



To: HRRC

Agenda Item #: VI. C.

From: Ari Klugman
City Manager Intern

Action
Discussion
Information

Date: April 23, 2013

Subject: Quasquicentennial

Action Requested:

Approve the formation of the Quasquicentennial working group with the condition of Council agreement at the May 7, 2013 Work Session.

Information / Background:

The Quasquicentennial is currently not on the Commission's work plan but the Commission has expressed an interest in creating a working group to help plan some form of a recognition. Attached is the tentative Working Group Proposal, a press release will need to be drafted.

Attachment:

Bylaws, Quasquicentennial Working Group.

Bylaws

Section 7: Committees and Working Groups

Introduction

Committees or Working Groups may be established by a majority vote of the HRRC to study issues in greater depth and report findings. Committees or Working Groups present their analysis to the HRRC for discussion and recommendations. The HRRC has the sole authority to make final recommendations on all matters on which a Committee or Working Group has given guidance. The HRRC defines the scope and the duration of the Committee or Working Group's mission. In no case may the Committee or Working Group exceed the authority granted by the HRRC.

Committee and Working Group participants may not include enough voting HRRC members to constitute a quorum for the HRRC. Committees or Working Groups may be designated as standing (ongoing) or temporary in nature.

Definitions

Committees and Working Groups may be comprised of two or more people, one of which is the chair appointed by the HRRC. A Committee is comprised of current HRRC members only. A Working Group is led by a HRRC member, but will also include members of the public.

Working Group Announcement

Public notice will be given of the formation of any Working Group, including a press release from the City to local media outlets. Individuals will have a minimum of 14 days after the public notice to express interest in joining before members are selected.

Public Access

Based on the potential public interest in the topic, some Committees and Working Groups meetings may be designated as public meetings by the HRRC or the City Council. If a Committee or Working Group's meetings are designated as public meetings, official meeting notices, written agendas and written minutes are required. Refer to Section 4 of these bylaws for additional information on meeting notices.

Appointments and Chair Assignments

Committees: The HRRC Chairperson will ask for Committee volunteers from the HRRC membership. A majority vote may approve the Committee appointments once sufficient volunteers are established. The Committee will elect its own chair and notify the HRRC Chairperson.

Working Groups: The HRRC Chairperson will ask for volunteers from the HRRC to serve as the Working Group Chair. The Working Group Chair is approved by a majority of the HRRC members. The Working Group Chair will recommend other Working Group members. By definition, those members will include individuals outside of the HRRC. The Chair may also nominate a co-chair who is not a HRRC member. Working Group appointments will be made by a majority vote of HRRC members.

The duties of the Committee or Working Group Chair(s) include but are not limited to:

- Set the meeting schedule and, if required, notify the City Staff Liaison for public notification.
- Prepare and distribute a written meeting agenda, if required.

- Lead the meeting in accordance with the agenda and facilitate discussion on agenda items.
- Ensure that this section of the bylaws and HRRC directives are followed.
- Maintain meeting decorum.
- Recommend members and notify HRRC of changes in membership (Working Group only).
- Report on the Committee or Working Groups activities at each regular HRRC meeting.
- Communicate to the Committee or Working Group any directives, questions or input from the HRRC.

Resignation or Removal

A Committee or Working Group member may voluntarily resign by submitting his or her written resignation to the Chair of the Committee or Working Group. A Committee or Working Group member may be removed by a majority vote of the HRRC.

Disbanding

A Committee or Working Group may be disbanded at any regular meeting of the HRRC by a majority vote of the members. Committees or Working Groups will automatically be disbanded if no member of the HRRC is available to serve or appropriate volunteer membership cannot be established.

Proposal for a Quasquicentennial Workgroup

Standing or On-Going

Temporary

Scope: To identify, recommend and plan some form of recognition or celebration of Edina's 125th birthday before the end of 2013. The plans must reflect the Edina Human Rights and Relations Commission's Mission: to advocate for basic human rights and needs in our community and to promote responsibility and integrity in our human relationships by providing service, information and recommendations, cooperating with other communities and governmental organizations, and sponsoring forums and community events.

Membership: Leslie Lagerstrom, Chair of Committee and HRRC Member, Student Member Stang, Student Member Mohtadi