

COMMUNITY RELATIONS BOARD

Meetings on second Tuesday of each month at 5:00 p.m., in the Third Floor Conference Room, City Hall. As set forth in the Code of Ordinances of the City of Kalamazoo, Sections 18-2 to 18-8:

Sec. 18-2. Community relations advisory board created; composition. There is hereby created and established a community relations advisory board to consist of nine (9) voting members and two (2) ex-officio members. (Ord. No. 1123 §1 September 12, 1977, revised by Ord. No. 1564, § 1, January 10, 1994; Ord. No. 1682, September 13, 1999)

Sec. 18-3. Appointment and terms of board members; filling of vacancies; termination of memberships.

- (a) Nine (9) members of the board shall be appointed by the city commission for a term of three (3) years. Terms shall begin and terminate on January first, except that a member shall continue in office until a successor is appointed and takes office. Vacancies shall be filled by the same appointment procedure for the unexpired term. A member may be reappointed for a second full term. Members may be appointed who are not residents of the City when there is a valid reason for such appointment such as the member works in the City, owns property in the City, or has a special expertise needed to conduct the board's business.
- (b) Two (2) additional ex-officio members shall be appointed annually by the mayor and city commission, one to be a city commissioner and the other to be a city official, other than a city commissioner, recommended by the city manager.
- (c) Membership on the board may be terminated by the city commission upon a finding of good cause. Among others, three (3) consecutive absences from regularly scheduled meetings shall be considered good cause. (Ord. No. 1123, § 1, September 12, 1977, Ord. No. 1420, § 1, August 3, 1987, Ord. No. 1564 § 1, January 10, 1994, Ord. No. 1682, September 13, 1999)

Sec. 18-4. Election of board officers. The board may elect such officers as it may desire, from its own members. (Ord. No. 1123, § 1, September 12, 1977)

Sec. 18-5. Secretary to board; administrative support. The city manager shall designate someone other than himself to serve as secretary of the board and shall provide such administrative support as may be required. (Ord. No. 1123, § 1, September 12, 1977)

Sec. 18-6. Adoption by board of bylaws and regulations. Subject to approval of the city commission, the board shall adopt bylaws and regulations for its own activities. (Ord. No. 1123, § 1, September 12, 1977)

Sec. 18-7. Purpose of board. The purpose of the board shall be to increase constructive communication among our citizens across racial, ethnic and socioeconomic lines and between citizens and public officials thereby promoting harmonious and productive relationships within the community. (Ord. No. 1123, § 1, September 12, 1977)

Sec. 18-8. Duties and responsibilities of board. The duties of the board shall be of an advisory nature only to the city commission and the city manager. Such duties and responsibilities shall include the following:

- (a) To conduct continuous study and analysis of conditions, practices, attitudes and other factors contributing to or giving rise to misunderstandings, misapprehensions, failures of communication and incidents of noncooperation among the citizenry and with public officials.

COMMUNITY RELATIONS BOARD

- (b) To prepare periodically, but at least annually, for the city commission or city manager, as may be appropriate, factual and analytical reports and recommendations as to corrective or ameliorating actions the board may deem appropriate in furtherance of the goal as stated in section 18-1. Special reports and recommendations may be prepared and rendered when deemed warranted by the board or requested by the city commission or city manager.
- (c) The periodic reports should include a review and analysis of the effectiveness of prior actions, projects, or programs to include, where appropriate, recommendations with regard thereto.
- (d) The board may from time to time, as the need arises, request the city commission to establish special ad hoc committees or task forces to conduct studies, analyze situations, and make recommendations with regard to any of the areas of special concern as set forth in section 18-1. (Ord. No. 1123, § 1, September 12, 1977)

COMMUNITY RELATIONS BOARD

Bylaws

Article I - Name, Area, and Legal Basis

Sec. 1. Name: The name of this organization shall be the Community Relations Board of the City of Kalamazoo, hereinafter referred to as the CRB.

Sec. 2. Area: The area of the Community Relations Board will encompass all of Kalamazoo City.

Sec. 3. Legal Basis: These Bylaws are adopted pursuant to Ordinance No. 1123.

Article II - Definition, Purpose, and Function

Sec. 1. Definition: The Community Relations Board shall be comprised of an Advisory Community Relations Board; and designated supportive administrative staff, as determined by the City Manager and City Commission, with the authority to create standing committees and subcommittees as deemed necessary by the Board as a whole.

Sec. 2. Purpose: The Community Relations Board shall advise and assist the City Manager and the City Commission in the development of productive harmonious relationships between the citizens and the City Government of the City of Kalamazoo.

Sec. 3. Function: The Community Relations Board shall:

- A. Function pursuant to the authority granted by Ordinance No. 1123 of the City of Kalamazoo;
- B. Have a scope of inquiry over broad categories of human rights and human relationship issues in the City of Kalamazoo.
- C. Serve in an advisory capacity to the Office of the City Manager and the City Commission on matters involving human rights and human relationships;
- D. Provide the liaison mechanism for the citizenry to resolve pertinent human relations concerns, by affording technical assistance capabilities, research, studies, and consultation on current, proposed or disputed human relations issues.

Sec. 4. Goal: The primary goal of the Community Relations Board shall be to insure equal opportunities of all citizens and to promote productive harmonious relationships within the community, the City Government, and the City Administration.

Article III - Membership Appointments, Officers, Terms of Office, Officer's Duties

Sec. 1. Membership Appointments: The total Community Relations Board shall be comprised of nine (9) voting members, and two (2) ex-officio members, appointed by the Mayor and ratified by the City Commission. The Community Relations Board may make recommendations for appointment to the Mayor, and the Mayor shall consider those recommendations when making the appointments. (Amended by Resolution No. 94-6 on January 10, 1994)

- A. The CRB shall be comprised of a majority of citizens. Consideration should be given to a broad-based representation of citizens.
- B. Each appointed member shall have the right to one (1) vote.
- C. Three consecutive absences from regularly-scheduled meetings will constitute grounds for termination of membership appointment by the City Commission.

COMMUNITY RELATIONS BOARD

(1) Membership shall be deemed vacated if the member is absent from more than 50% of the regular meeting of the Board within any half calendar year period.

D. Appointments to fill vacancies shall follow the same procedures as for membership and shall be for the remainder of the original appointee's term.

Sec. 2. Officers: The Community Relations Board shall have two (2) officers: A Chairperson and a Vice-Chairperson. These Officers shall be elected by the total Community Relations Board from among its appointed members, and the Chairperson and Vice-Chairperson shall serve as Chairperson and Vice-Chairperson of the Executive Committee, respectively.

Sec. 3. Election: The nominations and election of officers of Community Relations Board shall be held at the January meeting of each year.

Sec. 4. Term of Office: Officers shall serve for a period of one (1) year, but may not serve as an officer for more than two (2) consecutive years in the same office. A term of office shall be for one (1) year and end at the conclusion of the first meeting in January of the following year.

Sec. 5. Duties of Chairperson: The Chairperson shall preside at all meetings of the total CRB and the Executive Committee. The Chairperson may appoint ad-hoc or special committees to assist the proper performance of duties. All such appointments shall be made known to the total CRB at the next regularly scheduled CRB meeting.

Sec. 6. Duties of Vice-Chairperson: The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence. Should the Chairmanship become vacant by death, or resignation, or should the Chairperson become otherwise unable to discharge his/her duties, the Vice-Chairperson shall become Chairperson for the unexpired term and assume all responsibilities of that office.

Article IV - Meetings, Quorum, Powers

Sec. 1. Regular meetings of the Board shall be held monthly at a time and location determined by the Board. Special meetings may be called by the Chairperson or by four (4) or more members. All meetings will comply with the Open Meetings Act of 1976.

Sec. 2. The total CRB shall meet not less than twelve (12) times per year. Meetings shall be scheduled at a specific time and location and made available to the City Clerk.

Sec. 3. Quorum: A quorum of the CRB shall consist of four (4) voting members. Once a quorum is established present and a member leaves the meeting, business may be conducted notwithstanding the reduction of less than a quorum.

All votes will be a simple majority once a quorum is established.

Sec. 4. Powers of the CRB

- (1) Recommends adoption and/or amendment of these Bylaws;
- (2) Recommend to the Office of City Manager and/or the City Commission proposals for human services planning and programming;
- (3) Initiate, or recommend, approval of studies, policy discussions, research, technical assistance capabilities, consultation on human relations issues, or other CRB matters;
- (4) Provide for citizen participation through the CRB as a forum for the citizenry.

COMMUNITY RELATIONS BOARD

Article V - Parliamentary Procedure

"Roberts' Rules of Order, Revised" shall govern the procedures of the CRB. However, when those rules of order, or procedures are inconsistent with the Bylaws or any special rules of order of the CRB, the Bylaws or special rules of order shall prevail over Roberts' Rules of Order.

Article VI

The Office of City Manager will provide staff supportive services as required.

Article VII - Amendments to These Bylaws

Alterations, amendments, or additions to these Bylaws may be proposed to the CRB by agreement of a majority of the members present and voting at any meeting. If a majority agree to consider such alterations, amendments, or additions, they shall then be submitted to all members of the CRB at least one (1) week prior to the regular or special meeting at which the changes are to be considered. All amendments shall require a three-fourth (3/4) vote of those present and voting. To be effective, amendments, alterations or additions must first be approved by the City Commission.