

**CITY OF DURANGO
COMMUNITY RELATIONS COMMISSION
BYLAWS**

Section I - Purpose of the Commission

The Durango City Council established the City of Durango Community Relations Commission as an Advisory Commission. The Commission is assigned the following functions by City of Durango Resolution R-2012-26:

- A. To promote social harmony among all visitors and residents within the City of Durango.
- B. To increase participation in government, business, media and social life among all sectors of the community.
- C. To recommend resolution of matters relating to community relations from within the City of Durango through referrals to other agencies, or through mediation and conciliation when the complaint falls within the City of Durango's jurisdiction.
- D. To promote acceptance and respect for diversity through promoting and extending existing educational programs and cultural events.
- E. To assist in the creation of new educational programs and cultural events.
- F. To work with local businesses, governmental units, media and nonprofit agencies to increase their awareness of and accessibility to all members of the community.
- G. To discourage all forms of discrimination, including, but not limited to discrimination on the basis of race, creed, economic condition, ethnicity, color, religion, national origin, native language, sex, age, sexual orientation, gender identification, gender expression, marital or family status, military or veteran status, political affiliation, socio-economic class, resident or public assistance status, organizational membership or physical or mental disability.
- H. To encourage participation by all groups in local government, including but not limited to advocating for accommodations for specific groups and individuals and the provision of ASL and foreign language interpreters in courts and City of Durango functions that are open to the public.
- I. To encourage the City of Durango and other governmental units to adopt policies that promote social harmony and prohibit discrimination, and encourage the creation of a regional Community Relations Commission.
- J. When requested, the Commission will use its best efforts to resolve community conflicts and tensions when the complaint falls within the jurisdiction of the City

of Durango and to review related issues that affect Southwestern Colorado. To this end, the Commission may:

- i) Consult or confer with public officials, private individuals and organizations when requested.
- ii) Render assistance, advice and informed advocacy to agencies of local government, community groups, and individuals when requested.
- iii) Provide education and communications regarding civil rights and human rights.
- iv) Provide information, guidance, and referrals for voluntary mediation and conciliation services for aggrieved individuals.

K. To supplement the foregoing purposes by the following means:

- i) Formation of special subcommittees, including non-Community Relations Commission member specialists;
- ii) To solicit aid from and collaborate with other social, charitable, and governmental agencies in educating the public; and
- iii) To communicate with other similar commissions in order to share experiences and become more sensitive to potential problems.

L. To perform such functions as are committed to it by other ordinances or resolutions and otherwise advise the City of Durango City Council.

Section II - Name. The official name of the Commission is the City of Durango Community Relations Commission.

Section III – Meetings; Voting.

A. Regular Meetings. The Commission shall designate a regular meeting date and time to be included in the City's schedule of public meetings. Notification of regular meetings shall be made by the chairperson, or other designated individual, five days in advance of each regular meeting. In addition, the chairperson of the Commission, or other designated individual, shall provide a copy of the agenda for regular meetings to the news media as a means of notifying the public of all Commission meetings.

B. Special Meetings. Special meetings may be called by the Commission chairperson or by three members through a written request submitted to the chairperson. Notice of special meetings shall be made in writing by the chairperson to all members with the purpose of the meeting set forth in the notice at least five days' prior to the meeting date. In addition, the chairperson of the Commission, or other designated individual, shall provide a copy of the agenda for special meetings to the news media as a means of notifying the public of all Commission meetings.

C. Quorum Requirements. A majority of the Commission members (vacancies excluded) shall constitute a quorum, for the transaction of official business. The chairperson or

other presiding officer may undertake any business before the Commission, but no formal vote shall be taken unless a quorum is present.

D. Voting Privileges. Only regular members of the Commission shall have the privilege of voting on matters and questions before the Commission.

E. Manner of Voting. Voting shall be conducted in the following manner:

- i) Each regular member, including the chairperson, shall have one vote.
- ii) When a quorum is present at any meeting, the vote of a majority of members shall decide any question brought before the Commission.

Section IV - Attendance; Open Meetings; Executive Sessions.

A. Attendance at Meetings. Members are strongly encouraged to attend every scheduled regular meeting for the Commission. In the event a regular member is absent from three consecutive meetings, a member's appointment may be terminated by City Council upon recommendation of the remaining Commission members.

B. Open Meetings. All meetings shall be open to the public. When the chairperson decides that a topic requires confidential discussion as defined in C.R.S. 24-6-402, 1973, the chairperson may move for an executive session.

C. Executive Session. By the consent of a majority of a quorum, the membership may recess for the purpose of discussing in executive session consistent with the City of Durango's Boards and Commissions Rules and Procedures Manual.

Section V - Membership; Officers.

A. Membership. The City of Durango shall appoint five members representing a cross-section of the community. The City Manager, or his or her designee, shall serve as staff to the Commission. A member of the Commission whose term has expired will continue to serve until a replacement has been appointed or reappointment is made. Commission members shall serve without compensation.

B. Officers.

i) Method of Selection. Officers shall be chosen from among the regular membership of the Commission by a majority of the members present at an organizational meeting called for that purpose.

ii) Number of Officers. Officers shall consist of a chairperson or vice-chairperson with each Commission reserving the right to select additional officers as it deems necessary.

iii) Duties of Officers. The following duties shall be undertaken by the respective officers with a right to delegate duties to other Commission members being reserved to the chairperson.

- 1) Chairperson's Duties.
 - a) To preside at Commission meetings.
 - b) To call special meetings.
 - c) To make appointments to committees, subcommittees, or task force groups.
 - d) To represent the Commission in public and speak and act on behalf of the Commission.
 - e) To execute reports on behalf of the Commission.
 - f) To take initial action on directives from City Council.
 - g) To establish the agenda for Commission meetings.
 - h) To authorize special assignments for Commission members.
 - i) To inform the Commission of results of all Commission reports or recommendations to the City Council.
- 2) Vice-Chairperson's Duties.
 - a) In the absence of the Commission chairperson, the vice-chairperson shall assume all duties and responsibilities of the chairperson.
 - b) To assure adequate staff support is provided by the Commission in the conduct of its business.
 - c) To oversee all matters of attendance by regular members at Commission meetings.

Section VI – Amendment. The Bylaws may be changed and amended by motion passed by a majority of the entire Commission.

Section VII – Continuing Relation of the Commission to the City Council.

Reports:

The Commission shall provide an annual report to the City Council in January. It shall also provide other reports at such time as requested by a Councilor when deemed advisable by the Commission.

Adopted by the City of Durango Community Relations Commission this 24 day of July, 2013.

Bill Bolden
Chairperson, Bill Bolden