

BYLAWS OF THE
LEON L. WILLIAMS SAN DIEGO COUNTY
HUMAN RELATIONS COMMISSION

ARTICLE I – PURPOSE AND AUTHORITY

- Section A The legal authority for the establishment and operations of the Leon L. Williams San Diego County Human Relations Commission (Commission) is set forth in the resolution of the Board of Supervisors establishing the Leon L. Williams San Diego County Human Relations Commission: Resolution No. 20-054, on May 19, 2020 (26) which was Amended and Restated by Resolution No. 22-031 on April 5, 2022 (9).
- Section B The purpose of the Commission is to promote positive human relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status.
- Section C The Commission is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issues.
- Section D Commissions are advisory to the Chief Administrative Officer and the Board of Supervisors.

ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

- Section A (1) The Commission shall consist of thirty-one (31) voting members authority who reside in the County of San Diego, appointed as follows:
- ~~(a) — District Attorney or designee,~~
- ~~(b) — Sheriff or designee,~~
- ~~(c)~~(a) Jewish Family Services designee,
- ~~(d)~~(b) The San Diego LGBT Community Center designee,
- ~~(e)~~(c) International Rescue Committee designee,
- ~~(f)~~(d) San Diego Rapid Response Network designee,
- ~~(g)~~(e) Southern California Tribal Chairmen’s Association designee,
- ~~(h) —~~ The San Diego Chapter of the Black ~~Political Policy~~ Association Foundation of California,

~~(f)~~(f) San Diego API Coalition,

~~(g)~~(g) Seven (7) Commission Nominees; and,

~~(h)~~(h) Each member of the Board shall nominate ~~three~~ two (2) Commissioners, at least one of whom shall be a youth (age 16-24). Applicants to complete a supplemental application.

~~(i)~~(i) Organizations who desire to have a permanent seat on the Commission will be able to state their case during the bi-annual evaluation process.

~~(j)~~(j) The Commission will evaluate the organization seats bi-annually to determine if seats should be added or removed.

~~(k)~~(k) Any changes to organizational seats shall require a 2/3 vote by a super majority (2/3) vote of members present at a meeting.

(2) Each Commission nomination shall:

(a) Consider all applications received at least two weeks before appointment;

(b) Attempt to nominate members of the community to create a Commission that is reflective of the demographics, diversity, and culture of San Diego County, including, comprehensive representation of age, gender, socioeconomic status, ethnic background, culture, religion, sexual orientation, and geographical distribution; and

(c) Consider the prospective Commissioner's knowledge and awareness of the problems and causes of intergroup tension and conflict. Prospective members shall have demonstrated a commitment to fostering better human relations in San Diego County.

Section B The Commission is limited to thirty-one (31) voting members in accordance with the establishing authority.

Section C The terms of office as set forth in the establishing authority are as follows:

(1) Commissioners (a) and (b) shall serve ex-officio.

(2) Commissioners (c)-(i) shall serve at the pleasure of the organization so designated.

- (3) Commissioners nominated in (j) shall serve a two-year term and until their successor has been appointed and qualified.
- (4) Each Commissioner nominated by a Supervisor shall serve a term which shall run concurrently with the term of their nominating Supervisor.

Section D

A vacancy shall be recognized before the expiration of the term upon the occurrence of any of the following:

- (1) The death of the incumbent.
- (2) The resignation of the incumbent.
- (3) Removal at the pleasure of the appointing or nominating authority.
- (4) Removal of any member by a 2/3 vote of the Commission according to its bylaws.
- (5) The incumbent is no longer a resident of the County of San Diego.
- (6) Incumbent's unexcused absence from more than one-third of the regularly scheduled meetings in any 12 months or three consecutive regular meetings. An incumbent will be allowed one excused absence per year. An excused absence will be granted if the incumbent provides the Chair and Vice-Chair prior written notice of the absence at least 24 hours prior to the meeting.

When a vacancy occurs as the result of unexcused absences from one-third of regularly scheduled meetings in one 12-month period or three consecutive regular meetings, both the incumbent and the nominating Supervisor, organization or Commission shall be notified of the vacancy by the Chair.

Vacancies shall be filled by the applicable nominating authority specified in Article II, Section A.

Absences anticipated to exceed three consecutive meetings may be excused as a leave of absence at the discretion and joint concurrence of the Chair and Vice-chair.

Section E

~~The Sheriff and District Attorney may each designate an individual of their respective offices to serve on the Commission on their behalf. A designation shall be effective upon notifying the Chair of the designation in writing at least 24 hours prior to a regularly scheduled meeting.~~

ARTICLE III - DUTIES AND RESPONSIBILITIES

Section A

Promote positive human relations and foster mutual respect and understanding among all groups and communities within the County.

Advise on issues affecting the human relations of County residents.

~~Examine the causes of tension, conflict, discrimination, and intolerance between various groups; provide recommendations to alleviate such conditions, practices, and attitudes; and, foster mutual esteem, justice, equity, and dignity of every individual.~~

Conduct workshops, conferences, and other public meetings to educate the San Diego County community on basic human rights and responsibilities and assist in the constructive resolution of group tensions.

Seek out, listen to, and engage community concerns regarding human relations.

Engage in research and education for the purpose of lessening prejudice including the preparation and dissemination of information on understanding diverse groups within San Diego County.

Provide liaison and assistance to community groups interested in fostering intergroup understanding and civil peace.

Work in identifying and ameliorating human relations problems including, but not limited to the causes of tensions, conflict, discrimination, and intolerance among various groups; provide recommendations to alleviate such conditions, practices and attitudes; foster mutual esteem, justice, equity, equality and dignity of every individual.

Advise the Office of Equity and Racial Justice on all matters of equity and racial justice throughout the region.

ARTICLE IV – OFFICERS

Section A

The Commission shall select annually from its membership a Chair and and up to two Vice- Chairs. The selection process shall commence every March as follows:

(1) Each Commissioner will be asked if there is interest in serving as Chair or one of the two Vice-Chairs, or both. Each interested Commissioner must have at least one year remaining on their term. Each interested Commissioner will be allowed three minutes to inform the Commission why they are interested in serving as Chair or Vice-Chair, or both.

(2) At least 10 days prior to the selection meeting, County staff will distribute to

the Commission the application of each interested Commissioner together with any additional information an interested Commissioner may have submitted for the Commission's consideration.

- (3) At least 7 days prior to the selection meeting, Commissioners may submit to staff two names; one name for Chair and one name for Vice-Chair. The same name may be submitted for both offices.
- (4) No later than 5 days prior to the selection meeting, the Commission will receive the names submitted and the number of times each name was submitted.
- (5) At the selection meeting, the information described above will be presented to the Commission and the Commission may make motions to select a Chair and Vice-Chair from the names on the list.

Section B The Chair or Vice-Chair may be removed from office upon a written request by at least five members to place the item of removal on the next Commission agenda. A removal of the Chair or Vice-Chair requires an affirmative vote of at least 2/3 of the current membership.

Section C If the office of Chair is vacated, one of the Vice-Chairs will become Chair and the new Chair will temporarily appoint a member of the Commission to fill the Vice-Chair vacancy until a new Vice-Chair is appointed by the Commission in the same manner provided in Section A. Such appointment shall be held within 45 days of the vacancy and shall be determined by the Vice Chair who receives the highest numbers of votes at the time of their appointment. If the office of Vice-Chair becomes vacant, the Chair will temporarily appoint a member of the Commission to be Vice-Chair until a new Vice-Chair is appointed by the Commission in the same manner provided in Section A.

Section D The Chair provides general supervisory guidance to the Commission and presides over its meetings. The Chair assigns coordinating duties to the Vice-Chair as necessary. The Chair is the sole official spokesperson for the Commission unless this responsibility is delegated in writing.

Section E In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of that office.

Section F County staff assigned to the Commission records the minutes of all Commission meetings and handles committee correspondence. The County staff keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. County staff assigned to the Commission will post meeting notices as required by law and keep a record of such posting.

ARTICLE V - SUBCOMMITTEES

Section A The Chair or Commission may appoint committees to carry out the functions and duties of the Commission. Except upon approval by the Commission, any committee appointed shall consist of not fewer than three members and no more than 7 members, including at least one Commission member. The actions and recommendations of committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members. The committee shall cease to exist on completion of its assignment.

Section B All meetings of committees shall be open to the public and all persons shall be permitted to attend. Standing Committees are subject to all of the noticing requirements of the Ralph M. Brown Act. Ad Hoc Committees (those committees established for a single purpose for limited duration) shall require at least 24 hours' notice.

Section C The location of committee meetings, including those of any ad hoc committees, shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.

Section D Incumbent's unexcused absence from three regular meetings. An incumbent will be allowed two excused absences over the duration of the ad hoc committee or two excused absences per year for standing subcommittee. An excused absence will be granted if the incumbent provides the notice of absence to the staff at least 24 hours prior to the start of the meeting except if there is an emergency. If the member meets the stated criteria, the member may be removed from the subcommittee and/or ad hoc committee at the discretion of the subcommittee and/or ad hoc subcommittee.

Section E As part of the commitment of being a commissioner, you must participate on one subcommittee. Participation in the subcommittee is mandatory and must adhere to the same attendance obligations as Article II, Section D, Sub-section 6. Each commissioner must participate on one subcommittee. If the member does not choose a subcommittee, the Chair shall assign them.

ARTICLE VI - MEETINGS

Section A The Commission may formulate specific procedural rules of order ("Rules of Order") to govern the conduct of its meetings. The Rules of Order shall be posted on the Commission's website and may be updated from time to time. Any procedural rules not covered by the Rules of Order or these Bylaws shall be governed by Rosenberg's Rules of Order.

Section B All voting is on the basis of one vote per person and no proxy or absentee voting is permitted. ~~however prior to any meeting, the District Attorney or Sheriff may~~

~~submit to the Chair the name of a designee which would allow that designee to be eligible to vote and count for purposes of establishing a quorum.~~

Section C The Commission shall be subject to the Ralph M. Brown Act. The location of Commission meetings shall be determined with consideration for equal and fair access for persons residing in all areas of the County, and for geographical, social or economic interest in matters to be considered at a particular meeting.

Section D ~~For Commission work, a majority of the members currently appointed shall constitute a quorum and shall carry any motion ("majority vote"). For Committee work, a majority of members appointed shall constitute a quorum and majority of members present shall carry any motion.~~ For Commission and Subcommittee work, a majority of members currently appointed shall constitute a quorum, and a majority of members present of that quorum shall carry any motion ("majority vote").

Section E The Commission shall keep written minutes of its meetings, a copy of which shall be filed with the Clerk of the Board and posted onto the Commission's webpage if one is established.

Section F The Commission shall adopt a regular meeting schedule and shall give public notice of the time and place of meetings. The Commission shall adopt a regular meeting schedule for each calendar year prior to the commencement of that year. Within 15 days of adoption, the meeting calendar will be available for viewing by the public on the Commission's website if established.

ARTICLE VII - ADDITIONAL PROVISIONS

Section A The Commission may benefit from the services of volunteer workers and volunteer consultants who serve without compensation or reimbursement of expenses. Service from an individual as a volunteer worker or volunteer consultant shall not be considered as service for or employment by the County.

Section B Members of the Commission shall ~~receive no compensation~~ serve without compensation for their services as such, but may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received authorization by the Chief Administrative Officer. Members of the Commission shall be responsible for submission of accurate reimbursement documentation.

Section C Ethics training ensures that Commission members uphold the highest standards of ethics while serving on the body and as officers of the County of San Diego. All members of the Commission shall complete the Fair Political Practices Commission training titled [AB 1234 Local Ethics Training](#) provided by the Office of the Attorney General within six (6) months of confirmation to the Commission. Commission members who have current AB 1234 Local Ethics Training completed shall provide the certificate of proof of training to the

Director of the office or department providing the staff support to the Commission. All members of the Commission must complete the Local Ethics Training every two (2) years thereafter on a rolling basis and submit the proof of training to the Director of the office or department providing the staff support to the Commission.

Section D The Commission may, with the approval of the Board of Supervisors, apply for donations, grants, or other funding from public or private sources to provide for program costs of the Commission.

Section E The Commission may amend these bylaws as needed upon a majority vote. Amendments are to be approved by the Board of Supervisors.

Section F No statements shall be made, or action by any Commission member on behalf of or in the name of the Commission unless specifically authorized by the Commission.

Section G Any commissioner may be publicly censured or removed from the Commission by a 2/3 vote for substantial neglect of duty, gross misconduct, engaging in disparaging and/or derogatory communication or direct action, inability to discharge the powers and duties of office, or violation of the Commission's Code of Conduct.

A 2/3 vote is defined as a vote by the commissioners present at a meeting when or where the vote takes place.

A public censure is defined as a formal statement of disapproval from the Chair and Vice Chairs of the Commission.

Section H All commissions must complete anti-bias training and cultural sensitivity training selected by the Office of Equity and Racial Justice within 6 months of their appointment. All commissioners must take anti-bias training and cultural sensitivity training bi-annually.

Section I All seated commissioners and new commissioners must affirm their commitment to the Commission's mission annually by signing the Commission's affirmation document.

Section ~~JH~~ Code of Conduct

The Leon L. Williams San Diego County Human Relations Commission brings together a diverse group of commissioners to work together to foster a more inclusive and equitable San Diego County. To fulfill the Commission's mission to promote positive relations, respect, and the integrity of every individual regardless of gender, religion, culture, ethnicity, sexual orientation, age, or citizenship status. Commissioners agree to maintain the highest standards of professional and personal conduct. It is imperative that Commissioners adhere to the highest standards of ethical conduct and support the Commission's mission, goals, and objectives and instill in the public a sense of confidence in the Commission's operations.

The standard of conduct for the Commission includes, but is not limited to:

1. Being accountable for its rules of procedures and decisions, and promoting accountability of all members of the Commission and Commission staff;
2. Treating all Commission staff, members of the public and colleagues with courtesy, respect, objectivity, and fairness; and
3. Refraining from discriminatory and harassing remarks in the meeting.

Definition: “Discriminatory or harassing remarks” includes legally protected speech in a Commission meeting that disparages an individual or group based on their perceived race, religion, sexual orientation, ethnicity, gender, disability, etc. or other hate speech but does not rise to the level of a criminal threat or inciting violence.” and;

4. Conducting all Commission business in a timely manner and in public meetings with full disclosure of policies and procedures; and engaging in the decision-making process, except for those matters authorized under the Brown Act to be considered in closed session; and

5. Reviewing its actions, recommendations, and procedures periodically to determine whether the Commission has adhered to its Code of Conduct and mission in all respects.

Section I

The contact person for the Committee is as follows:

Andrew Strong
Office of Equity & Racial Justice
Mail Stop: A-6
(619) 531-5526

The contact information may be updated from time to time without need for amendment of the Bylaws.

History: Original Bylaws adopted by the Commission, November 10, 2020; Approved by the Board of Supervisors, November 17, 2020; Amended by the Commission, March 22, 2022; Approved by the Board of Supervisors, April 5, 2022.