

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: February 6, 2017
	Agenda Item No. 16 Roll Call No. <u>17-0179</u> Communication No. <u>17-071</u> Submitted by: Joshua V. Barr, Civil and Human Rights Director

AGENDA HEADING:

Approving changes to the Civil & Human Rights Commission rules and regulations and reaffirming approval of the Commission’s rules and regulations on file with the City Clerk’s Office.

SYNOPSIS:

During the January 2017 Civil & Human Rights Commission meeting the Commission voted to update its rules and regulations. The updates include changes to match the Human Rights Ordinance and a reduction of the required number of Commissioners to sit on a subcommittee.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

1-4. ADMINISTRATION. The ~~Executive~~ Director of the Commission is appointed by the ~~Mayor and confirmed by the City Council from the three (3) nominations made by the Commission~~ City Manager pursuant to §62-41 of the Des Moines Municipal Code. The ~~Executive~~ Director is responsible for the day-to-day administration of the Commission’s activities as set forth in §62-42(b) of the Des Moines Municipal Code.

3-3. NOTICE AND AGENDA. The notice of regular and special meetings shall include the time, date and place of each meeting and the tentative agenda of the business to be conducted at the meeting in accordance with §21.4 of the Iowa Code. The notice and tentative agenda shall be prepared by the Executive Director and submitted to the Chair for review and approval. The notice and tentative agenda shall be provided to each Commission member not less than seven (7) days in advance of the regular meeting and not less than three (3) days in advance of a special meeting. If such advance notice cannot be reasonably given, notice of at least 24 hours shall be given prior to the commencement of the meeting. The notice shall be provided to the news media who have filed a request for such notice. In addition, notice of all meetings shall be posted on the bulletin board maintained for public notices ~~on 2nd floor of City Hall outside the Council Chambers~~ by the Des Moines City Clerk.

3-19. SUBCOMMITTEES. Subcommittees shall be established from time to time, as the Commission deems necessary to study the problems of prejudice, intolerance, bigotry and discrimination in any field of human relationships within the purview of the Ordinance. In creating each subcommittee, the Commission shall specify a fixed term for its existence and a specific mandate as to its goal and function. The Chair or Vice Chair and at least ~~three (3)~~ one (1) other Commission ~~members~~ member shall serve on any subcommittee established pursuant to this rule and the Ordinance. At the conclusion of the subcommittee’s work the Commission shall hold one (1) or more public hearings to consider the findings

and recommendations of the subcommittee. The Commission shall determine the further action or study it should undertake at the conclusion of the hearings.

4-2. CONTENTS. Each complaint shall contain the following:

- (1) full name and address of the person making the complaint;
- ~~(2) full name and address of the person or persons alleged to have;~~
- ~~(3) committed the illegal or discriminatory acts and/or practices complained of;~~
- (2) full name and address of the person or persons alleged to have committed the illegal or discriminatory acts and/or practices complained of;
- ~~(4)~~ (3) the type or types of discrimination charged, i.e., race, religion, color, national origin, ancestry, creed, sex, age, disability;
- ~~(5)~~ (4) a statement of particulars of the facts and circumstances establishing the alleged discrimination or discriminatory practice; including the date of the alleged discriminatory practice, and if the illegal discriminatory practice or act is of a continuing nature, the date between which it is alleged to have occurred or is occurring;
- ~~(6)~~ (5) a statement as to any other action, civil or criminal, instituted in any other forum based on the same facts and circumstances alleged in the complaint, including the date such action was filed together with a statement as to the status or disposition of the action(s); and
- ~~(7)~~ (6) a statement as to whether or not Complainant desires the complaint to be cross-filed with any other civil rights agency and, if so, which agency or agencies.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S):

Board: Des Moines Civil & Human Rights Commission

Date: January 13, 2017

Resolution Number: N/A

Action:

Proposed Change to Commission Rules and Regulations Section 1-4 Administration: Book moved to approve section 1-4. Middlebrooks seconded. Motion passed 6-0.

Proposed Change to Commission Rules and Regulations Section 3-3 Notice and Agenda: Book moved to approve 3-3. Middlebrooks and Red Wing seconded. Knox approved. Motion passed 6-0.

Proposed Change to Commission Rules and Regulations Section 3-19 Subcommittees: Book moved to approve section 3-19. Middlebrooks seconded. Motion passed 6-0.

Proposed Change to Commission Rules and Regulations Section 4-2 Contents: Book moved to approve section 4-2. Middlebrooks seconded. Motion passed 6-0.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

The Chair or Vice Chair of the Commission and at least one (1) other Commission member will be required to sit on any subcommittee created by the Commission. This is a reduction from four (4) members of the Commission down to two (2) members of the Commission.

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Administration Building, 400 E. Court Avenue Ste.116. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.