

MORRIS COUNTY HUMAN RELATIONS COMMISSION

BYLAWS

I. STATEMENT OF MISSION

The goal of the Morris County Human Relations Commission (hereinafter "Commission") is to actively 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 fewer than twenty (20) and not more than thirty (30) 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. The membership of the Commission shall reflect the cultural demographics of the county. In addition, there shall be at least one representative from the Morris County Prosecutor's Office and one representative from the Morris County Board of County Commissioners who shall serve as non-voting members.

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 While Commission members may be representatives of 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.

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

E. If an Officer vacancy occurs during any year, the Nominating Committee may nominate for election at the next general meeting another individual to serve the unexpired term. New members may be nominated during the year with their election taking place at the next general meeting.

F. All members of the Commission, except for representatives of the Morris County Prosecutor's Office and Morris County Board of County Commissioners, are required to participate actively on at least one Committee.

G. Officers and Chairs of Standing Committees shall serve on the Executive Board..

IV. OFFICERS

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

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

B. The immediate past chair of the Commission shall also serve as an officer and member of the Executive Board²

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€ shall apply.

E. Duties of Officers

1. Duties of the Chair

- a. The Chair shall preside at all meetings.
- b. The Chair shall present at each annual meeting of the Commission, an annual report of the work of the Commission.
- c. The Chair shall appoint all Committee Chairs, subject to the approval of the Executive Board and Commission.
- d. The Chair shall ensure that all books, reports, and all materials pertaining to the Commission are properly kept and filed.

² Approved by amendment - September 2002 and subsequent paragraph letters changed.

e. The Chair shall not serve on the Administrative/Nominating Committee. The Chair shall be an ex-officio non-voting member of all other Committees.

2. Duties of the Vice-Chair

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

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.
- e. Responsibility for these duties may not be delegated and shall remain in the office of the Secretary.
- f. Submit to the Executive Board any communications which are addressed to the Commission.

4. Duties of the Treasurer

- a. Maintain the books of account and provide reports to the Executive Board 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.

5. Duties of the Immediate Past Chair

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

Officers and Chairs of all Standing Committees shall serve on the Executive Board.

³ Approved by Amendment - September 2002

V. COMMITTEES

A.. Standing Committees

The following Standing Committees of the Commission are hereby established:

1. Administration/Nominating Committee
2. Education/Training Committee
3. Fair Housing Committee
4. Mediation Committee
5. Law Enforcement Committee
6. Community and Cultural Relations Committee
7. Public Relations and Communications Committee
8. Youth Engagement Committee
9. Legislative Committee

B. Executive Board

There is also established an Executive Board that shall meet between meetings of the Commission to carry out the activities of the Commission and to plan future events and actions of the Commission. The Executive Board shall consist of the officers, chairs of each Standing Committee, and the immediate past chair of the Commission. The Executive Board may also serve as a crisis intervention task force when necessary

VI. MEETINGS

A. Meetings shall be held by the Commission on such intervals as determined by the chair. Special meetings may be called at the request of at least six (6) members. 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 Board meeting, one-half of the Executive Board shall constitute a quorum to carry on any business, except for circumstances deemed emergent by the Chair and later approved by the corresponding majority of the Executive Board .

C. Meetings may be conducted in person, virtually, electronically, telephonically, or any combination of these meeting modes.

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

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

VII. **ADVISORY BOARD**

The Morris County Human Relations Commission hereby establishes an Advisory Board which shall consist of individuals who are elected by the General Membership, upon advice and consent of the Executive Board, to serve as advisors and consultants to the Commission regarding issues related to carrying out the mission statement as set forth in these By-Laws. Members of the Advisory Board shall serve for terms of one (1) year and may be elected for subsequent terms at the Annual Meeting of the Commission. Members of the Advisory Board shall not have a vote on matters coming before the Commission but shall be notified of each general meeting and may attend and participate in the meeting(s). Individuals serving on the Advisory Board shall be those who have strong ties to Morris County and commitments to the work and goals of the Morris County Human Relations Commission. Members of the Advisory Board may serve on any Committees of the Commission and shall be entitled to a vote on any Committee in which they sit.

VIII. **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 by the United States Postal Service (USPS) or electronically 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, 2011, March 18, 2021, and April 19, 2023.

