


COUNCIL COMMUNICATION

	Number:	19-379	Meeting:	September 9, 2019
	Agenda Item:	51	Roll Call:	19-1418
	Submitted by:	Joshua V. Barr, Civil and Human Rights Director		

AGENDA HEADING:

Approving amendments to the Civil & Human Rights Commission rules and regulations.

SYNOPSIS:

During the May 9, 2019 Civil & Human Rights Commission meeting, the Commission voted to update its rules and regulations regarding committees. Staff recommends approving the amendments.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

Chapter 3 - General Procedural Rules

Current Rule:

3-20. COMMITTEES. To assist the Commission in fulfilling its duties and responsibilities under the Ordinance two (2) permanent advisory committees are hereby established: the Education, Employment and Public Relations Committee and the Finance, Rules and Procedures Review Committee. Each committee shall be composed of at least three (3) Commissioners with the Chair or Vice Chair serving as an ex officio member. The Chair shall make committee assignments at the annual meeting. To the extent possible the expressed preferences of each Commissioner as to assignments shall be honored. Each newly appointed Commissioner shall designate one (1) or two (2) of the committees upon which he or she desires to serve until the annual committee assignments are made. Each committee shall elect its own Chair from its membership and shall report directly to the Commission as a whole, as follows:

- (1) The Education, Employment and Public Relations Committee shall review and recommend public awareness activities, education and any other action deemed necessary to effectively present the Commission's functions in the prevention and elimination of discrimination or illegal discriminatory practices to various groups and organizations. The Committee shall also review and recommend to the Commission, initiatives toward enhancing employment related issues and opportunities.

- (2) The Finance, Rules and Procedures Review Committee shall provide a continuing review of the ongoing budgetary needs of the Commission and recommend action by the Commission needed to assure the adequacy of the funding allocated to the Commission.

The Committee shall also provide a continuing review of the Commission's rules, procedures and the Ordinance and recommend revisions needed to conform to legislative changes and the developing needs of the Commission.

Proposed Changes:

3-20. COMMITTEES. To assist the Commission in fulfilling its duties and responsibilities under the Ordinance two (2) permanent advisory committees are hereby established: the Internal Committee and External Committee. Each committee shall be composed of at least three (3) Commissioners with the Chair or Vice Chair serving as an ex officio member. The Chair shall make committee assignments at the annual meeting. To the extent possible the expressed preferences of each Commissioner as to assignments shall be honored. Each newly appointed Commissioner shall designate one (1) or two (2) of the committees upon which he or she desires to serve until the annual committee assignments are made. Each committee shall elect its own Chair from its membership and shall report directly to the Commission as a whole, as follows:

- (1) The External Committee's purpose is to connect with the community and identify community issues that can be addressed by the Commission/City government. This committee shall review and recommend public awareness activities, education and any other action deemed necessary to effectively present the Commission's functions in the prevention and elimination of discrimination or illegal discriminatory practices to various groups and organizations. This committee will oversee and coordinate deliberative dialogues on various issues concerning the community and share with the Internal Committee specific challenges, issues, and opportunities identified by the community where City/Commission can take action. Appointed Commission subcommittees will work with and report to the External Committee. The Committee shall also review and recommend to the Commission, initiatives toward enhancing equity related issues and opportunities including but not limited to employment, housing, public accommodations, and education.
- (2) The Internal Committee's purpose to develop solutions to issues identified by the External Committee/Commission. The Committee shall focus on the internal city government matters relating to human rights and equity. This work includes reviewing policies, procedures, and practices of city government departments to identify inequity issues or concerns that affect both government workers and/or the greater Des Moines community. The internal committee will review policies, procedures, and practices and make a recommendation to the larger Commission and/or department on how to address any identified inequities or discrimination concerns. This committee will also provide a continuing review of the ongoing budgetary needs of the Civil & Human Rights Department/Commission and recommend action by the Commission needed to assure the adequacy of the funding allocated to the Department/Commission. The Committee shall also provide a continuing review of the Commission's rules, procedures and the Ordinance and recommend revisions needed to conform to legislative changes and the developing needs of the Commission.
- (3) The two (2) committees shall meet a minimum of three (3) times per year and shall alternate their meetings in succession in the months of February, April, June, August, October, and December at 4:30 p.m. in the City Council Chambers, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa or at other designated locations. Additional meetings may occur as deemed necessary and are excepted from the alternating schedule required by this rule.

PREVIOUS COUNCIL ACTION(S):

Date: July 23, 2018

Roll Call Number: [18-1238](#)

Action: [Approving](#) amendments to the Civil & Human Rights Commission rules and regulations. ([Council Communication No. 18-394](#)) Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S):

Board: Des Moines Civil & Human Rights Commission

Date: May 9, 2019

Resolution Number: N/A

Action: Commission Rules and Regulations 3-20 Internal and External Committee Descriptions: Schabel moved to pass with an edit to the external committee meeting description to say, “including but not limited to.” Philip stated it could be passed and corrected as a scribe error. Shields seconded. Pass 6-0.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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