

BY-LAWS OF MORRIS COUNTY HUMAN RELATIONS COMMISSION
(Revised through May 2011)

I. STATEMENT OF MISSION

The goal of the Morris County Human Relations Commission (hereinafter “Commission”) is actively to encourage, develop, promote and strengthen respect for human rights and cultural diversity among the people of Morris County.

The Commission will address the causes, impact and prevention of bias-related incidents committed against any person or private or public property on the basis of race, color, religion, gender, disability, sexual orientation or ethnicity in Morris County.

II. MEMBERSHIP

The membership of the Commission shall consist of not less than twenty-five (25) and not more than thirty-eight (38) persons, at least one of whom shall be a student representative from a Morris County high school. Members shall either reside or work in Morris County and reflect the cultural demographics of the county. In addition, there shall be one representative from the Morris County Prosecutor’s Office and one representative from the Board of Chosen Freeholders.

III. ELECTION AND TERM OF MEMBERS

A. The Commission year shall be designated to commence on July 1 and terminate the subsequent June 30.

B. Members shall be elected annually by the majority vote of the membership present at the annual meeting. The nominating committee shall give its report at the general meeting directly preceding the annual meeting. The members shall serve for a term of one year.¹ In electing persons to membership the current members shall attempt to make them representatives and reflective of the demographics of Morris County. While Commission members may be representatives of particular groups, they will be elected as individuals.

C. Any member having three (3) consecutive unexcused absences from regular Commission meetings may be asked to resign the position. The Commission may establish reasons for excused absences and procedures for a member to appeal request for resignation

D. All voting shall be by a majority vote of the members present.

E. If a vacancy occurs during any year, the Nominating Committee may nominate for election at the next general meeting another individual to serve the unexpired term.

F. All members of the Commission are required to participate actively on at least one Committee.

G. Officers and Chairpersons of Standing Committees shall serve on the Executive Committee

IV. OFFICERS

A. The following officers shall be elected by the Commission at its annual meeting which shall be held during the month of June:

¹ Amendment approved in 2002 deleted the following language: “No member shall serve more than five (5) consecutive terms.”

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

B. The immediate past chairperson of the Commission shall also serve as an officer and member of the Executive Committee.²

C. The officers shall serve for a term of one year but may be elected for subsequent terms.

D. If a vacancy occurs during any year, the procedure set forth in ¶ III(E) shall apply.

E. Duties of Officers

1. Duties of the Chairperson

a. The Chairperson shall preside at all meetings.

b. The Chairperson shall present at each annual meeting of the Commission, an annual report of the work of the Commission.

c. The Chairperson shall appoint all Committee Chairpersons, standing and operating, subject to the approval of the Executive Committee and Commission.

d. The Chairperson shall ensure that all books, reports and all materials pertaining to the Commission are properly kept and filed.

e. The Chairperson shall be an ex-officio member of all Committees except the Administrative/Nominating Committee.

2. Duties of the Vice-Chairperson

The Vice-Chairperson shall, in the event of the absence or inability of the Chairperson to exercise his/her office, become acting Chairperson of the Commission with all the rights, privileges, and powers as if he or she had been duly elected Chairperson.

3. Duties of the Secretary

a. Maintain the minutes and records of the Commission in an appropriate manner.

b. File any certificates required by federal or state statute or regulation.

c. Give and serve notices to members of the Commission.

d. Serve as the official custodian of the records of the Commission.

² Approved by amendment - September 2002 and subsequent paragraphs relettered.

e. Responsibility for these duties may not be delegated and shall remain in the office of the Secretary.

f. Submit to the Executive Committee any communications which shall be addressed to the Secretary of the Commission.

4. Duties of the Treasurer

a. Maintain the books of account and provide reports to the Executive Committee and Commission at each meeting.

b. Pay any financial obligations of the Commission upon presentation of proper documentation.

c. Establish a bank account(s) with two signatures required on any check or withdrawal.

d. File any tax returns or financial reports that may be required.

Officers and Chairpersons of all Committees shall serve on the Executive Committee.

5. Duties of the Immediate Past Chairperson

The Immediate past chairperson shall render advice to the Executive Board and serve such specific functions as requested by the Chairperson.³

V. COMMITTEES

A. Standing Committees

The following standing committees of the Commission are hereby established:

1. Administration/Nominating Committee
2. Education Committee
3. Housing Committee
4. Mediation Committee
5. Police and Community Relations Committee
6. Building Cross Cultural Communities Committee⁴

B. Executive Committee

There is also established an Executive Committee that shall meet between meetings of the Commission to carry out the activities of the Commission and to plan for future events of the Commission. The Executive Committee shall consist of the officers, chairpersons of each standing committee, and the immediate past chairperson of the Commission. The Executive Committee may also serve as a crisis intervention task force when necessary. In addition, the

³ Approved by Amendment - September 2002

⁴ Approved by Amendment - May 2011

representatives of the Prosecutor's Office and Board of Chosen Freeholders shall serve on the Executive Committee.

VI. MEETINGS

A. Meetings shall be held by the Commission on such intervals and on such notice as determined by the members or at the call of the officers. There shall be an annual meeting, to be held in May or June, at which elections shall take place. The Commission may hold meetings open to the public and can delegate any of its functions or activities to interested persons or organizations who need not be members of the Commission.

B. In order for the Commission to carry on any business at a regular meeting of the full Commission, there shall be present not less than one fourth of the membership. At any Executive Committee meeting, one-half of the Executive Committee shall constitute a quorum to carry on any business, except for circumstances deemed emergent by the Chairperson and later approved by the corresponding majority of the Executive Committee.

C. Meetings shall be in accordance with the latest edition of Robert's Rules of Order.

D. Each member of the Commission shall have one vote.

VII. AMENDMENTS

The bylaws of the Commission may be altered, amended or repealed by an affirmative vote of not less than two-thirds of the members present at a properly held meeting of the Commission. Notice of any such amendment to the bylaws must be mailed to all Commission members at least thirty (30) days prior to the meeting at which the voting will take place.

Dated: November 18, 1992

Amendments to these Bylaws were approved March 21, 2001, September 2002 and May 2011.

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