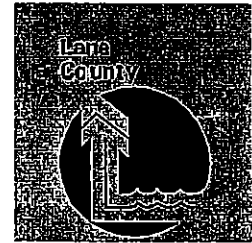


T86



## AGENDA COVER MEMORANDUM

**AGENDA DATE:** May 7, 2003

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Laura Yergan, Diversity Analyst

**AGENDA TITLE:** **IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS TO INCLUDE ADDITIONAL LANGUAGE THAT GIVES THE COMMITTEE THE OPTION TO ELECT CO-CHAIRS.**

- I. MOTION:** THAT THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS BE REVISED TO GIVE THE COMMITTEE THE ADDITIONAL OPTION OF ELECTING CO-CHAIRS SO THAT THE COMMITTEE IS NOT HELD ONLY TO ONE EXECUTIVE STRUCTURE.

**MOVE APPROVAL OF ORDER 02-\_\_\_\_\_ .**

**II. ISSUE**

The LCHRAC is a volunteer committee that has the responsibility of working on human rights issues in Lane County and reporting to the County Commissioners on issues of human rights. Because the workload for this committee is heavy it has been decided by the committee that to only have a chair/vice chair structure might not always be the most efficient way to conduct business. This revision of the bylaws will give two options for electing executive officers. One (1) being that the committee elect a chair and a vice chair, and two (2) being that the committee elect two co-chairs.

**III. DISCUSSION**

**A. Background**

From 1987 to 1995 the LCHRAC had an average of 12 members. The current number of members on the LCHRAC is 21 plus liaisons from various county departments and throughout the Lane County area. The committee's workload has changed and grown since its origin. The committee has been using the chair/vice chair structure since 1987.

**B. Analysis**

Due to the growing number of people involved with the committee and the current workload of the committee it would be beneficial to Lane County and the committee to have the option of utilizing co-chairs to spread the workload of the committee out evenly.

**C. Alternatives/Options**

No alternatives recommended.

**D. Recommendation**

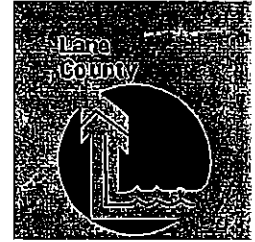
Attached are the proposed revisions of the LCHRAC bylaws to include co-chair language as a second option to chair/vice-chair structure.

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, the LCHRAC bylaws will contain language inclusive of the co-chair structure.

**V. ATTACHMENT**

Board Order  
Proposed LCHRAC bylaw revisions



## AGENDA COVER MEMORANDUM

**AGENDA DATE:** May 7, 2003

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Laura Yergan, Diversity Analyst

**AGENDA TITLE:** **IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS TO INCLUDE ADDITIONAL LANGUAGE THAT GIVES THE COMMITTEE THE OPTION TO ELECT CO-CHAIRS.**

- I. MOTION:** THAT THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS BE REVISED TO GIVE THE COMMITTEE THE ADDITIONAL OPTION OF ELECTING CO-CHAIRS SO THAT THE COMMITTEE IS NOT HELD ONLY TO ONE EXECUTIVE STRUCTURE.

**MOVE APPROVAL OF ORDER 02-\_\_\_\_\_ .**

**II. ISSUE**

The LCHRAC is a volunteer committee that has the responsibility of working on human rights issues in Lane County and reporting to the County Commissioners on issues of human rights. Because the workload for this committee is heavy it has been decided by the committee that to only have a chair/vice chair structure might not always be the most efficient way to conduct business. This revision of the bylaws will give two options for electing executive officers. One (1) being that the committee elect a chair and a vice chair, and two (2) being that the committee elect two co-chairs.

**III. DISCUSSION**

**A. Background**

From 1987 to 1995 the LCHRAC had an average of 12 members. The current number of members on the LCHRAC is 21 plus liaisons from various county departments and throughout the Lane County area. The committee's workload has changed and grown since its origin. The committee has been using the chair/vice chair structure since 1987.

**B. Analysis**

Due to the growing number of people involved with the committee and the current workload of the committee it would be beneficial to Lane County and the committee to have the option of utilizing co-chairs to spread the workload of the committee out evenly.

**C. Alternatives/Options**

No alternatives recommended.

**D. Recommendation**

Attached are the proposed revisions of the LCHRAC bylaws to include co-chair language as a second option to chair/vice-chair structure.

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, the LCHRAC bylaws will contain language inclusive of the co-chair structure.

**V. ATTACHMENT**

Board Order  
Proposed LCHRAC bylaw revisions

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

RESOLUTION AND  
ORDER 02-

) IN THE MATTER OF REVISING THE  
) LANE COUNTY HUMAN RIGHTS  
) ADVISORY COMMITTEE (LCHRAC)  
) BYLAWS TO INCLUDE ADDITIONAL  
) LANGUAGE THAT GIVES THE  
) COMMITTEE THE OPTION TO  
ELECT CO-CHAIRS.

WHEREAS, the Lane County Human Rights Advisory Committee has adopted changes to the bylaws; and

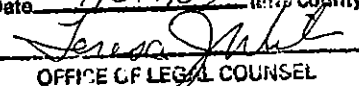
WHEREAS, the adopted changes add language inclusive of co-chairs as an option; now, therefore,

**IT IS HEREBY RESOLVED AND ORDERED**, that the Lane County Human Rights Advisory Committee bylaws revision to include language inclusive of co-chairs be approved.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2003.

---

Peter Sorenson, Chair, Board of County Commissioners

APPROVED AS TO FORM  
Date 4/29/03 Lane County  
  
OFFICE OF LEGAL COUNSEL

~~REDLINING~~ indicates material being added  
~~STRIKEOUT~~ indicates material being deleted

LEGISLATIVE  
FORMAT

DRAFT

## LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE BYLAWS

<u>Article I</u> – Establishment of Committee	<u>Article II</u> – Duties and Responsibilities
<u>Article III</u> – Membership and Terms	<u>Article IV</u> – Conflict of Interest
<u>Article V</u> – Officers and Executive Committee	<u>Article VI</u> – Meeting Structure and Format
<u>Article VII</u> – Staff Support	<u>Article VIII</u> – Amendment of Bylaws

### **Article I – Establishment of Committee (LM 3.540)**

This Committee being duly and officially established by the Lane County Board of Commissioners shall be known as the Human Rights Advisory Committee to the Lane County Board of Commissioners and shall, hereinafter, be referred to as the "Committee."

### **Article II – Duties and Responsibilities (LM 3.540)**

The Committee shall be an active and constructively critical component of the human rights efforts of Lane County. In accordance with Lane Manual 3.540, the Committee has the following authorities and responsibilities:

- A. Providing community education and outreach concerning human rights issues and programs within Lane County.
- B. Recommending, supporting, and assisting in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action.
- C. Developing and publicizing a system to assist persons in seeking resolution of harassment and discrimination complaints.
- D. Providing the Board of County Commissioners (BCC) and County Departments community input and feedback regarding human rights and affirmative action.
- E. Recommending policies and actions to improve access to County services and employment opportunities and for overcoming cultural, linguistic and physical barriers that limit accessibility.
- F. Providing an annual report to the Board of County Commissioners on ~~this~~ the progress and condition of human rights in Lane County. Included in

**DRAFT**

this report are past activities, future goals and the number, type and resolution of complaints.

- G. Holding at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the County Commissioner of the district in which the meetings are held.
- H. Developing a workplan annually for the upcoming year.

In addition to the above-cited objectives mandated by Lane Manual 3.538, the Committee shall also have the following responsibilities and objectives:

- I. Coordinating and cooperating with groups and other agencies countywide to increase community awareness of human rights issues.
- J. Supporting through endorsements and sponsorships, local activities that are in keeping with Lane County and the Lane County Human Rights Advisory Committee mission statement and goals.
- K. Monitoring incidents of harassment and discrimination in the county and recommending actions or policies to address them, and maintaining a resource and referral network.
- L. Serving as an advocate for and assisting individuals and groups who experience hate crimes and incidents of discrimination.
- M. Assisting the County in employment recruitment and in soliciting protected class participation on all citizen boards, commissions, task forces and other advisory bodies.
- N. Sponsoring an annual award to recognize Lane County individuals, groups and/or Departments for their commitment to Human Rights and Diversity.
- O. Maintaining regular contact with the Board of County Commissioners and providing meeting minutes to all Commissioners.
- P. Maintaining a "Speaker's Bureau" of informed individuals to assist the Human Rights Advisory Committee in providing educational information on human rights and diversity issues to community groups and schools.

**Article III – Membership and Terms**

- A. The total Committee membership shall be 14 members composed of up to 11 lay citizens and 3 County employees. In order to achieve staggered terms, the original 11 members and 3 employees shall be appointed for varying terms up to four years. One of the 14 positions will be a youth position, defined as under age 18 at time of application.

~~REDLINING~~ indicates material being added  
~~STRIKEOUT~~ indicates material being deleted

LEGISLATIVE  
FORMAT

**DRAFT**

- B. Term length shall be 4 years.
- C. The County and Committee shall recruit to include representation from our diverse population. To the extent possible, the Committee shall have rural representation, including rural parts of East and West Lane Districts.
- D. County employees who are appointed to the committee will participate as volunteer members. This would not be in an official capacity and they would not receive compensation.
- E. In the event that a member is absent without excuse for two consecutive meetings, the Committee may declare the office of such absent Committee member to be vacant.
- F. All appointments to the Committee shall be by the Lane County Board of Commissioners.
- G. Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present.
- H. When an ad-hoc membership committee has too many qualified applicants for available positions, they may, at their discretion, and with Committee approval, invite the remaining applicants to become "associate members," hereinafter referred to as "Associates". Associates will be able to participate fully at meetings and activities, but will be non-voting members. Voting membership will stay at 14 members maximum. When vacancies occur, Associates shall re-interview for the position but do not have to re-apply if it is within 1 year of the time of initial application. The ad-hoc membership committee can select the Associate or another applicant.

**Article IV – Conflict of Interest**

- A. No Advisory Committee member shall participate in a decision or a proposal when s/he is a party to or has direct personal or pecuniary interest in the proposal, is in business with the proponent or for any other reason has determined that s/he cannot participate in the hearing and decision in an impartial manner. Affected members shall disqualify themselves from participating and shall not be considered as being present for the purpose of determining whether a majority vote has been cast.
- B. A majority of appointed Advisory Committee members shall constitute a quorum. A quorum consists of eight (8) members.

**Article V – Officers and Executive Committee**



~~REDLINING~~ indicates material being added  
~~STRIKEOUT~~ indicates material being deleted

LEGISLATIVE  
FORMAT

DRAFT

- A. The officers of the Committee shall be a chairperson and a vice-chairperson to be elected at the first meeting in January ~~or the Committee may choose to elect 2 co-chairs in place of a chairperson and vice-chairperson~~. The number of officers shall be determined by the Committee.
- B. The officers shall hold office for a period of one year, beginning at the close of the January meeting.
- C. The chairperson ~~or co-chairs~~ shall preside at all meetings, vote on all tie issues, and represent the Committee, along with the Management Services Director or designee before the County Commissioners and other bodies as required.
- D. The vice-chairperson shall perform all duties in the absence of the chairperson. ~~Co-chairs shall perform all duties in each other's absence.~~
- E. Committee members shall gather/encourage input from throughout the County to assure broad-based representation.
- F. There may be an Executive Committee comprised of the chairperson and the vice chairperson ~~or the co-chairs~~. The Management Services Director ~~or designee~~ shall be an ex-officio member of the Executive Committee.
- G. The purpose and duties of the Executive Committee are:
1. To have and exercise any and all powers of the Committee in directing and assisting the Management Services Director in performing the business and affairs of the Committee between meetings of the full Committee, in the absence of specific direction of the Committee.
  2. All activities of the Executive Committee shall be regularly reported to the full Committee.
- H. Standing Committees shall be appointed as needed by the Human Rights Advisory Committee.
- I. Purpose and Duties of Standing Committees are:
1. To meet as necessary to carry out responsibilities as designated by the Human Rights Advisory Committee.
  2. All activities of the Standing Committees shall be regularly reported to the Human Rights Advisory Committee.
- J. The staff liaison ~~support person~~ assigned to the Committee, ~~or a standing committee member~~ shall serve as secretary.

~~REDLINING~~ indicates material being added  
~~STRIKEOUT~~ indicates material being deleted

LEGISLATIVE  
FORMAT

DRAFT

## Article VI – Meeting Structure and Format

- A. Meetings of the Committee shall be monthly and upon request.
- B. Meetings of the Committee shall be conducted with Robert's Rules of Order as a guide except as otherwise provided for by ~~by~~ in the bylaws.
- C. All meetings of the Committee shall be open to the public and shall be conducted in accordance with the Oregon Open Meetings Law.
- D. The Executive Committee may, pursuant to Oregon law, go into Executive Session if necessary.
- E. Any party or parties with interests in matters under consideration by the Committee may appear or be represented by a person of his/her choice. Any person speaking at a Committee meeting shall first identify himself/herself by name and address and, if appearing in a representative capacity, identify whom s/he represents.

## Article VII – Staff Support

- A. The staff liaison shall provide background information and/or agenda items and bring matters within the Committee's realm of responsibility before the Committee for review.
- B. During Committee meetings, the staff liaison shall provide information on matters before the Committee, answer questions, supply requested data, suggest ways of achieving desired ends, and otherwise assist the Committee.
- C. The staff liaison shall represent the Committee along with the Chair ~~or co-~~ chair to the Board of Commissioners and shall accurately present the point of view of the Committee to the Board.
- D. The staff liaison shall provide an orientation to all new Committee members prior to their first meeting, to include review of the Committee bylaws.
- E. The staff liaison shall provide a quarterly and annual report to the Committee on human rights complaints received and details about their resolution.
- F. The staff support person assigned to the Committee ~~or a support person~~ designated by the committee shall provide the following administrative support: prepare and disseminate meeting notices, materials, agenda and relevant information to Committee members; take, prepare, and distribute meeting minutes.

## Article VIII – Amendment of Bylaws

~~REDLINING~~ indicates material being added  
~~STRIKEOUT~~ indicates material being deleted

**LEGISLATIVE  
FORMAT**

**DRAFT**

- A. These bylaws may be amended by a majority vote of the current membership. Written notice of proposed amendments shall have been given to the membership of the Committee at least five (5) days prior to the date of the meeting at which the proposed changes are to be considered
- B. All such amendments to the bylaws, after approval by the Committee, shall become effective upon approval of the Lane County Board of Commissioners.

# LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE BYLAWS

<b>Article I</b> – Establishment of Committee	<b>Article II</b> – Duties and Responsibilities
<b>Article III</b> – Membership and Terms	<b>Article IV</b> – Conflict of Interest
<b>Article V</b> – Officers and Executive Committee	<b>Article VI</b> – Meeting Structure and Format
<b>Article VII</b> – Staff Support	<b>Article VIII</b> – Amendment of Bylaws

## **Article I – Establishment of Committee (LM 3.540)**

This Committee being duly and officially established by the Lane County Board of Commissioners shall be known as the Human Rights Advisory Committee to the Lane County Board of Commissioners and shall, hereinafter, be referred to as the "Committee."

## **Article II – Duties and Responsibilities (LM 3.540)**

The Committee shall be an active and constructively critical component of the human rights efforts of Lane County. In accordance with Lane Manual 3.540, the Committee has the following authorities and responsibilities:

- A. Providing community education and outreach concerning human rights issues and programs within Lane County.
- B. Recommending, supporting, and assisting in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action.
- C. Developing and publicizing a system to assist persons in seeking resolution of harassment and discrimination complaints.
- D. Providing the Board of County Commissioners (BCC) and County Departments community input and feedback regarding human rights and affirmative action.
- E. Recommending policies and actions to improve access to County services and employment opportunities and for overcoming cultural, linguistic and physical barriers that limit accessibility.
- F. Providing an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County. Included in

this report are past activities, future goals and the number, type and resolution of complaints.

- G. Holding at least three (3) Committee meetings outside the Eugene/ Springfield area utilizing city council meetings, community forums, and joint meetings with the County Commissioner of the district in which the meetings are held.
- H. Developing a workplan annually for the upcoming year.

In addition to the above-cited objectives mandated by Lane Manual 3.538, the Committee shall also have the following responsibilities and objectives:

- I. Coordinating and cooperating with groups and other agencies countywide to increase community awareness of human rights issues.
- J. Supporting through endorsements and sponsorships, local activities that are in keeping with Lane County and the Lane County Human Rights Advisory Committee mission statement and goals.
- K. Monitoring incidents of harassment and discrimination in the county and recommending actions or policies to address them, and maintaining a resource and referral network.
- L. Serving as an advocate for and assisting individuals and groups who experience hate crimes and incidents of discrimination.
- M. Assisting the County in employment recruitment and in soliciting protected class participation on all citizen boards, commissions, task forces and other advisory bodies.
- N. Sponsoring an annual award to recognize Lane County individuals, groups and/or Departments for their commitment to Human Rights and Diversity.
- O. Maintaining regular contact with the Board of County Commissioners and providing meeting minutes to all Commissioners.
- P. Maintaining a "Speaker's Bureau" of informed individuals to assist the Human Rights Advisory Committee in providing educational information on human rights and diversity issues to community groups and schools.

### **Article III – Membership and Terms**

- A. The total Committee membership shall be 14 members composed of up to 11 lay citizens and 3 County employees. In order to achieve staggered terms, the original 11 members and 3 employees shall be appointed for varying terms up to four years. One of the 14 positions will be a youth position, defined as under age 18 at time of application.
- B. Term length shall be 4 years.

- C. The County and Committee shall recruit to include representation from our diverse population. To the extent possible, the Committee shall have rural representation, including rural parts of East and West Lane Districts.
- D. County employees who are appointed to the committee will participate as volunteer members. This would not be in an official capacity and they would not receive compensation.
- E. In the event that a member is absent without excuse for two consecutive meetings, the Committee may declare the office of such absent Committee member to be vacant.
- F. All appointments to the Committee shall be by the Lane County Board of Commissioners.
- G. Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present.
- H. When an ad-hoc membership committee has too many qualified applicants for available positions, they may, at their discretion, and with Committee approval, invite the remaining applicants to become "associate members," hereinafter referred to as "Associates". Associates will be able to participate fully at meetings and activities, but will be non-voting members. Voting membership will stay at 14 members maximum. When vacancies occur, Associates shall re-interview for the position but do not have to re-apply if it is within 1 year of the time of initial application. The ad-hoc membership committee can select the Associate or another applicant.

#### **Article IV – Conflict of Interest**

- A. No Advisory Committee member shall participate in a decision or a proposal when s/he is a party to or has direct personal or pecuniary interest in the proposal, is in business with the proponent or for any other reason has determined that s/he cannot participate in the hearing and decision in an impartial manner. Affected members shall disqualify themselves from participating and shall not be considered as being present for the purpose of determining whether a majority vote has been cast.
- B. A majority of appointed Advisory Committee members shall constitute a quorum. A quorum consists of eight (8) members.

#### **Article V – Officers and Executive Committee**

- A. The officers of the Committee shall be a chairperson and a vice-chairperson to be elected at the first meeting in January or the Committee

may choose to elect 2 co-chairs in place of a chairperson and vice-chairperson. The number of officers shall be determined by the Committee.

- B. The officers shall hold office for a period of one year, beginning at the close of the January meeting.
- C. The chairperson or co-chairs shall preside at all meetings, vote on all tie issues, and represent the Committee, along with the Management Services Director or designee before the County Commissioners and other bodies as required.
- D. The vice-chairperson shall perform all duties in the absence of the chairperson. Co-chairs shall perform all duties in each other's absence.
- E. Committee members shall gather/encourage input from throughout the County to assure broad-based representation.
- F. There may be an Executive Committee comprised of the chairperson and the vice chairperson or the co-chairs. The Management Services Director or designee shall be an ex-officio member of the Executive Committee.
- G. The purpose and duties of the Executive Committee are:
  - 1. To have and exercise any and all powers of the Committee in directing and assisting the Management Services Director in performing the business and affairs of the Committee between meetings of the full Committee, in the absence of specific direction of the Committee.
  - 2. All activities of the Executive Committee shall be regularly reported to the full Committee.
- H. Standing Committees shall be appointed as needed by the Human Rights Advisory Committee.
- I. Purpose and Duties of Standing Committees are:
  - 1. To meet as necessary to carry out responsibilities as designated by the Human Rights Advisory Committee.
  - 2. All activities of the Standing Committees shall be regularly reported to the Human Rights Advisory Committee.
- J. The staff support person assigned to the Committee, or a standing committee member shall serve as secretary.

#### **Article VI – Meeting Structure and Format**

- A. Meetings of the Committee shall be monthly and upon request.

- B. Meetings of the Committee shall be conducted with Robert's Rules of Order as a guide except as otherwise provided for in the bylaws.
- C. All meetings of the Committee shall be open to the public and shall be conducted in accordance with the Oregon Open Meetings Law.
- D. The Executive Committee may, pursuant to Oregon law, go into Executive Session if necessary.
- E. Any party or parties with interests in matters under consideration by the Committee may appear or be represented by a person of his/her choice. Any person speaking at a Committee meeting shall first identify himself/herself by name and address and, if appearing in a representative capacity, identify whom s/he represents.

#### **Article VII – Staff Support**

- A. The staff liaison shall provide background information and/or agenda items and bring matters within the Committee's realm of responsibility before the Committee for review.
- B. During Committee meetings, the staff liaison shall provide information on matters before the Committee, answer questions, supply requested data, suggest ways of achieving desired ends, and otherwise assist the Committee.
- C. The staff liaison shall represent the Committee along with the Chair or co-chair to the Board of Commissioners and shall accurately present the point of view of the Committee to the Board.
- D. The staff liaison shall provide an orientation to all new Committee members prior to their first meeting, to include review of the Committee bylaws.
- E. The staff liaison shall provide a quarterly and annual report to the Committee on human rights complaints received and details about their resolution.
- F. The staff support person assigned to the Committee or a support person designated by the committee shall provide the following administrative support: prepare and disseminate meeting notices, materials, agenda and relevant information to Committee members; take, prepare, and distribute meeting minutes.

#### **Article VIII – Amendment of Bylaws**

- A. These bylaws may be amended by a majority vote of the current membership. Written notice of proposed amendments shall have been given to the membership of the Committee at least five (5) days prior to



the date of the meeting at which the proposed changes are to be considered

- B. All such amendments to the bylaws, after approval by the Committee, shall become effective upon approval of the Lane County Board of Commissioners.