

BYLAWS
OF THE ST. MARY'S COUNTY
HUMAN RELATIONS COMMISSION

ARTICLE I.
Name

The name of this organization, as established by the Code of St. Mary's County Chapter 162A, as adopted by the St. Mary's County Board of Commissioners, is the St. Mary's County Human Relations Commission, hereinafter referred to as the SMHRC.

ARTICLE II.
Purpose

The purpose of this Committee is to encourage and promote equal treatment to all without regard to race, color, religion, national origin, sex, genetic information, sexual orientation, age, or disability, in compliance with applicable federal, state, and local laws or regulations in the areas of housing, employment, and public access.

ARTICLE III.
Activities

To accomplish its purpose SMHRC will:

- Sponsor or co-sponsor multicultural events, educational programs, and provide awards to youth, adults, businesses and organizations who exemplify leadership in community service.
- Recommend human rights needs to County Commissioners and agencies of county government.
- Partner with other commissions, civic organizations and dedicated government agencies to promote equality and fair treatment, address bias, and cultivate respectful relations among the citizens of St Mary's County.

ARTICLE IV.
Members

Section 1. Members of the SMHRC, numbering no less than five (5), are appointed by the St. Mary's County Board of County Commissioners. The members shall serve without compensation. The term of office of each member shall be two (2) consecutive four (4) year terms. Upon completion of the initial four (4) year term of office, a member may be reappointed to serve for one (1) additional four (4) year term.

Section 2. The term for appointed members will commence on the first of July of the year of the appointment. The terms of one-fourth of the SMHRC shall end each year. Appointed members who have served for two (2) consecutive full terms may not be reappointed for a period of one (1) year.

Section 3. Membership should consist of and reflect the broad diversity of the county's population.

Section 4. Vacancies that occur other than by completion of a four (4) year term will be filled by appointment by the County Commissioners. The interim appointee will complete the term of the member he or she is replacing and may be subsequently appointed for an additional two (2), complete four (4) year terms.

ARTICLE V.
Officers

Section 1. The officers of the SMHRC shall be the Chairperson, Vice-Chairperson, and Treasurer who shall be elected by the SMHRC as provided by Article VI of these bylaws. Officers shall constitute the makeup of the Executive Committee.

Section 2. The term of office for the Chairperson, Vice-Chairperson and Treasurer shall be one (1) year, commencing July 1 and ending June 30 of the following year. All mid-term vacancies shall be filled by election, said election to be held at the first regular monthly meeting held after the vacancy occurs.

ARTICLE VI.
Election of Officers

The SMHRC shall nominate and elect candidates for office from its membership at the meeting held in May and elect in June of each year. A quorum shall be required in all elections. In the event a Vice Chairperson and/or Treasurer are not selected, the Chairperson shall assume the responsibilities of the vacant office(s).

ARTICLE VII.
Duties and Powers of Officers

Section 1. The Chairperson of the SMHRC shall preside at all meetings of the SMHRC and of the Executive Committee. The Chairperson shall serve as an Ex-Officio member of all committees and shall appoint special committees authorized by the SMHRC. The Chairperson shall prepare or delegate the preparation of a comprehensive annual report covering the SMHRC's activities. Upon the approval of the Executive Committee of SMHRC, the report shall be presented to and filed with the Board of County Commissioners.

Section 2. The Vice-Chairperson shall assume and perform the duties of the Chairperson in his or her absence.

Section 3.

- a) The Treasurer shall develop an operating budget annually which shall be presented to the SMHRC for approval by majority vote, and then presented to the proper County office as designated by the County Commissioners or delegated authority.
- b) The Treasurer shall be authorized to expend funds provided for in the operating budget.

ARTICLE VIII.
Meetings and the Conducting of Business

Section 1.

- a) Meetings of the SMHRC shall hold at least six (6) meetings per year. All regular business meetings of the SMHRC shall be open to the public except for designated executive meetings or sessions. All meetings shall be advertised and conducted in compliance with



the St. Mary's County Open Meeting Act. The Chairperson shall ensure an agenda is prepared for each meeting, subject to changes as may be necessary for practical purposes, shall, in general, be as follows:

Call to Order;

Roll call to determine the presence of a quorum;

Presentation of minutes from the previous meetings;

Discussion of old business;

Discussion of new business;

Adjournment.

b) A quorum vote shall be necessary for matters requiring approval.

c) Confidential matters shall be conducted in executive session.

Section 2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases deemed appropriate by the Chairperson to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of orders the Commission may adopt.

ARTICLE IX. Special Meeting

Section 1. Special meetings of the SMHRC may be called by the Chairperson whenever, in the judgment of that person, such meetings are necessary, or upon the request of three (3) members of the SMHRC. Only matters about which the members of the SMHRC have been notified shall be discussed at a special meeting.

Section 2. The members of the SMHRC shall be informed of all special meetings at least three (3) days in advance of the meeting, and the oral or written notice of the meeting shall include a statement of the business or questions to come before the meeting.

ARTICLE X. Quorum

A quorum for a meeting shall be a majority of the currently appointed membership.

ARTICLE XI. Removal

Section 1. The SMHRC may, upon consideration of the facts, request the resignation or recommend termination of membership of any member who fails to properly discharge the duties and responsibilities of his or her office. The SMHRC may, upon consideration of the facts, request the resignation of any member who is absent from three (3) meetings during the calendar year without notification.

Section 2. Recommendations to the Board of County Commissioners of the removal of any member or the request of resignation shall be approved by the Executive Committee.

ARTICLE XII. Amendments

Section 1. Any member of the SMHRC may propose to the membership at a regular meeting a motion in writing containing a proposed amendment to these bylaws.



Section 2. The Chairperson shall review the proposed amendments with the Executive Committee or form a Bylaws Committee from the SMHRC membership to assess the proposed amendments to these bylaws. The proposed changes to the Bylaws shall be reported to the entire membership at the next regular meeting. Approval by a two-thirds majority vote of the members present and voting at the meeting shall be required for amendment changes.

Section 3. Whenever an amendment has been proposed, the members of the SMHRC shall be notified of the proposed amendment at least seven (7) prior to the meeting at which a vote may be taken.

Section 4. The final approved version of the bylaws will be submitted to the Board of County Commissioners for review and approval.

ARTICLE XIII.
Standing Committees

In order to facilitate activities of the SMHRC, there may be various standing committees including by not limited to: a Budget Committee, a Bylaws Committee, and a Special Events Committee.

Approved by the Human Relations Commission of St. Mary's County on this _____ day of _____, 2009.

ATTEST:

By: _____,
Chairperson

Approved by the Board of County Commissioners for St. Mary's County this 24th day of November, 2009.

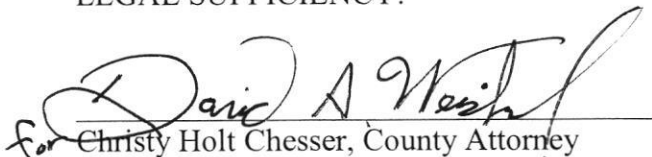
ATTEST:



John Savich
County Administrator

By: 
Francis Jack Russell, President

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:


for Christy Holt Chesser, County Attorney

11/13/09
Date