

RESOLUTION NO. 57-12

A RESOLUTION APPROVING  
THE RULES OF PROCEDURE AS ADOPTED BY  
THE COLORADO SPRINGS HUMAN RELATIONS COMMISSION

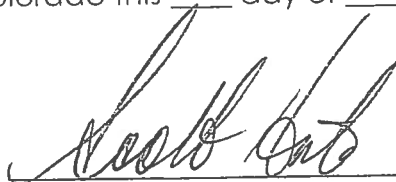
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLORADO SPRINGS:

Section 1. The Colorado Springs Human Relations Commission was created by Ordinance No. 10-48 on June 22, 2010. Section 5 of the Ordinance allows the Commission, with approval from City Council, to promulgate rules of procedure for its organization and the conduct of its meetings.

Section 2. The Human Relations Commission adopted its Rules of Procedure at a special meeting on October 6, 2011, a copy of which is attached hereto as Exhibit A.

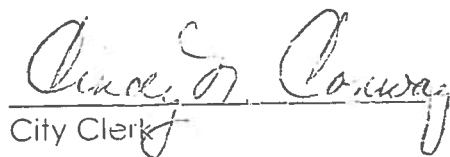
Section 3. The City Council finds that these Rules of Procedure as adopted by the Human Relations Commission are consistent with the Rules and Procedures of City Council and therefore hereby approves these Rules of Procedure as presented.

Dated at Colorado Springs, Colorado this 27<sup>th</sup> day of March, 2012.



Scott Hente, Council President

ATTEST:



City Clerk

Exhibit A

**CITY OF COLORADO SPRINGS**  
**HUMAN RELATIONS COMMISSION**  
**RULES OF PROCEDURE<sup>1</sup>**

Adopted by Resolution No. \_\_\_\_\_

Effective \_\_\_\_\_

---

<sup>1</sup> The Rules of Procedure of the Colorado Springs Human Relations Commission are authorized by the Code of the City of Colorado Springs ("City Code") § 1.2.903.

**Rule 1  
NAME AND AUTHORITY**

The name of this commission shall be the **Colorado Springs Human Relations Commission** ("Commission"). The authority and purpose of the Commission is set forth in Ordinance No. 10-48 of the City Code.

**Rule 2  
MEMBERSHIP AND TERM**

The Commission shall consist of nine (9) regular members and three (3) alternates, representing a cross-section of the community. Commission members shall be appointed by the Colorado Springs City Council for up to two (2) consecutive three (3) year terms. Each member of the initial Commission shall serve at least one term and shall be appointed to one, two (2) and three (3) year terms so as to achieve staggered appointments. Regular and alternate members of the Commission shall serve without compensation.

**Rule 3  
VACANCIES**

Regular and alternate members of the Commission shall serve at the discretion of the City Council. City Council shall make appointments to fill vacancies for unexpired terms.

**Rule 4  
RESIGNATION**

Commission members may resign from the Commission at any time. It is desirable that members provide written notice to the Commission's Chairperson at least thirty (30) days prior to the effective date of the resignation.

**Rule 5  
ELECTION OF OFFICERS**

At the first meeting in March, a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer shall be elected. A majority vote of the regular members of the Commission (five (5) members) shall be required for the election of the officers. In the event there are more than two candidates for an office and no individual receives a majority vote, the candidate receiving the least number of votes in each ballot shall withdraw until one candidate receives a majority. All officers shall be regular members of Commission and shall serve one (1) year terms and take office as soon as elected. The officers shall serve until their successors are chosen.

A vacancy in the office of the Chairperson shall be filled automatically by the Vice-Chairperson and a new Vice-Chairperson shall be elected at the next regular meeting of the Commission. A vacancy in the office of Vice-Chairperson, Secretary or Treasurer shall be filled at the next regular meeting of the Commission. Any officers so elected shall serve until the next annual March meeting.

**Rule 6  
DUTIES OF OFFICERS**

**Chairperson**

The Chairperson shall preside at all Commission meetings and shall serve as the official spokesperson for the Commission. In case of absence of both the Chairperson and Vice-Chairperson, the members of the Commission, so long as a quorum is present, shall elect by a majority vote of those present a temporary Chairperson to act until the Chairperson or Vice-Chairperson appears.

**Vice Chairperson**

The Vice-Chairperson shall arrange programs of the Commission as needed. The Vice-Chairperson shall have such other duties as may be delegated by the Chairperson or assigned by the Commission.

**Secretary**

The Secretary shall record meeting activities and distribute minutes and correspondence at meetings. The Secretary shall maintain and be the custodian of the Commission's records. The Secretary shall be responsible for giving and serving of all notices required by law and other notices of the Commission. The Secretary will prepare and distribute all meeting agendas. The Secretary shall keep an updated list of all members with their addresses and telephone numbers. The Secretary shall keep all books, documents, and communications unrelated to financial record keeping. The Secretary shall keep an accurate record of the proceedings of the Commission.

**Treasurer**

Under general supervision of the Commission, the Treasurer shall perform financial record keeping for any and all funds designated for the Commission. The Treasurer may be required to submit periodic reports and provide information regarding the Commission's funds to the Commission, City Council and/or other City staff.

**Executive Committee**

The Executive Committee shall be composed of the Chairperson, Vice-Chairperson, Secretary, and Treasurer. The Committee may from time to time meet in work sessions to plan, prepare and review appropriate items of business to bring before the full Commission.

**Rule 7  
COMMITTEES**

The Commission may from time to time create temporary committees of one or more members for special duties, examinations, investigation and inquiries of interest to the Commission. The Commission shall appoint all committee members and a committee chairperson from among the members; provided, however, that no member shall serve as chairperson of more than one committee. Upon appointment by the Chairperson, individuals from the community and alternate Commission members may serve as committee members and serve at the pleasure of the Commission.

**Rule 8  
PUBLIC MEETINGS AND AGENDAS**

Public notice of all regular meetings, special meetings, and closed executive sessions of the Commission shall at all times meet governing legal requirements. All meetings shall be open to the public except meetings to discuss legal matters or any other matters permitted by law to be

considered in closed executive session. No formal actions may be taken at a closed meeting. The general format of monthly agendas shall be determined by the Commission.

### **Rule 9 MEETING ATTENDANCE**

It shall be the responsibility of the Secretary to maintain an up-to-date record of Commissioner attendance at regular, special and other meetings. Any member of the Commission who is absent in any twelve (12) month period from twenty-five percent (25%) or more of the regularly scheduled meetings of the Commission, to which the member is appointed, shall automatically be dropped as a member of the Commission for the remainder of the term and a new member shall be appointed forthwith by the City Council to fill the vacancy. No Commission member shall be dropped who, in the opinion of the Council, has good cause for failing to be present at the meetings.

### **Rule 10 REGULAR MEETINGS**

The regular meetings of the Commission shall be held the third Wednesday of each month at such time and place as the Chairperson shall designate, unless another date for a specified regular meeting has been approved by the Chairperson or the Commission. All legal requirements regarding public notification must be met. An agenda of the meeting shall be posted with the public notice of the meeting. Any regular meeting may be adjourned and reconvened at a time and place determined by a majority of the members present.

### **Rule 11 SPECIAL MEETINGS**

Special meetings of the Commission may be held in any place suitable for the conduct of public business within Colorado Springs, Colorado. At the call of the Chairperson or any member of the Commission, a special meeting may be held at any time and place by a quorum of all the members of the Commission, or by the presence and participation of a quorum of the Commission at such meeting. Notice of the special meeting, including an agenda of all items to be considered shall be provided to each member at least forty-eight (48) hours prior to the meeting. All legal requirements regarding public notification must be met.

### **Rule 12 CLOSED EXECUTIVE SESSION**

The Commission may go into closed executive sessions for any purpose permitted by law. The agenda shall include the general topic of those items that may be discussed in closed executive session. In compliance with the Colorado Open Meetings Act, prior to convening an executive session, the Chairperson shall announce the general topics of the executive session. The Chairperson shall poll Commission members, and, upon the consent of two-thirds (2/3) of the quorum present, may hold a closed executive session. If consent to the closed executive session is not given, the item may be discussed in open session or withdrawn from consideration.

No adoption of any proposed policy, position, resolution, rule, regulation or formal action shall occur in closed executive session which is not open to the public. Executive sessions will be

electronically recorded, and the audio recordings will be archived. All such recordings shall be privileged and confidential records. Proceedings are confidential and matters discussed shall not be disclosed outside of the meeting.

**Rule 13  
WORK SESSIONS**

The Chairperson may from time to time call work sessions for the purpose of receiving information, hearing presentations and discussing information. No official or formal action may be taken at such meetings.

**Rule 14  
QUORUM**

A quorum of the Commission shall consist of a majority of regular Commissioners currently serving on the Commission. In the absence of a quorum, members present may adjourn the meeting to a later date or may attend to any matters not requiring a quorum.

**Rule 15  
LIMITS ON PRESENTATION OR COMMENT**

At any meeting of the Commission, the Chairperson may establish reasonable time limits for presentation or public comment.

**Rule 16  
PARLIAMENTARY AUTHORITY**

Parliamentary procedure for motions, special motions and unanimous consent shall be in accordance with the City of Colorado Springs Rules and Procedures of City Council (see Part 3 – Council Procedure). In the absence of a rule to govern a point of procedure, "Parliamentary Law for Nonprofit Organizations" shall govern the Commission's actions.

**Rule 17  
AMENDING**

Commission members can suggest modifications to these Rules by placing the matter as an agenda item at a regular Commission meeting. The decision to amend these Rules must be made by a quorum of the Commission. Amendments to the Commission's Rules must be in compliance with Colorado law, the City Charter and the City Code.

**Rule 18  
INDEMNIFICATION**

All members of the Commission are indemnified and held harmless for acts or omissions occurring during the performance of their duties and within the scope of their appointment except where the act or omission is willful and wanton. Members of the Commission shall have all immunities as provided for by the Colorado Governmental Immunity Act, as well as any other immunities as are established by law.