising her of the City Solicitor's opinion stating that her case is a private matter between her and Carmike Cinema, and that the DHRC has no jurisdiction to become involved in her case.

Ms. McDowell also attached a copy of Section 58-36 of the Dover Municipal Code that establishes the powers and duties of the Dover Human Relations Commission.

This concludes my report for the January 26, 2011 meeting.

Respectfully submitted,

Maisha D. Britt, Ph.D.
Chairperson

DHRC
School Programs Committee
Report

Last year I held discussions with Marni (Nia) Williams, J.D., Site Director at Dover High School of Communities in Schools in Delaware (CIS), about introducing Study Circles on Racism and Race Relations to the staff and students of Dover High. As already reported, there was much enthusiasm for the project, but working it into the high school schedule proved a major obstacle to implementation. Ms Williams has since been promoted to the position of Executive Director of the Wilmington Affiliate Office of Communities In Schools of Delaware, Inc., and will now oversee all of the New Castle County sites of CIS. The new Site Director at Dover High is Terisha Collins. I will contact her and try to restart efforts to implement the Study Circle program.

Thank you,

Ellen Wasfi
DHRC

CHAIRMAN'S REPORT - DHRC

Submitted By: Roy Sudler, Jr.

January 19, 2011

REVIEW OF RECOMMENDATIONS & ACTIONS

Submitted to: Kenneth Hogan – President, Dover City Council

Submitted by: Dr. Samuel Hoff – Emeritus Chairman of DHRC

Dated **July 19, 2010**

CHAIRMAN'S SUDLER'S OVERVIEW OF MENTAL HEALTH

RECOMMENDATIONS FOR ACTION:

In Dr. Hoff's letter dated **July 19, 2010** to City Council President – Kenneth Hogan, there are two concerns that I have in regards to the content of the letter. I agree that the mental health forum was very informative for the commissioners, community, and mental healthcare providers. The participants who spoke at the forum were very passionate about there issues involving housing, administration of medicine and human rights for individuals who have mental illnesses. As the commission prepares to move forward with recommendations for action, I would suggest that the commission conduct a fact finding epoch that provides more data to support the allegations of unfair treatment in mental healthcare services.

CONCERNS:

I. Items numbers **1, 4,** & 8 imply that we have factual data to support the validity of these statements.

1). Lack of coordination between stages of treatment for mental illness

4). Inadequate training of some workers in the mental health field

8). Overall lack of transparency and accountability in regulations about treatment of patients

II. When did the commission vote to forward Dr. Hoff's letter to the Dover City Council with deletions or additions made after the initial drafting of the letter??

Dover Human Relations Commission

RECEIVED
JUL 19 2010
OFFICE OF THE CITY CLERK

July 19, 2010

Hon. Kenneth Hogan
President, Dover City Council
c/o City Hall, Dover, DE 19903

Dear Council President Hogan:

On May 26, 2010, the Dover Human Relations Commission (DHRC) held a Mental Health Forum in the Community Meeting Room at Dover Police Headquarters. This event followed a proclamation, May as Mental Health Month, which was unanimously approved by the Commission and issued by Mayor Carleton Carey. Please find enclosed copies of the proclamation and meeting minutes.

The stated purpose of the forum was to share experiences, concerns, knowledge, and information about mental health issues. The event included professionals representing advocacy and treatment organizations in the mental health field, such as PSI-Dover, the Delaware Board of Mental Health, the Division of Substance Abuse for the State of Delaware, and the National Alliance on Mental Issues. Additionally, both individuals and families from the Dover community attended.

Unquestionably, the forum uncovered a number of challenges facing the mental health field; these are outlined below:

(1) Lack of coordination between stages of treatment for mental illness;

(2) The need for augmented mental health services, particularly for specific groups like students and military veterans;

(3) Concern over violation of the rights of patients undergoing treatment, including but not limited to unauthorized restraining of patients, denial of medicine, and failure to inform caregivers or guardians about changes in patient care;

(4) Inadequate training of some workers in the mental health field;

(5) Insufficient financial resources furnished to organizations and agencies offering mental health services;

(6) Difficulty in locating information about various mental illnesses and

in securing assistance for same;

(7) Regional disparities in mental health treatment;

(8) Overall lack of transparency and accountability in regulations about treatment of patients.

As a path forward in addressing the aforementioned problems, the Commission recommends that several actions be taken:

(1) Keep promoting the message that mental health is attainable;

(2) Institutionalize annual events concurrent with May as Mental Health Month;

(3) Simplify and expand outlets which provide information about mental health facilities, services, and treatment;

(4) Appointment of a mental health ombudsman, who could serve as a conduit between local, county, or state government agencies on the one hand and professional groups and patients on the other hand;

(5) Revision of present procedures which unfairly penalize the caregiver/ guardian of patients undergoing treatment;

(6) Establishing a method of acknowledging and rewarding individuals and groups which initiate projects aimed at treating or preventing mental illness or promoting mental health;

(7) Regular evaluation of performance of mental health staff and continuing education opportunities for same;

(8) Educating police about mental illness and how to properly handle individuals displaying such traits;

(9) Creating a method for persons to report wrongdoing or violation of regulations in the mental health field and ensuring protection for them.

The Commission appreciates the participation of Councilman Thomas Leary at the mental health forum. With the commitment of City Council as a whole, this issue will receive the attention it deserves and the improvements necessary. Thank you for your attention and consideration. We await your response.

Sincerely,

Samuel B. Hoff, Ph.D.
DHRC Chair

xc: Members of Dover City Council
Members of Dover Human Relations Commission

ARTICLE II. HUMAN RELATIONS COMMISSION

Sec. 58-31. Purpose.

The city council has deemed it to be in the best interest of the city to establish a human relations commission to include members who are broadly representative of the entire community and who are committed to a philosophy of inclusion, intergroup cooperation, and fair treatment that will effectively help the city meet the following needs:

(1) Fairness, respect. Promote and develop an environment of fairness and respect among its citizens;

(2) Monitoring. Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict;

(3) Intergroup relations. Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations;

(4) Issues. Offer a range of programs and services that will help its residents and neighborhoods prevent and resolve issues of human relations; and

(5) Intergroup conflict. Develop ways of anticipating, preparing for, and relieving community tensions arising from intergroup conflict.

(Code 1981, § 2-16; Ord. of 2-11-2002)

Sec. 58-32. Established; composition; appointment; representation; holding other office; removal from office; terms of office; vacancies; reappointments.

(a) Established. There is hereby established an advisory commission to be known as the "City of Dover Human Relations Commission," to carry out the objectives as described in this article.

(b) Composition; appointment. The commission shall consist of 15 members, all residents of the city. Five of these members shall be appointed by the mayor and confirmed by the city council. Ten of these members shall be appointed by the president of the council, based upon recommendations from the council and confirmed by the council.

(c) Representation. In selecting the membership of the commission, the mayor and president of the council and the council shall take particular care to ensure that the commission is broadly representative of racial, religious, gender and ethnic groups residing in the city.

(d) Holding other office; removal. No member of the commission shall hold any elected or appointed office under the government of the United States or the state, county, or city. The mayor or the city council president may remove members of the commission, with the concurrence of the city council, for substantial neglect of duty, or gross misconduct in office.

(e) Terms of office; vacancies. A member of the commission shall be appointed for a term of office of three years and until his successor has been appointed and has qualified. The appointees shall be appointed for staggered terms of office. When a vacancy occurs in the membership of the commission, it shall be filled by appointment for the unexpired portion of the term in the same manner as the original appointment.

(f) Reappointments. Members may be reappointed.

(Code 1981, § 2-17; Ord. of 2-11-2002; Ord. No. 2010-23, 8-23-2010)

Sec. 58-33. Organization; quorum; meetings; rules of procedure; limitation of functions; agreements; compensation; legal counsel; reports.

(a) Organization. The human relations commission shall annually elect its own chairperson to preside over its meetings and may create and fill such other offices and committees among its members as may be found necessary and proper for its effective organization.

(b) Quorum. A majority of the membership of the commission shall constitute a quorum and, if a quorum is present, a vacancy on the commission shall not impair the right of the remaining members to exercise all the powers of the commission.

(c) Meetings. The commission shall hold such meetings as may be deemed necessary for the completion of its purposes, responsibilities and functions. Regular meetings shall be held at least once per month unless there is no business to be considered by the commission. Special meetings may be called by the chairperson or three members of the commission.

(d) Rules of procedure. The commission is also authorized to adopt rules of procedure for the conduct of its meetings.

(e) Functions limited. The commission shall not involve itself in activities or functions already assigned by law or decree to other governmental bodies.

(f) Agreements. The commission may enter into agreements and build partnerships with other entities and organizations for the purpose of more efficiently and effectively carrying out its responsibilities.

(g) Compensation. Members of the commission shall receive no compensation.

(h) Legal counsel. The city solicitor shall provide legal counsel to the commission and shall be the legal representative of the commission in connection with its duties hereunder, on a case-by-case basis, or determine that outside counsel is needed and obtain such outside counsel for a particular matter.

(i) Reports. The commission shall make such reports to the mayor and city council as shall be periodically necessary. An annual report of its accomplishments and a summary of its recommendations, as appropriate, shall be sent to the mayor and the city council.

(Code 1981, § 2-18; Ord. of 2-11-2002)

Sec. 58-34. Expenses.

(a) Budget. The city council may appropriate a budget for the city human relations commission to provide for necessary expenses and expenditures.

(b) Other funding. The commission may also receive funding from other governmental, philanthropic or private organizations for the exclusive purpose of carrying out its responsibilities.

(Code 1981, § 2-19; Ord. of 2-11-2002)

Sec. 58-35. Conflicts of interest.

If any member of the human relations commission concludes that he has a conflict of interest with respect to a matter which is pending before the commission, that member shall disqualify himself from participating in any deliberations, discussions and decision making processes of the commission.

(Code 1981, § 2-20; Ord. of 2-11-2002)

Sec. 58-36. Powers and duties.

The powers and duties of the human relations commission shall be to:

(1) Recommendations. 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 city residents and enhance communication and understanding among residents of the city;

(2) Intergroup conflicts. Inquire into incidents of intergroup conflicts and disputes within the city and take such action as may be designed to alleviate such conflicts and disputes;

(3) Intergroup cooperation. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the city;

(4) Complaints. 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;

(5) Research, education, etc. 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;

(6) Programs. Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout the city;

(7) Other functions. Do all other acts and deeds necessary and proper to carry out and effectively accomplish the objectives, functions and services contemplated by the provisions of this article.

(Code 1981, § 2-21; Ord. of 2-11-2002)

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,

_____

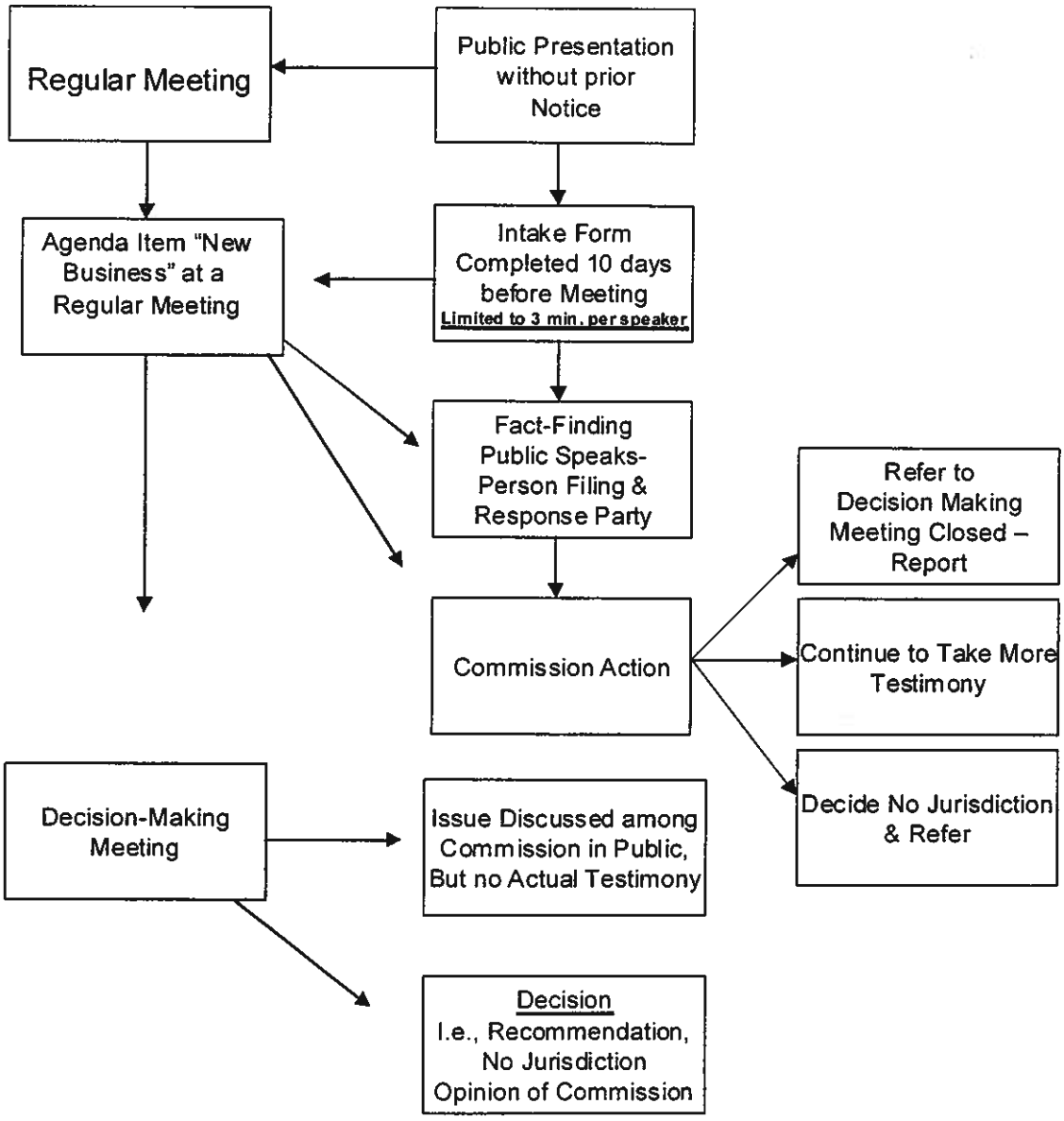
City Clerk

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