

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON  
ORDINANCE NO. 851

An ordinance making procedural changes in the Bylaws of the Metropolitan Human Rights Commission.

MULTNOMAH COUNTY ORDAINS AS FOLLOWS:

**Section 1. Purpose**

(A) Ordinance No. 720, passed by the Multnomah County Board of Commissioners on April 30, 1992, created the Metropolitan Human Rights Commission (MHRC) through an intergovernmental agreement between Multnomah County and the City of Portland.

(B) The MHRC Bylaws, adopted as part of the ordinance, established the operational procedures and administrative structure for the organization.

(C) Ordinance No. 771 passed by the Multnomah County Board of Commissioners on July 8, 1993, amended the MHRC Bylaws to change the quorum requirement, the frequency of meetings and to require a simple majority of Executive Committee members as a quorum for conduct of Executive Committee business.

(D) Ordinance No. 824, adopted July 27, 1995, made additional amendments to the MHRC Bylaws. The amendments changed the titles of certain MHRC officers, specified when new commissioners were appointed, reduced membership on the Executive Committee and modified certain aspects of Executive Committee authority.

(E) MHRC has found that additional procedural amendments to

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the bylaws are necessary to make it easier to replace members who are consistently unable to attend meetings.

(F) Attachment A sets forth the MHRC Bylaws in their entirety, showing the amendments now proposed by MHRC.

**Section 2. Adoption of Bylaws Amendments**

The MHRC Bylaws amendments as shown on Attachment A to this ordinance, are adopted.


ADOPTED this 18th day of April, 1996, being the date of its second reading before the Board of County Commissioners of Multnomah County, Oregon.



BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

  
for Beverly Stein, Chair

REVIEWED:

  
By  
Laurence Kressel, County Counsel  
For Multnomah County, Oregon

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# ARTICLE I

## METROPOLITAN HUMAN RIGHTS COMMISSION

### ("MHRC", "COMMISSION")

#### SECTION 1. MISSION & PURPOSE

The Metropolitan Human Rights Commission believes in the dignity and worth of all human beings. MHRC's mission is to foster mutual understanding and respect, and to protect the human rights of all persons in the City of Portland and Multnomah County regardless of socio-economic status, religion, ethnicity, race, national origin, disability, age, gender, and sexual orientation.

The Metropolitan Human Rights Commission is organized to help citizens and government in the City of Portland and Multnomah County to achieve the goal of embracing and celebrating diversity, eliminating bigotry, and enhancing a sense of community.

#### SECTION 2. MEMBERSHIP, APPOINTMENT, TERM OF OFFICE, VACANCIES

A. Membership. The Metropolitan Human Rights Commission of 15 members shall be constituted of three (3) Officers: Chairperson ("Chair"), Program Vice Chairperson and Administration Vice-Chairperson ; and twelve (12) Commissioners.

(1) Nine (9) members shall be appointed by the Mayor of the City of Portland and six (6) members shall be appointed by the Chair of the Multnomah County Commission. The Chairperson of the Commission shall be appointed jointly by the Mayor and the County Chairperson.

- (a) Elected public officials and employees of the City of Portland ("the City") and Multnomah County ("the County") may not serve on the Commission.
- (b) No Commission member may receive funds directly, or be an employee of an agency that receives funds, from the Commission.

- (c) The Portland City Council and Multnomah County Commissioners shall ratify through ordinance the respective appointments of the Mayor and County Chairperson.

(2) Members shall serve at the pleasure of the appointing authority. Members shall be expected to conduct themselves throughout their term of office in a manner consistent with the goals and purposes of the Commission and shall perform the duties and responsibilities as set forth in these Bylaws.

(3) The Mayor and County Chairperson may appoint such ex officio members as they deem advantageous to accomplishing the mission of the Commission, said ex officio members to be without vote on the Commission.

- B. Terms of office for all members shall be for three (3) years except for initial appointments to the Commission. Members may serve no more than two consecutive three-year terms. Terms of Office shall be staggered to provide continuity of membership on the Commission. Initial appointments and terms of office shall be specified in "Appendix 1" attached hereto. Appointments of commissioners shall occur in the fall, no later than Nov. 1 coincident with the Annual Meeting.

- C. Vacancy in office

(1) A vacancy on the Commission shall exist:

- (a) upon expiration of a completed term of office;
- (b) upon formal written resignation of a Commission member;
- (c) upon removal of a member from office;
- (d) because of violation of the prohibition in Section 2, A (1)(b) regarding receipt of funds;
- (e) when a member files as a candidate for any public office or accepts compensated employment within the City or County government.
- (f) if the vacancy is the result of a completed term of office, the appointing authority shall name an individual to serve for a full term of office. In the case of resignation or removal from office the appointment shall be for the remaining unexpired term. If the time remaining in the term of office created by the vacancy is five (5) months or

less, the appointment to fill the vacancy may be for the remaining unexpired term plus three years.

- (2) A Commissioner may be presumed to have vacated his or her position as Commissioner and the appointing authority may fill the vacancy for one or more of the following reasons:
  - (a) A Commission member has missed three (3) ~~consecutive~~ regularly scheduled meetings of the full Commission in a twelve month period; however, the Chair may excuse the absence of a member for good cause.
  - (b) A Commission member has misused or misappropriated funds of the Commission.
  - (c) A Commission member has failed to perform the duties of office as specified in these Bylaws.
- (3) The Commission may recommend to the Mayor and County Chair the names of prospective Commission members from among the membership of the Issue Committees and the community. The Chair and Executive Director (see Article III, *infra.*) shall from time to time advise the Mayor and County Chair with respect to the needs for talent, expertise, and diversity on the Commission.

### **SECTION 3. OFFICERS**

- A. General. The officers of the Commission shall consist of a chairperson, a Program Vice-Chairperson and an Administration Vice-Chairperson. All officers shall serve one year terms effective immediately following the ~~Annual Meeting elections~~. The chairperson may be reappointed to one consecutive term. The Program Vice-Chairperson and administration Vice-Chairperson shall be elected by the Commission from among its members at the Annual Meeting of the Commission. All officers shall serve until their successors are elected or, in the case of the chairperson, appointed. In addition to the duties set forth below, each officer shall also perform such other duties as may be prescribed by the Commission.
- B. Chairperson. The Chairperson shall preside at all meetings of the Commission and the Executive Committee, shall be ex officio member



of all committees, and shall perform such other duties as are usually incident to such office.

- (1) The Chairperson shall assist the Mayor and County Chair in the selection and annual performance evaluation of an Executive Director for the Commission.
  - (2) The Chairperson shall maintain regular communication with the Mayor and County Chair and shall be the principal spokesperson for the MHRC.
- C. Program Vice-Chairperson. The Program Vice-Chairperson, in the absence of the Chairperson, shall perform the duties of the Chairperson. The Program Vice-Chairperson shall have general oversight responsibilities for the Task Forces created under Article II, Section 2 of these bylaws.
- D. Administration Vice Chairperson. The Administration Vice Chairperson is responsible, with staff assistance, for planning the annual retreat and assisting the Chairperson with assigned duties.

#### **SECTION 4. RESPONSIBILITIES OF THE COMMISSION**

The Metropolitan Human Rights Commission shall:

- A. Develop and implement policies and positions of the MHRC consistent with its mission and purpose;
- B. Establish and maintain dialogue with the broad range of community and cultural groups operating in the City and the County;
- C. Conduct public meetings, hearings, and special events as required to determine the issues, problems, and needs facing Portland and Multnomah County residents in the areas of human rights and cultural diversity;
- D. Based upon a foundation of public dialogue, establish annual goals for the Commission and approve and direct the annual work plans and activities of the Task Forces;
- E. Issue and present to the Portland City Council, Multnomah County Commission and the citizens an Annual Report and a six-month progress report of the activities and accomplishments of the Commission;
- F. Approve the Commission's annual budget and work program and submit both to the Portland City Council and Multnomah County Commission by January 31 of each year;

- G. Recommend to the City and the County programs, policies and actions which would further the goals of human rights, diversity and cultural harmony in the community;
- H. The Commission may delegate any non policy-making authority to Commission committees and staff as required to accomplish the mission and goals of the **MHRC**.

## **SECTION 5. MEETINGS OF THE COMMISSION**

- A. The Commission shall meet monthly, which includes an Annual Meeting in the Fall. Special meetings may be held as necessary.
  - (1) Nine (9) members shall constitute a quorum; a simple majority of those members present shall constitute a voting majority for purposes of conducting business at any meetings of the Commission.
  - (2) Special meetings of the Commission may be called by agreement of the Executive Committee, ~~provided, however, that a regular Commission meeting is not scheduled within 30 days of the requested special meeting date.~~
  - (3) Emergency meetings of the Commission may be called under procedures authorized in a special Crisis Response Plan approved annually by the Commission.
  - (4) The fiscal year of the Commission shall be July 1 to June 30.
- B. The Commission shall conduct business according to Roberts Rules of Order, Rev. unless otherwise expressly noted in the bylaws and shall conduct meetings and maintain records in compliance with Oregon laws governing public meetings and public records.

## **SECTION 6. EXPENDITURE OF FUNDS**

Neither the Commission nor its individual members shall have authority to expend or encumber funds budgeted to the Commission. All disbursements of funds shall be made by the Executive Director with the oversight of the Mayor or the Mayor's designee and according to established budget and accounting policies and practices of the fiscal agent, which shall be the City of Portland. However, the Commission or its Executive Committee may request of the Executive Director that funds be expended or encumbered to accomplish the work program of the Commission as approved in the annual budget.

## **ARTICLE II. COMMITTEES**

## SECTION 1. EXECUTIVE COMMITTEE

- A. The purpose of the Executive Committee shall be to conduct the business of the **MHRC** between regularly scheduled meetings of the full Commission, as expressly authorized by the Commission.
- B. Members of the Executive Committee shall be five (5): the **MHRC** Chair, Program Vice-Chair, Administration Vice-Chair, plus two (2) **MHRC** Commissioners-at-large. The Commission shall ~~at its Annual Meeting~~ elect from among its members, ~~in the fall~~ no later than Nov. 1 ~~coinciding with the Annual Meeting~~, the two at-large members of the Executive Committee.
- C. Responsibilities:  
The Executive Committee shall:
- (1) Meet as needed. Meetings may be called by the Chair or any three members of the Committee;
  - (2) Monitor the work program and timetable of the Task Forces;
  - (3) Receive, approve, and monitor an annual plan for staffing **MHRC** committees and activities and assisting the Commission in accomplishing its mission, goals and activities;
  - (4) As authorized by the full Commission, make decisions or act on behalf of the Commission;
  - (5) Administer a "crisis response plan" approved by the Commission.
  - (6) Review new issues, information or community requests and forward to the Commission for action.
- D. Operations and Limitations:
- (1) Authorization to act on behalf of the Commission must be obtained through a motion duly seconded and passed by a majority of the full Commission at a regularly scheduled or special Commission meeting, or through the approved crisis response plan.
  - (2) A simple majority of current sitting members shall constitute a quorum. A majority of those present must agree before any action is taken.
  - (3) Minutes of Executive Committee meeting shall be kept and reported in writing to the full Commission within ten (10) days of each Executive Committee meeting.
  - (4) A regular monthly meeting time and place shall be set by the



MHRC Chairperson; changes from this schedule may be made with 7 days written advance notice.

- (5) The Executive Committee may not take positions, other than through the crisis response plan, or issue statements or reports except as authorized by the Commission, nor may it change any policy or directive of the Commission.

## **SECTION 2. S TASK FORCES**

- A. Task Forces are created as needed.
- B. Responsibilities of Task Forces shall be:
  - (1) To assist the Commission to seek out community views and encourage community dialogue to identify the issues, problems and needs in their respective issue area;
  - (2) To develop and submit to the full Commission a work plan to accomplish goals and conduct activities that respond to identified needs;
  - (3) To assist the Commission in bringing groups and individuals together to build coalitions and facilitate collaborations on human rights issues;
  - (4) To assist the Commission to develop leadership in the community in the areas of cultural understanding and human rights advocacy;
  - (5) To produce and submit to the Commission a report of their activities.
- C. Members of the Task Forces need to support the mission statement of the Commission. Membership of each Task Force should reflect the diversity of the community and the interests of groups affected by the issue addressed by that Task Force; and include age, gender, and geographic balance. Task Force members shall include at least one commissioner as liaison to the Commission.

## **ARTICLE III. STAFF**

### **SECTION 1. EXECUTIVE DIRECTOR**

- A. Employment. An Executive Director of the Commission shall be hired as an employee of the City of Portland.
  - (1) The Mayor, in consultation with the Chair of Multnomah County Commission and Chairperson of the MHRC, shall determine the qualifications, develop the job description, and appoint an

Executive Director for the Commission in accordance with City of Portland personnel policies and procedures.

- (2) Authority to discipline or terminate employment of the Executive Director rests with the Mayor.

B. Performance and Evaluation The Mayor, County Chair and **MHRC** Chair shall annually evaluate the performance of the Executive Director.

- (1) The performance of the director shall be evaluated based on execution of a staffing plan submitted by the Director and approved by the Executive Committee.
- (2) **MHRC** members who object to the performance of the Executive Director shall address their concerns to the **MHRC** Chair, who shall promptly make those objections known to the Director. Such objections may be raised by the **MHRC** Chair during the performance evaluation, or at any time with the Mayor if, in the judgement of the Chair, a substantial problem exists in the Director's performance of his or her duties and responsibilities.

C. Duties and Responsibilities.

- (1) The Director shall be the chief executive officer of the Commission and shall have supervisory authority over the staff and offices assigned to the Commission by the budgeting authorities. The Director shall execute the programs and policies of the Commission according to a staffing plan submitted in writing annually to and approved by the Executive Committee.
- (2) The duties and responsibilities of the Executive Director shall be specified in the job description for the position and shall be reviewed and revised as deemed necessary by the Mayor in consultation with **MHRC** Chair and the Chairperson of the Multnomah County Commission.

## SECTION 2. OTHER STAFF

- A. The Commission shall have other clerical and professional staff as authorized in the budget approved by the City and County. Staff shall be employees of the City of Portland. Neither the Commission nor its individual members shall direct the activities of the staff; however, staff shall perform their duties in accordance with a staffing plan developed by the Executive Director and approved by the Executive Committee.

- B. The Executive Director shall prepare job descriptions and establish personnel policies and grievance procedures in accordance with accepted practices of the City of Portland Bureau of Personnel Services.

#### ARTICLE IV. BYLAW AMENDMENTS

- A. The Bylaws may be amended by affirmative vote of the Portland City Council and Multnomah County Commission. Such amendments shall be by non-emergency ordinance or resolution.
- (1) The Commission may recommend Bylaw amendments to the City Council and County where such amendments have been discussed at the Annual Meeting or at any regularly scheduled meeting of the Commission and affirmatively acted upon by a majority of the Commission.

Adopted:

City of Portland

Ordinance/Resolution # Ordinance 169971, ~~(4/10/96)~~

Multnomah County

Ordinance Resolution # Ordinance 851, ~~(4/18/96)~~