

**CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA**

ORDINANCE 97-36

**AN ORDINANCE ADOPTING SECTION 240 OF THE LAKE ELMO MUNICIPAL
CODE ESTABLISHING A HUMAN RIGHTS COMMISSION**

Section 1. Amendment: Section 240 "Human Rights Commission" is hereby added to the Lake Elmo Municipal Code; to wit:

Section 240 Human Rights Commission

240.01 Establishment of Commission

A Human Rights Commission of the City is hereby established.

240.02 Intent, Purpose and Mission

The intent, purpose and mission of the Human Rights Commission, in cooperation with the Minnesota State Department of Human Rights, to secure for all citizens equal opportunity in housing, employment, public accommodations, public services, and education, and to work consistently to foster a positive human relations climate in the City of Lake Elmo.

240.03 Composition

The Human Rights Commission" shall consist of seven (7) members. The Council shall appoint members for three-year terms so that only one-third (1/3) of the appointments will expire on December 31 of each year. No member may serve more than two consecutive three-year terms unless the average years of service for all commission members are less than four years. The Council may reappoint a member who has served two terms after a one-year absence.

In the case of original members, one (1) member shall be appointed for a term expiring in one year, one (1) member shall be appointed for a term expiring in two (2) years, and one (1) member shall be appointed for a term expiring in (3) three years.

240.04 Removal

Any member may be removed by a four-fifths vote of the Council, for cause. Cause shall include, but not be limited to, having more than three (3) consecutive unexcused absences or being absent from more than one-third (1/3) of the meetings in any one calendar year. The Council may consider exceptional circumstances when applying the rule.

240.05 Officers

The commission shall elect a chairperson, a vice chairperson, secretary from among its appointed members at the annual meeting each year, for a term of one year. The chairperson shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned by the commission or the Council. The vice-chairperson shall perform these duties in the absence of the chairperson. If a vacancy occurs in the chairperson's office, the vice-chairperson shall assume the chairperson's duties for the remainder of the year. A new vice chairperson shall be elected by the commission at a special election to be held at the next regularly scheduled commission meeting, after at least two days written notice to each commission member. The secretary shall take minutes of all meetings.

240.06 Annual Meeting

The commission shall hold an annual meeting the first meeting in each year. The meeting shall be devoted to the election of officers and such other business as shall be scheduled.

240.07 Regular Meetings

Regular meetings shall be held in the city hall at 7:00 p.m. on the third Monday of each month. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date. A regular meeting may be canceled or rescheduled by the commission at a prior meeting if there are no scheduled agenda items on the Thursday before the meeting. All action taken by the commission shall be by the affirmative vote of a majority of the members present.

240.08 Special Meetings

Special meetings of the commission shall be held in the city hall at a time and place designated or at a public place at a time designated and shall be called by the chairperson. Upon the written request of at least four members, the chairperson shall be required to call a special meeting to be held within seven days of the request. Written notice of the special meeting shall be given to all members not less than 72 hours in advance of the meeting.

240.09 Quorum

A quorum shall consist of four (4) members.

240.10 Voting

Each member attending any meeting shall be entitled to cast one vote. Voting shall be by voice vote. If any member has a personal interest of any kind in the matter then before the Commission, the member shall disclose this interest and be disqualified from voting upon the matter. The secretary shall record in the minutes that the member cast no vote.

240.11 Proceedings

At any regular meeting of the commission, the following shall be the regular order of business:

- A. Roll call
- B. Minutes of the preceding meeting
- C. Old and new business as scheduled on the agenda
- D. Communications
- E. Adjournment

240.12 Rules of Procedures

All meetings of the commission shall be conducted in accordance with the Revised Robert's Rules of Order.

240.13 Agenda

An agenda shall be prepared for all meetings outlining the topics to be discussed at the meeting. The city administrator shall advise the chairperson of any matters the commission must consider by Council directive, ordinance, or statute and shall have prepared and mailed a written agenda of all meetings to all commission members, the Council, and the public no less than four days before each meeting.

240.14 Records

Each formal action of the commission shall be embodied in full upon the minute book as a formal motion or resolution after an affirmative vote as provided in this section. The recommendations and findings of the commission shall be presented to the Council at the next regularly scheduled Council meeting. The records of meetings and actions and recommendations shall be transmitted to the city administrator for keeping and distribution.

240.15 Training

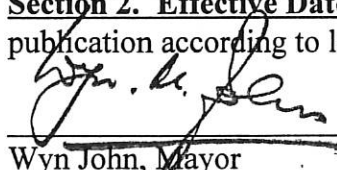
Commission members shall be encouraged to avail themselves of training courses offered by the City, the state, and other government and public training agencies, and the Council shall budget for the reimbursement of expenses incurred in training each year.

240.16 Duties of the Commission

- A. The Commission shall foster, through education and public information, general awareness and understanding of human relations and human rights issues and laws in the community.

- B. The Commission shall enlist the cooperation of agencies, organizations, and individuals in the community, and shall cooperate with the Human and Civil Rights Agencies of other communities in an active program directed to create equal opportunities and equal rights for all persons.
- C. The Commission shall annually recognize individuals and groups for their contribution to furthering positive human relations in the community.
- D. The Commission shall advise the Mayor, City Council and City Administrator on human relations and Civil rights issues and recommend to the Mayor, City Council and City Administrator the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the City of Lake Elmo.
- E. The Commission may recommend that the City take a part in the no-fault grievance process administered by the Minnesota Department of Human Rights, and, if such an election is made, the Commission shall be bound by all rules promulgated pursuant to the rule making authority of that body.
- F. The Commission shall not seek to impose penalties, or become involved in issues not directly related to human relations and human rights.
- G. The Commission shall inform any persons seeking to resolve their disputes through the Commission of their rights to pursue a claim through the Minnesota Department of Human Rights as well as to voluntarily participate in a dispute resolution process.
- H. The Commission will not become involved in matters, which are germane to other, established Boards of or Commissions of the City, but may recommend that other commissioners review and comment on such issues.

Section 2. Effective Date: This ordinance shall become effective upon its passage and publication according to law.



Wyn John, Mayor

Attest



Mary Kueffner, City Clerk/Administrator

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