



# LANE COUNTY

HUMAN RESOURCES DIVISION / 125 East 8th Ave. / Eugene, OR 97401  
Phone: (541) 682-3665/ Fax: (541) 682-4290

W. 8. C. 2.

## AGENDA COVER MEMORANDUM

**AGENDA DATE:** January 18, 2006

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Greta Utecht, Human Resources Manager

**AGENDA TITLE:** **IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS**

### I. MOTIONS:

**IN THE MATTER OF IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS**

### II. ISSUE

In October 2005 the Board of County Commissioners approved an order revising the Lane County Human Rights Advisory Committee's (LCHRAC) bylaws. Unfortunately, there was a printing error and one page of the bylaws containing proposed changes was not included in the board packet. Staff now requests that you approve the full package of changes in order to correct the record.

### III. DISCUSSION

#### A. Background & Analysis

Background information for this item is attached in the memo dated October 12, 2005.

#### B. Alternatives/Options

1. Approve changes to the Lane County Human Rights Advisory Committee's bylaws as proposed.
2. Reject changes.

**D. Recommendation**

Approve Option 1.

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, proposed changes will be distributed to interested parties.

**V. ATTACHMENT**

Board Order

Proposed Bylaws

Agenda Cover Memo Dated October 12, 2005

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER 06- ) IN THE MATTER OF REVISING THE  
 ) LANE COUNTY HUMAN RIGHTS  
 ) ADVISORY COMMITTEE (LCHRAC)  
 ) BYLAWS

WHEREAS, the Lane County Human Rights Advisory Committee has proposed changes to the bylaws; and;

WHEREAS, the changes modify length and dates of term, Committee youth member requirement and clarification of quorum for voting and meeting; now, therefore,

IT IS HEREBY RESOLVED AND ORDERED, that the Lane County Human Rights Advisory Committee bylaws revision to include new term, membership and quorum language be approved.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Bill Dwyer, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 1/10/06 Lane County  
Teresa Fisher  
OFFICE OF LEGAL COUNSEL

# LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE BYLAWS

<b>Article I</b> – Establishment of Committee	<b>Article II</b> – Duties and Responsibilities
<b>Article III</b> – Membership and Terms	<b>Article IV</b> – Conflict of Interest
<b>Article V</b> – Officers and Executive Committee	<b>Article VI</b> – Meeting Structure and Format
<b>Article VII</b> – Staff Support	<b>Article VIII</b> – Amendment of Bylaws

## **Article I – Establishment of Committee (LM 3.540)**

This Committee being duly and officially established by the Lane County Board of Commissioners shall be known as the Human Rights Advisory Committee to the Lane County Board of Commissioners and shall, hereinafter, be referred to as the "Committee."

## **Article II – Duties and Responsibilities (LM 3.540)**

The Committee shall be an active and constructively critical component of the human rights efforts of Lane County. In accordance with Lane Manual 3.540, the Committee has the following authorities and responsibilities:

- A. Providing community education and outreach concerning human rights issues and programs within Lane County.
- B. Recommending, supporting, and assisting in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action.
- C. Developing and publicizing a system to assist persons in seeking resolution of harassment and discrimination complaints.
- D. Providing the Board of County Commissioners (BCC) and County Departments community input and feedback regarding human rights and affirmative action.
- E. Recommending policies and actions to improve access to County services and employment opportunities and for overcoming cultural, linguistic and physical barriers that limit accessibility.
- F. Providing an annual report to the Board of County Commissioners on ~~this~~ the progress and condition of human rights in Lane County. Included in this report are past activities, future goals and the number, type and resolution of complaints.
- G. Holding at least three (3) Committee meetings outside the Eugene/ Springfield area utilizing city council meetings, community forums, and joint meetings with the County Commissioner of the district in which the meetings are held.
- H. Developing a workplan annually for the upcoming year.

In addition to the above-cited objectives mandated by Lane Manual 3.538, the Committee shall also have the following responsibilities and objectives:

- I. Coordinating and cooperating with groups and other agencies countywide to increase community awareness of human rights issues.
- J. Supporting through endorsements and sponsorships, local activities that are in keeping with Lane County and the Lane County Human Rights Advisory Committee mission statement and goals.
- K. Monitoring incidents of harassment and discrimination in the county and recommending actions or policies to address them, and maintaining a resource and referral network.
- L. Serving as an advocate for and assisting individuals and groups who experience hate crimes and incidents of discrimination.
- M. Assisting the County in employment recruitment and in soliciting protected class participation on all citizen boards, commissions, task forces and other advisory bodies.
- N. Sponsoring an annual award to recognize Lane County individuals, groups and/or Departments for their commitment to Human Rights and Diversity.
- O. Maintaining regular contact with the Board of County Commissioners and providing meeting minutes to all Commissioners.
- P. Maintaining a "Speaker's Bureau" of informed individuals to assist the Human Rights Advisory Committee in providing educational information on human rights and diversity issues to community groups and schools.

### **Article III – Membership and Terms**

- A. The total Committee membership shall be 14 voting members composed of up to 11 lay citizens and 3 County employees. In order to achieve staggered terms, the original 11 members and 3 employees shall be appointed for varying terms up to four years. One of the 14 positions ~~will~~may -be a youth position, defined as under age 18 at time of application. Non-voting members may include, staff, commissioner liaisons, citizen member liaisons representing other agencies, and associate members (see subsection H).
- B. Term length shall be up to 4 years.
- C. The County and Committee shall recruit to include representation from our diverse population. To the extent possible, the Committee shall have rural representation, including rural parts of East and West Lane Districts.
- D. County employees who are appointed to the committee will participate as volunteer members. This would not be in an official capacity and they would not receive compensation.
- E. In the event that a member is absent without excuse for two consecutive meetings, the Committee may declare the office of such absent Committee member to be vacant.

- F. All appointments to the Committee shall be by the Lane County Board of Commissioners and members may be reappointed to serve consecutive terms with Board approval.
- G. Each member of the Committee shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present.
- H. When an ad-hoc membership committee has too many qualified applicants for available positions, they may, at their discretion, and with Committee approval, invite the remaining applicants to become "associate members," hereinafter referred to as "Associates". Associates will be able to participate fully at meetings and activities, but will be non-voting members. Voting membership will stay at 14 members maximum. When vacancies occur, Associates shall re-interview for the position but do not have to re-apply if it is within 1 year of the time of initial application. The ad-hoc membership committee can select the Associate or another applicant.

#### **Article IV – Conflict of Interest**

- A. No Advisory Committee member shall participate in a decision or a proposal when s/he is a party to or has direct personal or pecuniary interest in the proposal, is in business with the proponent or for any other reason has determined that s/he cannot participate in the hearing and decision in an impartial manner. Affected members shall disqualify themselves from participating and shall not be considered as being present for the purpose of determining whether a majority vote has been cast.
- B. ~~A majority of appointed Advisory Committee members shall constitute a quorum. A quorum consists of eight (8) members.~~

#### **Article V – Officers and Executive Committee**

- A. The officers of the Committee shall be a chairperson and a vice-chairperson to be elected at the first meeting in January or the Committee may choose to elect 2 co-chairs in place of a chairperson and vice-chairperson. The number of officers shall be determined by the Committee.
- B. The officers shall hold office for a period of one year, beginning at the close of the January meeting.
- C. The chairperson or co-chairs shall preside at all meetings, vote on all tie issues, and represent the Committee, along with the ~~Management Services Director~~ Human Resources Manager or designee before the County Commissioners and other bodies as required.
- D. The vice-chairperson shall perform all duties in the absence of the chairperson. Co-chairs shall perform all duties in each other's absence.
- E. Committee members shall gather/encourage input from throughout the County to assure broad-based representation.

- F. There may be an Executive Committee comprised of the chairperson and the vice chairperson or the co-chairs. The ~~Management Services Director~~Human Resources Manager or designee shall be an ex-officio member of the Executive Committee.
- G. The purpose and duties of the Executive Committee are:
  - 1. To have and exercise any and all powers of the Committee in directing and assisting the ~~Management Services Director~~Human Resources Manager in performing the business and affairs of the Committee between meetings of the full Committee, in the absence of specific direction of the Committee.
  - 2. All activities of the Executive Committee shall be regularly reported to the full Committee.
- H. Standing Committees shall be appointed as needed by the Human Rights Advisory Committee.
- I. Purpose and Duties of Standing Committees are:
  - 1. To meet as necessary to carry out responsibilities as designated by the Human Rights Advisory Committee.
  - 2. All activities of the Standing Committees shall be regularly reported to the Human Rights Advisory Committee.
- J. The staff support person assigned to the Committee, or a standing committee member shall serve as secretary.

## **Article VI – Meeting Structure and Format**

- A. Meetings of the Committee shall be monthly and upon request.
- B. Meetings of the Committee shall be conducted with Robert's Rules of Order as a guide except as otherwise provided for by the bylaws.
- C. All meetings of the Committee shall be open to the public and shall be conducted in accordance with the Oregon Open Meetings Law.
- D. A majority of members must be present. A majority of appointed Advisory Committee members shall constitute a quorum. A quorum consists of eight (8) members. Minimum of ten (10) attendees present to hold a meeting. For a vote there must be eight (8) appointed members present.
- ~~D.E.~~        The Executive Committee may, pursuant to Oregon law, go into Executive Session if necessary.
- ~~E.F.~~        Any party or parties with interests in matters under consideration by the Committee may appear or be represented by a person of his/her choice. Any person speaking at a Committee meeting shall first identify himself/herself by name and address and, if appearing in a representative capacity, identify whom s/he represents.

## **Article VII – Staff Support**

- A. The staff liaison shall provide background information and/or agenda items and bring matters within the Committee's realm of responsibility ~~before the Committee for review.~~
- B. During Committee meetings, the staff liaison shall provide information on matters before the Committee, answer questions, supply requested data, suggest ways of achieving desired ends, and otherwise assist the Committee.
- C. The staff liaison shall represent the Committee along with the Chair or co-chair to the Board of Commissioners and shall accurately present the point of view of the Committee to the Board.
- D. The staff liaison shall provide an orientation to all new Committee members prior to their first meeting, to include review of the Committee bylaws.
- E. The staff liaison shall ~~provide~~ insure that a quarterly and annual report is provided to the Committee on human rights complaints received and details about their resolution.
- F. The staff support person assigned to the Committee or a support person designated by the committee shall provide the following administrative support: prepare and disseminate meeting notices, materials, agenda and relevant information to Committee members; take, prepare, and distribute meeting minutes.

## **Article VIII – Amendment of Bylaws**

- A. These bylaws may be amended by a majority vote of the current membership. Written notice of proposed amendments shall have been given to the membership of the Committee at least five (5) days prior to the date of the meeting at which the proposed changes are to be considered
- B. All such amendments to the bylaws, after approval by the Committee, shall become effective upon approval of the Lane County Board of Commissioners.





# LANE COUNTY

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Phone: (541) 682-3665/ Fax: (541) 682-4290

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## AGENDA COVER MEMORANDUM

**AGENDA DATE:** October 12, 2005

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Greta Utecht, Human Resources Manager

**AGENDA TITLES:** **IN THE MATTER OF REVISING LANE MANUAL SECTION 3.540 REGARDING THE MEMBERSHIP TERMS FOR THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE;**  
**and**

**IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS**

### **I. MOTIONS:**

**MOVE APPROVAL OF ORDERS 05 --**

**1) IN THE MATTER OF REVISING LANE MANUAL SECTION 3.540 REGARDING THE MEMBERSHIP TERMS FOR THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE**

**and**

**2) IN THE MATTER OF IN THE MATTER OF REVISING THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC) BYLAWS**

### **II. ISSUE**

The LCHRAC is a volunteer committee that has the responsibility of working on human rights issues in Lane County and reporting to the County Commissioners on issues of human rights. Over the past year, several committee members have resigned, and attendance by other members has been sporadic. The committee discussed the need to change Lane Manual Section 3.540 that applies to the length of terms in order to provide more flexibility with regard to length of service, and qualifications of members.

### **III. DISCUSSION**

#### **A. Background**

From 1987 to 1995 the LCHRAC had an average of 12 members. The current number of members on the LCHRAC is down to three (3) for a variety of reasons. In assessing how the County might encourage more community members and youths to serve on the committee, members proposed that the length of term be up to four (4) years instead of a set four years, and that terms end on date of appointment. The Lane Manual section changes needed to implement those recommendations is attached.

In addition, the Committee recommends that rather than having a requirement that one member be a youth member, the bylaws be changed to provide an *option* for a youth member.

Committee attendance has also been low over the past several months, to the point where no quorum was present for three months in a row. Again, the committee looked at ways that those present might continue to do business and propose changes in the bylaws that define what a quorum is for voting and what a quorum is for meeting.

The staff liaison to the Committee was the Management Services Director until this past year, when it transferred to the Human Resources Manager. Proposed bylaw amendments recognize that change as well.

#### **B. Analysis**

Staff and the Board liaison to the Committee, Commissioner Green, believe that these proposed changes will provide a greater level of flexibility for the Committee and allow it to move forward with its work program.

#### **C. Alternatives/Options**

1. Approve changes to Lane Manual Section 3.540 and to the Lane County human Rights Advisory Committee's bylaws as proposed.
2. Reject changes.

#### **D. Recommendation**

Approve Option 1.

#### **IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, proposed changes will be distributed to interested parties and the Lane Manual will be changed. Applicants to the Committee will be recommended for membership in accordance with the changes referenced above.

#### **V. ATTACHMENT**

Board Orders  
Proposed Lance Manual Section 3.540  
Proposed Bylaws

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**RESOLUTION AND  
ORDER 05-** ) **IN THE MATTER OF REVISING THE**  
 ) **LANE COUNTY HUMAN RIGHTS**  
 ) **ADVISORY COMMITTEE (LCHRAC)**  
 ) **BYLAWS**  
 )  
 )

**WHEREAS**, the Lane County Human Rights Advisory Committee has proposed changes to the bylaws; and;

**WHEREAS**, the changes modify length and dates of term, Committee youth member requirement and clarification of quorum for voting and meeting; now, therefore,

**IT IS HEREBY RESOLVED AND ORDERED**, that the Lane County Human Rights Advisory Committee bylaws revision to include new term, membership and quorum language be approved.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Anna Morrison, Chair  
Board of County Commissioners

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**RESOLUTION AND  
ORDER 05-** ) **IN THE MATTER OF REVISING LANE  
) MANUAL SECTION 3.540  
) REGARDING THE MEMBERSHIP  
) TERMS FOR THE LANE COUNTY  
) HUMAN RIGHTS ADVISORY  
) COMMITTEE**

**WHEREAS**, the Lane County Human Rights Advisory Committee has proposed changes to Lane Manual Section 3.540; and;

**WHEREAS**, the changes modify length and dates of term; now, therefore,

**IT IS HEREBY RESOLVED AND ORDERED**, that Lane Manual Section 3.540 regarding the term of membership on the Lane County Human Rights Advisory Committee be approved.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

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Anna Morrison, Chair  
Board of County Commissioners