

BYLAWS  
OF THE  
**ORANGE COUNTY HUMAN RELATIONS COMMISSION**

Article I – Name

The commission shall be the Orange County Human Relations Commission, referred to hereafter in this document as the “Commission.”

Article II – Authority

The Commission was created by the Orange County Board of Supervisors, referred to hereafter in this document as the “Board,” by Resolution No. 71-196 on February 24, 1971.

Article III – Organizational Structure

The Commission is programmatically responsible to the Board of Supervisors.

Article IV – Purpose

The purpose of the Commission shall be to seek out the causes of tension and conflict, discrimination and intolerance, based on race, religion, national origin, ethnicity, disability, age, gender, sexual orientation, socio-economic status, or marital status, and attempt to eliminate those causes.

Article V – Goals

The following are goals of the Commission:

- A. Promote equal justice before the law.
- B. Promote equal socio-economic and political opportunity including equity in health, housing, education and employment.
- C. Promote the protection of the dignity and integrity of every individual.
- D. Promote education of all members of the Orange County Community relating to basic human rights and responsibilities.
- E. Promote the elimination of prejudice and discrimination among people based on race, religion, national origin, ethnicity, disability, age, gender, sexual orientation, socio-economic status, and marital status.

Article VI – Duties and Functions

- A. Receive and hear specific complaints and problems of discrimination; to discuss each matter with the appropriate public or private agency for their action; to investigate when appropriate, make findings and report those findings.
- B. Engage in research and education for the purpose of lessening and eliminating prejudice and its effects.
- C. Coordinate and promote educational programs, which will foster understanding among various groups within Orange County; and work for the development of constructive community educational programs to prevent future problems.

- D. Recommend to the Board those County projects and service priorities which will serve to prevent or alleviate social problems in Orange County.
- E. Provide assistance and referral services to individuals and groups, which will facilitate understanding and participation in the decision-making process of Orange County institutions.
- F. Consult and cooperate with Federal, State, County, City and other public and private bodies to improve human relations.
- G. Prepare quarterly reports of Commission events and Commission position taken on issues, and ensure that Commission events are included on the County Event List.
- H. Prepare and submit an annual marketing plan to the Board of Supervisors, which shall be approved by a majority vote of the Board of Supervisors.

Article VII – Membership

- A. The Commission shall be comprised of eleven members hereafter in this document referred to as “Commissioners.”
- B. Commissioners shall be broadly representative of different racial, ethnic, religious, socio-economic, disability, age, gender, sexual orientation, or marital status groups in Orange County.
- C. Five Commissioners shall be appointed by the Board with each Supervisor nominating one Commissioner from inside or outside of the District that the Supervisor represents. No person living outside of the Supervisor’s district shall be nominated for appointment to the Commission without the written consent of the Supervisor representing the district where the nominee resides. One Commissioner shall be appointed by the Board at large. Five Commissioners shall be appointed by cities in a process coordinated by the City County Coordinating Committee and the Clerk of the Board, with the objective of having one appointee from the cities in each of the five supervisorial districts.
- D. The members of the Commission shall serve a term of two years, beginning from the date of appointment. Each member shall continue to serve in such capacity until the members’ successor has been appointed.
- E. Commissioners must meet the following selection guidelines:
  - 1. Be a resident of, and registered to vote in, Orange County
  - 2. Demonstrate an understanding of human relations.
  - 3. Support the purpose and goals of the Commission as delineated in Articles IV and V.
  - 4. Be able to serve as a member of a working committee of the Commission.
- F. Any Commissioner who fails to attend three consecutive regular meetings or over half of the regular meetings in a year without prior notification to the Chair or the Director and a valid reason, shall automatically vacate the position of Commissioner.
- G. Commissioners may have their membership terminated without cause by the respective appointing authority. A vacancy thereby created shall be filled in the same manner as the original appointment.

Article VIII – Officers

- A. The Commission shall elect, by majority vote, a Chair and Vice-Chair each year. The Chair and Vice-Chair shall serve one year terms, limited to two consecutive terms.
- B. The Chair shall:
  - 1. Preside over all regular and special meetings.
  - 2. Act as an ex officio member on all committees.
  - 3. Establish committees and coordinate the appointment of members thereto, except the Executive Committee and Nominating Committee.
  - 4. Represent the Commission, or designate a representative to public functions.
- C. The Vice-Chair shall assume the duties of the Chair when the Chair is absent or unable to perform the duties of the Chair.

Article IX – Staff

- A. Commission staff shall include a position of Executive Director, who may be an employee of a non-profit organization contracted to provide support to the Commission. Prior to the performance of duties on behalf of the Commission, the individual identified to fill the position of Executive Director shall be approved by a majority vote of the Board of Supervisors. The position of Executive Director is terminable at will by a majority vote of the Board of Supervisors.
- B. The Executive Director will be recruited and identified for Board approval pursuant to a process, which is mutually agreed to by Commission and the Orange County Community Resources Department, or if contracted out, to be recruited and identified for Board Approval in conjunction with the Orange County Community Resources Department with the input of the Commission utilizing job posting resources that will enable the position to be advertised to the widest range of qualified applicants. Compensation for the position of Executive Director shall be set within a pre-determined salary range. If the Executive Director position is not an employee of a non-profit organization contracted to provide support to the Commission, recruitment for the position shall be appropriately advertised on the Orange County jobs website, interviewed, and selected in accordance with the Orange county Merit System Selection rules and Appeals Procedure available in the Orange County Human Resource Service Department.
- C. The Executive Director shall be an individual that has knowledge of, and agrees to follow, the Brown Act and Parliamentary Procedure.
- D. The Executive Director shall be responsible to the Commission for Program duties.

Article X – Clerk of the Board (“Clerk”)

- A. Attendance at Meetings  
The Clerk, or a representative designated by the Clerk, shall attend each meeting of the Commission and maintain a record of all proceedings and directions of the Commission. Agenda items or groups of items will be called by the Clerk.
- B. Preparation and Distribution of Agenda  
The Clerk will prepare, post and distribute all agendas of the Commission meetings. The agenda shall consist of a brief general description of each item to be considered by the Commission, pursuant to the Ralph M. Brown Act, Government Code section 54950 et seq.

The Clerk will also prepare, post and distribute all supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

The regular Commission meeting agenda will be distributed and made available to the public on the Friday preceding the Thursday regular meeting.

Article XI – Meetings

- A. The Commission shall hold one regular meeting a month. Meeting of the Commission shall be held in accordance with the Ralph M. Brown Act, Government Code Section 54950, et seq., as amended and held at a location within Orange County, California that satisfies the access requirements of the American with Disabilities Act. If the room is available at the time the meeting is scheduled, regular meetings shall be held in the Planning Commission Hearing Room at the County Hall of Administration during regular business hours.
- B. A special meeting of the Commission may be called by the Chair, the Executive Committee or by a quorum of the Commission. Notice of special meetings shall be delivered to members personally, by mail or electronically, and must be received no later than twenty-four hours in advance of the meeting. Written notice of such meetings must be provided to any person who has previously requested notice.
- C. Written notice of regular Commission meetings will be mailed out to any person who previously requested notice one week prior to the meeting. In all other cases, notice shall be given 72 hours prior to the meeting. Regular meetings shall be held at the regular time and date.

Article XII – Quorum, Voting, and Commission Actions

- A. A majority of existing Commissioners shall constitute a quorum.
- B. Each Commissioner shall have one vote.
- C. All Commission actions and recommendations shall be by motion, duly seconded, and carried by an affirmative vote of a majority of members present. Such actions and recommendations shall include, but not be limited to the following:
  - 1. Approval of a program undertaken on the Commission’s behalf;
  - 2. Approval of a solicitation of funds for a Commission program prior to the initiation of the solicitation.
  - 3. Approval of expenditure of funds on a Commission program.
- D. Commission staff shall not be used to assist in planning non-Commission events or activities during their contracted working hours.
- E. The Commission shall have no authority to accept gifts or donations on behalf of the County.

Article XIII – Committees

- A. The Chairperson of the Commission may establish ad hoc committees to accomplish time-limited tasks that support the goals of the Commission.
- B. When appropriate, committees may call on other knowledgeable individuals who are not Commission members to act as consultants to the committees. Said individuals shall be subject to the conflict of interest statutes, regulations and ordinances.

Article XIV – Advocacy

- A. The Commission website shall be hosted on the Orange County Community Resources domain.
- B. Statements, press releases, and reports must be approved by a quorum of the Commission. Consistent with the Commission’s purpose, and to promote open discussion, understanding, and the free exchange of ideas, any member of the Commission may file and have published a minority report in which any other member may join. Such a minority report shall be published concurrently as a part of the document containing the majority report. Commission statements and press releases, which have not been approved by the Board of Supervisors, shall indicate that they do not represent official County position.
- C. All Commission communications shall be on Commission letterhead.
- D. Commission recommendations on legislation must be approved by the majority vote of a quorum of the Commission and submitted to the County Executive Office legislative planning committee for recommendation to the Board of Supervisors. The Commission shall not take positions on legislation without approval of the Board of Supervisors.
- E. Neither the Commission nor any of its Commissioners shall promote, directly or indirectly, any political party, political candidate or political activity using the name, emblem, or any other identifier of the Commission.

Article XV – Bylaws

- A. Adoption of Bylaws: These Bylaws shall become effective upon approval of the Board of Supervisors.
- B. Amendments to Bylaws: These Bylaws may be amended by an affirmative vote of the majority of those members present at any regular meeting provided the amendments have been submitted to the membership in writing at least one month prior to the meeting. All amendments must be approved by the Board of Supervisors.

Article XVI – Lifespan

The Commission shall have a permanent lifespan, subject to dissolution by a majority vote of the Board.

Adopted by Board Resolution Number 71-196 on 2/24/1971

Amended by Board Resolution Number 82-1868 on 12/14/1982

Amended by Board Resolution Number 85-1648 on 11/19/1985

Amended by Board Resolution Number 15-099-15-106 on 9/22/2015