

## Proposed for Adoption: September 26, 2024

### Red Wing Human Rights Commission Rules of Procedure:

#### Authorization:

City of Red Wing Council, 2024 Rules of Order and Procedures

#### *Sections 14: Rules of the Boards and Commissions*

*1. Subject to the City Council's approval, City boards and commissions may adopt their own rules of procedure adopted annually for use at their regular meetings. In the event that boards or commissions have not adopted rules of procedure, they will follow the City Council rules, insofar as practical.*

*2. The establishment of rules of procedure is not intended to curtail the authority of any board or commission in the programming of any operation; rules of procedure are intended to create a foundation under which a public board will conduct business.*

#### Subcommittees of a Board or Commission

1. Any board or commission may form subcommittees that can meet outside of regular meetings, as long as the subcommittees are less than a quorum of members.
2. Subcommittees cannot make decisions on behalf of the board or commission.
3. Subcommittees can meet and communicate freely. Subcommittees do not need to notice their meetings or keep minutes.
4. Subcommittees will provide verbal reports on their activities during the next regular board or commission meeting. Subcommittees may include community members who are not members of the board or commission.
5. Staff liaisons will not schedule, attend, or follow up on subcommittee meetings.

#### Subcommittees and Standing Committees

The HRC may have ad hoc subcommittees to research and explore solutions to problems and/ or brainstorm ideas on projects.

1. The HRC may appoint subcommittees "with power," which means with power to take all the steps necessary to carry out HRC instructions. In constituting a subcommittee for a special need, in its initial instructions, the HRC shall specify, as clearly as possible, what "powers" and "authorities" it has given to the subcommittee. **Unless otherwise stated**, if the HRC, charges the subcommittee to arrange for an event, it is authorizing the subcommittee to make all needed and reasonable arrangements to have the event happen – setting up the date(s), identifying the location, creating the description narrative for publicizing, soliciting and securing the assistance of HRC commissioners and City staff, and distributing information about the event to the community **following** its report back and approval of the arrangements.

2. The subcommittees must be smaller than a quorum of the HRC, have a limited scope of study, and have no decision - making authority beyond what is authorized.

3. The subcommittee meetings do not need to be publicly noticed, nor will agendas and minutes be necessary. Summaries and recommendations of subcommittee work will be reported to the full HRC in the Status Report on a regular basis.

### **Subcommittee Accountability**

1. Receiving the decisions and work plan of the HRC for the subcommittee or a work plan the subcommittee has devised and had approved, one with a clearly stated scope of the issues to be addressed, the subcommittee bears primary responsibility for the completion of the task charged to it.
2. The subcommittee shall forward any issues encountered related to its mandate to the HRC for discussion and decision-making.

### **Workshops**

1. The HRC may meet in a workshop session as an alternative to a regular or special meeting when no action is requested.
2. Generally, the subject of the workshop is focused on one topic, is a joint meeting with another public entity, or, in some cases, is a forum for the exchange of ideas. In all cases, topics discussed at workshops will advance to a formal HRC meeting if action is being considered.

### **Communication Norms**

Whether in the HRC session or in communication with each other on HRC business, HRC commissioners shall communicate professionally and respectfully seeking to use good communication skills: Noting the “words” are not necessarily the message and noting that differences in language usage, associations, and metaphor vary across gender, ethnicity, region, and educational attainment, they seek to gather what **meaning** of the words may carry constituting the message. Holding emotions in check, they do not immediately rush to judgment on what might not “sound right” to them but wonder if what was said or written had the same meaning for the other (the sender) as for them (the receiver). In order to gather the **intended** message, they freely ask for clarification, elaboration, or repetition in different words.

If a commissioner says or does something the seems to violate a norm or expectation, the other asks what was intended, what the behavior means – not ascribing bad will or bad behavior.

If a commissioner experiences a personal offence, she/he names the behavior or words that offended and may add why the behavior or words were offensive (hurtful) and may express the need not to have the offence repeated.

### **HRC chair**

The power and authority of the HRC Chair are derived from and intended to serve the best interests of the citizens of Red Wing through the deliberations and actions of the Human Rights Commission.

1. The HRC Chair is empowered by the HRC body as a whole to speak and act on its behalf regarding HRC decisions, prepare the agenda with input from other Commissioners, lead HRC meetings – ensuring decorum and order, assign of individual and group tasks, and oversee HRC activities.
2. To do so, the Chair familiarizes his/her/their self with HRC objectives, goals, and processes and understands the role of each member and how each contributes to the group’s overall success.
3. The Chair should communicate effectively and work collaboratively with other Commissioners.

### **HRC Member Accountability**

HRC Commissioners are accountable to observing the City of Red Wing Bylaws and fulfilling the tasks the City of Red Wing has assigned to the Commission, outlined in the Human Rights Commission 5-Year Plan: 2023-2028.

HRC Commissioners are responsible for attending regularly scheduled meetings and provide notice of any anticipated absence (described in the Council Bylaws).

Commissioners are responsible for reporting on issues, status, and outcomes of tasks assigned to them individually and collectively as members of a subcommittee.

Commissioners are expected to share the workload of tasks assigned to HRC through individual or collective work.

Commissioners are expected to assist the Chair in maintaining order and decorum at the meetings.