

HUMAN RIGHTS COMMITTEE BY-LAWS

PREAMBLE

The Isabella County Human Rights Committee, hereafter referred to as HRC, was established in 2008, pursuant to action of the Isabella County Board of Commissioners. The Isabella County Board of Commissioners appoints members of the HRC to review and recommend action on issues and concerns related to human rights and civil rights.

PURPOSE OF THE HUMAN RIGHTS COMMITTEE

1. To provide programming and education to the county on issues related to enhancing positive interaction between diverse members of Isabella County.
2. To serve as a liaison between the county and other local diversity and minority organizations.
3. To collect data regarding acts of discrimination/harassment within Isabella County and share the analysis of that data, with recommendations for action, with the Board of Commissioners and the County Administrator.
4. To monitor the actions taken by appropriate governmental bodies regarding acts of discrimination/harassment reported to the Board of Commissioners and the County Administrator by the Human Rights Committee.
5. To report periodically to the Board of Commissioners and the County Administrator on the extent of violations within Isabella County, and the activities of the HRC.

MEMBERS/LIAISON

The Committee is made up of eleven residents of Isabella County, appointed by the Board of Commissioners. Terms are staggered and run for three years. If a member resigns prior to completion of the term, an interested community member who applies may be selected to complete the original term. Seats will be allocated as follows:

- One member from Central Michigan University
- One member from the Saginaw Chippewa Indian Tribe
- One member from the Public Schools
- Eight At-Large members

The HRC members representing Central Michigan University, the Saginaw Chippewa Indian Tribe and the Mt. Pleasant Public Schools should be selected by the respective entity and then the person should apply to be the representative to the HRC. The HRC will request that CMU select someone who is committed to diversity and human rights.

An Isabella County Board of Commissioners Member will serve as liaison to the Human Rights Committee and the County Administrator.

DUTIES OF MEMBERS

Member from Central Michigan University (CMU)

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at CMU
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the CMU community
- C. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- D. Represent HRC at least at one community event per year

Member from the Saginaw Chippewa Indian Tribe (SCIT)

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at SCIT
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the Saginaw Chippewa Tribal community
- C. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- D. Represent HRC at least at one community event per year

Member from the Public Schools

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at the Public Schools
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the Public Schools community
- C. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- D. Represent HRC at least at one community event per year

At-Large Members

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights in the community
- B. Share information of the purpose, goals and activities of the Human Rights Committee with residents of Isabella County
- C. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- D. Represent HRC at least at one community event per year

MEETINGS/QUORUMS

Meetings will be held once each month or otherwise as deemed necessary by the HRC. Dates and times will be established by the HRC and recorded with the County Clerk in January of each year. In order for a meeting to be conducted, six (6) of eleven (11) voting members must be present.

ELECTION OF OFFICERS

The HRC will elect a Chairperson, Vice Chairperson and Secretary in January of each year to serve a one year term. If an officer resigns during the year, nominations and elections

will be held at the next meeting to ensure a complete team of officers.

DUTIES OF CHAIRPERSON

- A. Schedule the HRC Monthly Meeting Calendar in December for the next year and have it placed on the HRC website in January
- B. Set the agenda for the HRC meetings and send them to the Administrative Assistant to the Board of Commissioners a week before the meeting so they can be distributed for to the HRC members
- C. Conduct the monthly HRC meetings
- D. Prepare the Annual Proposed Budget for HRC, share and seek approval with the HRC, and submit appropriate paperwork to the Isabella County Administrator by the deadline; review the budget on a monthly basis to ensure proper financial management
- E. Schedule and attend each HRC Officer monthly meeting; distribute Agenda for each Officer meeting
- F. Submit completed Per Diem Forms from the HRC members to the Administrative Assistant to the Board of Commissioners
- G. Review the HRC website and Facebook page on an on-going basis and provide updates, as necessary
- H. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- I. Supervise the HRC Graduate Student Intern
- J. Communicate with the Isabella County Administrator and designees
- K. Give an Annual Report to the Isabella County Board of Commissioners

DUTIES OF VICE-CHAIRPERSON

- A. Conduct the committee meetings if the Chairperson is absent
- B. Assist the Chairperson with duties, as requested
- C. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- D. Attend each HRC Officer monthly meeting

DUTIES OF SECRETARY

- A. Write the regular meeting minutes and submit to the HRC Chairperson and Vice Chairperson for approval and/or corrections within 10 days after the meeting.
- B. Revise the minutes after they are approved by the HRC, to include amendments, if necessary
- C. Send the revised minutes to the Administrative Assistant to the Board of Commissioners and the County IT representative to request that they be placed on the HRC website
- D. Volunteer to work on at least one (1) HRC sponsored project, program or sub-committee per year
- E. Attend each HRC Officer monthly meeting

DUTIES OF OFFICERS, AS A COLLECTIVE

- A. The Chairperson, Vice-Chairperson and Secretary will attend the monthly officer meetings.

ATTENDANCE/PER DIEM

Each member is expected to attend and to contribute at each HRC meeting. Diversity within the group setting is essential to maintain an advocacy role in the community. If a member cannot attend a meeting, s/he must send an e-mail note to the Chairperson before the meeting, in order to be excused.

The Board of Commissioners will establish a per diem rate for HRC member attendance. The per diem for a meeting will only be paid if a quorum is present and only to those members in attendance.

If a member misses three consecutive meetings that are unexcused, the Chairperson and/or the Vice-Chairperson will ask the member to submit a written letter (or e-mail) of resignation to the Chair of the Isabella County Board of Commissioners.

Approved by HRC: 11/3/08

Revised by HRC: Discussion initiated at 12/03/12 HRC Meeting with revisions made until 10/07/13 HRC Meeting

Approved by HRC: 10/07/13; update 12/1/2014