

By-Laws
Human Relations Council
City of Greenville

I. Purpose

The City Council of the City of Greenville, North Carolina, in response to the need for the establishment of a group of concerned citizens whose primary purpose will be development of recommendations for actions to be taken in the interest of the betterment of the conditions of association, understanding and harmony among the various segments of society represented in the City, have established on February 10, 1972, the Human Relations Council for the City of Greenville, hereafter referred to as the Council. The City Council of the City of Greenville, North Carolina, recognizes that there is a definite need for a quasi-official body to consider certain social issues, economic concerns and sensitivities to diverse situations, which develop, in every growing community. The Council is hereby designated as that body. The Council is charged with studying, considering in detail and making recommendations to the City Council of the City of Greenville those policies, that if implemented, would better promote the quality of life for all citizens; promote understanding, respect and goodwill among all citizens; provide channels of communication among races; encourage employment of qualified citizens without regard to race and encourage the youth of our City to become better trained and qualified for gainful employment.

The Council shall support proactive efforts to develop clear and explicit policies and procedures to implement the above stated purpose. The following information is intended to gather into one document and make readily available to all members, the by-laws that shall govern the work of the Council.

II. Effective Date and Modifications

These by-laws shall become effective upon their adoption by the Council and shall remain in effect until rescinded or modified by a majority vote of the current members of the Council. These by-laws may be added to, rescinded, modified or changed, in keeping with City Code, as deemed appropriate at any regularly called meeting of the Council or at a special called meeting of the Council by a majority vote of the current members of the Council.

III. Custody of By-Laws

It shall be the responsibility of the Chairperson for the Council, to enter all authorized changes on the original of this document and custody of the original of this document should, at all times, be retained in the office of the Human Relations Department of the City of Greenville. It shall be the responsibility of the Chairperson for the Council to provide all members of the Council, as they come onto the Council, a copy of these by-laws and to hold all members accountable to same.

IV. Council Membership

The Council shall consist of fourteen (14) members appointed by a majority vote of the Greenville City Council. Ten (10) members shall be appointed for three (3) year terms. These ten (10) members shall be in rotating classes with the first class consisting of three (3) members, the second consisting of three (3) members and the third class consisting of four (4) members so as to facilitate only three to four new council members being appointed or re-appointed each year. These ten (10) members shall be allowed to serve two consecutive three (3) year terms before having to rotate off of the Council for at least one year. These consecutive terms would not include any un-expired term that they may have been appointed to serve. The remaining four (4) members of the Council shall be appointed for one-year terms and shall be representatives of the student bodies of East Carolina University and J. H. Rose High School. The four appointments from the two schools shall begin October 1, of each year. It is strongly recommended that the Council membership be representative of the diversity apparent in our City.

The Chair of the Council shall immediately report to the City Council for the City of Greenville and Council member who misses three consecutive unexcused Council meetings or who fails to attend at least 75% of all regularly scheduled meetings. The City Council for the City of Greenville, upon notice of the vacancy, will appoint a new Council member.

V. Election of Officers and Terms of Office

The Council shall have a Chairperson and a Vice-Chairperson, chosen from the Council; and a Secretary, who need not be a member of the Council, elected at the first meeting in October of each year. The Chairperson, Vice-Chairperson and Secretary shall take office immediately upon election. The term of their offices shall be one year unless removed for cause, or by resignation.

VI. Meetings

The Council shall meet at least once a month on a day and time designated by the Council. The Council shall meet in a place designated by the Council. The Council shall provide the City Council for the City of Greenville with copies of the minutes of each of their meetings and shall keep them informed of any pertinent actions taken or recommendations made by the Council.

For all regular scheduled meetings, a quorum consists of members present. For all special call meetings, a quorum consists of the majority of the current membership. Notice of the called meeting shall be delivered to the members by mail or telephone. A quorum can conduct binding business of the Council.

Any Council member wishing to submit an item of new business for the next meeting agenda should get that information to the Council Chair by 12:00 noon, 10 days prior to the scheduled meeting. All regular meetings will follow the recommended standard agenda included here:

- Call to order
- Roll call – determination of quorum
- Approval of minutes
- Announcements
- Incident reports (provided by staff)
- Committee reports
- Old business
- New business
- Adjourn

Meetings shall be open to the public. Minutes of each meeting shall be kept by the Secretary and distributed to each member of the Council.

All meetings of the Council, as well as committee meetings for the Council, shall be conducted in compliance with the latest edition of Roberts Rules of Order, Newly Revised.

VII. Committees

The Council shall have the following standing committees:

- Community Service
- Housing/Health and Welfare
- Employment
- Public Relations
- Education
- Ad Hoc Committees as deemed necessary.

Ad hoc committees may be established by the Council Chairperson or may be created by a majority vote of the current members of the Council.

Committee membership will include Council members and the Council will encourage citizen representation and involvement on the committees. The committee members and the Chair of the Council will select citizen representation for the committees.

Council members will first be given an opportunity to volunteer for service on a committee of their choice that the Council members feel they could most contribute to. If a Council member does not volunteer by October 15 of each year, the Chairperson of the Council will make committee appointments.

Council members are encouraged to rotate their involvement with the committees, serving no more than two years on the same committee, and to recognize that all work of the committees is important and therefore

each committee should have equal involvement and support from Council members. The Chairperson will consider this in making any necessary appointments and will limit the committee makeup to three (3) Council members per committee. Committee chairs will be selected from and by the three Council members.

Any committee can be reconstituted by a majority vote of the current members of the Council.

VIII. Budget

Each year, the Human Relations Council will make timely recommendations to the City Council regarding budget allocations for the Human Relations Council. Upon approval of final budget from the City Council, the Human Relations Council will then make recommendations for appropriations and designations for disbursements of said budget to specific Human Relations projects.

IX. By-Laws Adoption

These by-laws shall become effective and have on this the 5th day of January 2000 been adopted by the Human Relations Council for the City of Greenville.