

## **MEMORANDUM**

**TO:** Fargo Human Relations Commission

**FROM:** Willard Yellow Bird, Cultural Planner, Community Development

**DATE:** November 13, 2017

**RE:** Human Relations Commission Meeting

The next meeting of the Fargo Human Relations Commission will be held on Thursday, November 16, 2017 at 12:00 p.m. in the City Commission Room at Fargo City Hall. If you are not able to attend, please contact staff at 701.241.1474 or [planning@FargoND.gov](mailto:planning@FargoND.gov).

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### **HUMAN RELATIONS COMMISSION Thursday, November 16, 2017 12:00 p.m. City Commission Room AGENDA**

1. Welcome and Introductions
2. Approve Agenda & Minutes
3. Sean Coffman – Human Rights Film & Art Festival
4. Public Comment
5. End of Year Budget Review
6. Budget Requests
7. NDHRC Summit
8. Executive Committee Member Nominations
9. Proposed Bylaws
10. Goal Setting Review/Suggestions
11. Cultural Competency Training/Next Steps

Human Relations Commission meetings are broadcast live on cable channel TV Fargo 56 and can be seen live by video stream on [www.FargoND.gov/streaming](http://www.FargoND.gov/streaming). They are rebroadcast each Thursday at 12:00 p.m.

People with disabilities who plan to attend the meeting and need special accommodations should contact the Planning Office at 701.241.1474 or TDD at 701.241.8258. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements.

Minutes are available on the City of Fargo Web site at [www.FargoND.gov/humanrelations](http://www.FargoND.gov/humanrelations).

12. MLK Committee Update

13. Other Business

14. Adjourn

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## **BOARD OF HUMAN RELATIONS COMMISSIONERS MINUTES**

**Regular Meeting**

**Thursday**

**September 21, 2017**

A regular meeting of the Board of Human Relations Commissioners of the City of Fargo, North Dakota, was held at the City Commission Room at City Hall at 12:00 o'clock p.m., Thursday, September 21, 2017.

The Human Relations Commissioners present or absent were as follows:

Present: Rachel Hoffman, Dave Lanpher, Paul Jensen, Cheryl Schaeffle, Barry Nelson

Absent: Hassan Lamba, Tanya RedRoad, Laetitia Hellerud

Also Present: Kara Gloe, Vince Kempf (Cultural Liaison Police Officer), Kevin Brooks, Megan Myrdal, Mike Froemke, Andrew Bushaw

### **Item 1. Welcome and Introductions**

Chair Hoffman welcomed Members to the meeting and introductions were made.

### **Item 2. Approval of Agenda and Minutes**

Mr. Nelson moved the agenda and minutes for the August 17, 2017 Human Relations Commission meeting be approved. Second by Mr. Lanpher. All Members present voted aye and the motion was declared carried.

### **Item 3. Megan Myrdal – Food Insecurity**

Megan Myrdal, Family Nutrition Extension Agent with NDSU, spoke about some of the work happening in the FM areas regarding food access. She gave the Human Relations Commission Members the Minnesota Food Charter, which is a document that provides a road map to safe/nutritious food for all Minnesotans. She added it discusses challenges and strategies that communities can look towards to increase access to safe, nutritious food.

Ms. Myrdal passed around a handout that displays some of the positive work to improve healthy food access in the Fargo-Moorhead Metro Area. She went on to talk about Cass Clay Food Partners.

Ms. Myrdal talked about several projects currently happening in the FM Area:

- Cass Clay Food Partners is a group of individuals working to make sure everyone in our community has access to safe, nutritious, affordable, and culturally-based foods. It started as an initiative in 2010.
- Veggies for the Pantry is an effort between the NDSU Master Gardeners and the Emergency Food Pantry that has identified 11 locations where people can donate their extra produce on Monday evenings from 6:30 p.m. to 7:30 p.m.
- Ruby's Food Pantry, Minnesota State Community & Technical College, and the First Congregational UCC in Moorhead formed a relationship to do food distribution on campus the 4<sup>th</sup> Tuesday of every month. There are no income qualifications to participate in this program. For \$20, anyone can bring two large boxes or laundry baskets that can be filled with food.

- SNAP Double Bucks allows people using SNAP to buy twice as much produce with their SNAP dollars at the Red River Farmer's Market. Prairie Roots has a program, funded by Essentia, which gives SNAP recipients a \$20 voucher to buy more food.
- Red River Market has also partnered with MATBUS to give people free rides to the Red River Market.
- Growing Together grew over 52,000 lbs of food last year that they distributed to 150 families who volunteered with the garden.
- Heart-n-Soul Community Café offers a pay-what-you-can-afford local shared meal served on the last Sunday of every month from 11 a.m. to 2 p.m.

Mr. Jensen ask how often Heart-n-Soul Community Café is open. Ms. Myrdal stated it is open on the last Sunday of each month. However, they are ultimately working toward having a permanent location and be open every day in the same way a restaurant would be. Mr. Jensen asked how work with Ugly Food is going and if they are getting food from supermarkets that are near expiration date. Ms. Myrdal stated that Ugly Food of the North does not do any food recovery. Great Plains Food Bank has a program called Daily Bread that sends a truck to stores to pick up perishable foods and gets them to distribution sites. She also talked about the Cass Clay Food Partners' gleaning network, which is a system to get food that might have been left in a field or community garden, etc. harvested and brought into food pantries. They are working to move beyond a gleaning network to a community produce strategy.

Mr. Nelson asked how much awareness regarding food insecurity our community has. Ms. Myrdal stated there is much work to be done to help raise awareness and reduce stigma. She further stated that 1 in 9 individuals in our community are utilizing our charitable food networks.

Mr. Strand stated that when people are hungry they are not free and commended the work all these groups are doing. Ms. Myrdal stated that work being done in schools with hot breakfast, hot lunch, backpack program, etc. is very important and needs to be funded as it is a first line of defense against hunger.

#### **Item 4. Public Comment**

No public comments were made.

#### **Item 5. Hate Crime Training**

Ms. Gloe asked for clarification on if the Human Relations Commission's desire is to wait until after the October goal setting session to take up a partnership with the Department of Justice. She further inquired if ND United Against Hate would be interested in hosting the community conversation.

Mr. Nelson stated that ND United Against Hate is planning a community conversation for October 12th and that it would be possible to integrate Ms. Salamanca's, from the Justice Department, help into that.

Mr. Strand asked what type of approach Ms. Salamanca wants on who should host this conversation. Ms. Gloe stated that she is unsure. Ms. Salamanca has proposed to help, but has not asked for a specific format. Mr. Strand suggested the Human Relations Commission stay connected to this and anything done with the Department of Justice. Ms. Hoffman stated that she thought the Human Relations Commission would want to discuss it as part of the 2018 goal setting session.

Mr. Nelson described the October 12<sup>th</sup> event from 5-8 p.m. hosted by ND United Against Hate at the Holiday Inn. He stated that it will be a community conversation about hate. They are interested in having people show up who want to help develop a community-wide plan. Four interest areas have emerged: rapid response team, court watch, education and awareness, and policy.

**Item 6. Resolution Supporting an Inclusive Community**

Mark Froemke and Mr. Andrew Bushaw from AFL-CIO presented the Resolution Supporting an Inclusive Community. Mr. Froemke stated the resolution came about because of the proposed pro-white rally that was ultimately cancelled. Mr. Froemke stated the hope of the resolution is to look to our better angels to exemplify who we are as a community. Mr. Bushaw stated that he has two teenagers and he feels it is important to show them, from the highest levels of government, that this is who we want to be.

Ms. Hoffman pointed out that the Human Relations Commission would be voting on whether or not to send the resolution to the City Commission and request they pass it.

Mr. Jensen asked what the ultimate goal is for the resolution. Mr. Froemke stated that he hopes the City Commission will pass it, religious organizations will pass it, educational institutions will pass it, and all the people of the community will broaden it to a higher level.

Mr. Lanpher moved to support the resolution. Second by Mr. Nelson. All Members present voted aye and the motion was declared carried.

Mr. Strand said he will work to get it on the City Commission agenda on October 9. He further stated that he hoped the Human Relations Commission and Mr. Froemke and Mr. Bushaw would be there to support it.

Ms. Schaeffe stated that from her background with union work on both sides, she had to use the regulations as a point of reference. She stated that this resolution will be something we can point to and say "This is not who we are" when terrible things happen.

Mr. Nelson shared a quote: "Silence in the face of injustice is complicity with the oppressor," and stated that he feels it is important to not be silent on this very important issue.

Mr. Strand pointed out that while the Mayor has spoken out, there has been a sort of vacuum from the rest of the City Commission. He feels there is value to giving them an opportunity to speak up.

Mr. Froemke stated that he feels this is a teachable moment for our community.

**Item 7. Budget Review**

Ms. Hoffman reviewed the Human Relations Commission's budget with the Members.

**Item 8. Budget Requests**

No budget requests were made.

**Item 9. Proposed Bylaws**

Ms. Hoffman inquired if the Human Relations Commission had any suggested changes to the proposed bylaws, which were sent to the City Attorney for review. She noted, once the bylaws are finalized, the Human Relations Commission will vote on them.

Mr. Lanpher requested a language change from president to chair on page 1. He further suggested not locking in a day/time/place for the monthly meetings, instead just saying the Board will meet monthly.

**Item 10. Strategic Planning/Hate Crime Curricula**

Ms. Hoffman pointed out that the Board is renaming this to "2018 Goal Setting." Ms. Gloe reminded Members that this will be held Tuesday, October 3, 2017 from 5:30 – 8:30 p.m. in the Community Room at the Downtown Public Library. Ms. Hoffman pointed out that dinner will be served. Ms. Gloe noted the draft goal setting plan included in the packet was to be taken home, so that Members could start thinking about 2018 goals. Ms. Hoffman suggested that if any Member felt strongly about any goal in particular, to think about ways they could take leadership in spearheading the effort.

**Item 11. MLK Committee/Update**

Ms. Gloe gave an update from Ms. Hellerud. She stated the venue, billboard, emcee, and nomination forms are all done and on the right track. Ms. Gloe pointed out that the nomination forms were sent out. She further requested that every Member forward the nomination forms to their networks. The next MLK Committee meeting is Monday, September 25<sup>th</sup>. Ms. Hoffman reminded the Human Relations Commission Members that the link is on the website, and asked people to share it widely. The deadline for receiving nominations is October 15, 2017.

Mr. Strand asked if previous nominations carried forward. Mr. Lanpher said no, as there is no way to hold that.

Ms. Hoffman requested the Board share the nomination forms on the City of Fargo's social media pages. Ms. Gloe noted the Human Relations Commission has put out a press release for this.

**Item 12. Other Business**

Mr. Nelson talked about the North Dakota Human Rights Coalition's (NDHRC) Human Rights Week in November:

- Juried Rights Art Show at the Spirit Room
- ND Human Rights Film Festival at the Fargo Theatre, November 15-17<sup>th</sup>
- Human Rights Summit at the Dakota Medical Foundation, Saturday, November 18<sup>th</sup>

He further pointed out that the NDHRC is accepting nominations for the Arc of Justice award, given out at the Summit.

Ms. Hoffman pointed out that there is money set aside in the Human Relations Commission budget to send Members to the Summit. Mr. Lanpher noted that this year, there is an option to buy a package that would allow someone to attend both the film festival and the Summit for \$55.

**Item 13. Adjourn**

The time at adjournment was 12:57 p.m.

## **HUMAN RELATIONS COMMISSION SPONSORSHIPS**

|                                    | PROPOSED BUDGET 2017 |                 | Paid So Far        |
|------------------------------------|----------------------|-----------------|--------------------|
| MLK Day                            | 1                    | \$3,500         | \$2,395.00         |
| Recurring/Anticipated Sponsorships | 8                    | \$2,950         | \$2,238.40         |
| Welcoming Week                     | 1                    | \$2,500         | 2292.27            |
| Sponsorship Applications           | TBD                  | \$3,125         | \$1,800.00         |
| Planning/Admin/Studies             | \$2,684.30           | \$3,000         | \$2,684.30         |
| <b>Total</b>                       |                      | <b>\$15,075</b> | <b>\$11,409.97</b> |

| EXPENSE          | MLK DAY<br>2017 AMOUNT | 2018 AMOUNT | TOTAL REMAINING |
|------------------|------------------------|-------------|-----------------|
| Awards           | 195                    |             |                 |
| Fargo Theater    | 200                    |             |                 |
| Performers (2/3) | 500                    |             |                 |
| Forum Ads        | 1500                   |             |                 |
| <b>Total</b>     | <b>\$2,395.00</b>      |             |                 |

| RECURRING SPONSORSHIPS                       |                         |                    |               |        |
|--|-------------------------|--------------------|---------------|--------|
| ORGANIZATION/EVENT                           | ANTICIPATED SPONSORSHIP | ACTUAL SPONSORSHIP | DATE APPROVED | STATUS |
| ND HRC                                       | \$200                   |                    |               |        |
| PRIDE Celebration                            | \$500                   | \$500.00           | 2/10/2017     | Paid   |
| Pangea                                       | \$500                   | \$500.00           | 2/10/2017     | Paid   |
| Metro Mayor's Disability Luncheon            | \$500                   | \$125.00           | 2/10/2017     | Paid   |
| FM Women's Network--New Leadership Institute | \$500                   |                    |               |        |
| Night to Unite                               | \$250                   | \$107.76           | 2/10/2017     | Paid   |
| Fargo Police Department Picnic               | \$500                   | \$5.64             | 2/10/2017     | Paid   |
| Freedom Resource Center                      | \$500                   | \$500.00           | 2/10/2017     | Paid   |
| LSS Building Bridges                         | \$500                   | \$500.00           | 2/16/2017     | Paid   |
| <b>Total</b>                                 | <b>\$3,950</b>          | <b>\$2,238.40</b>  |               |        |

| SPONSORSHIP APPLICATIONS                          |                |              |               |        |
|---|----------------|--------------|---------------|--------|
| ORGANIZATION/EVENT                                | AMOUNT ASKED   | AMOUNT GIVEN | DATE APPROVED | STATUS |
| Community Action Partnership                      | \$1,000        | 150          | 3/16/2017     | Paid   |
| Bonazaville                                       | \$400          | 250          | 5/23/2017     | Paid   |
| Group Think                                       | \$500          | 300          | 5/23/2017     | Paid   |
| The North Dakota Human Rights Film & Arts Festiva | \$500          | 500          | 5/23/2017     | Paid   |
| All Nations Celebration                           | \$500          | 350          | 5/23/2017     | Paid   |
| Todeko Group                                      | \$550          | 250          | 8/17/2017     | Paid   |
| <b>Total</b>                                      | <b>\$3,450</b> | <b>1,800</b> |               |        |

**Total Budget Amount Remaining** **\$3,665.03**

**Sponsorship Application Budget Remaining** **\$1,325.00**

\$2,340.03

# CITY OF FARGO HUMAN RELATIONS COMMISSION

## Sponsorship Application

Please complete this application to apply for City of Fargo Human Relations Commission sponsorship funds. You may be contacted by City staff if additional information is required.

*The Fargo Human Relations Commission (FHRC) assists in funding events that fit within its mission to encourage acceptance, respect for diversity and eliminate discrimination. If the FHRC commits funds to an event, it should be listed as a sponsor in all publicity. The FHRC will consider written funding requests monthly, with a deadline of the 28<sup>th</sup> of each month. Applications must include an event budget or detailed description of how funds will be used. While, on average, funding is provided in the amount of \$500 or less, all appropriate funding requests will be reviewed with consideration of FHRC budget constraints and established line items. If you would like more information about the FHRC sponsorships, please contact Willard Yellow Bird Jr., Cultural Planner, at 701-476-4116 or [wyellowbird@cityoffargo.com](mailto:wyellowbird@cityoffargo.com).*

**ORGANIZATION NAME:** The Human Family

**PROGRAM/PROJECT NAME:** The North Dakota Human Rights Film & Arts Festival

**DATE SUBMITTED:** 4/27/2017

**AMOUNT REQUESTED** \$500

**PLEASE ATTACH A PROJECT SUMMARY, INCLUDING A DESCRIPTION OF WHAT THE FUNDS WILL BE USED FOR** (on the back of this page or on another sheet)

### BASIC INFORMATION:

Address: 5622 36<sup>th</sup> St. S. Ste. B., Fargo, ND 58104-6788

Contact Name: Sean Coffman Phone: (937) 999-7772 (Cell & Text)

Fax: N/A E-mail: sean@ndhrff.org

Legal structure of organization (ex. non-profit or for-profit, 501(c)(3), etc.) 501(c)(3)

Mission and Actions (What are you planning to do? Please attach additional information if applicable)

The mission of the ND Human Rights Film and Arts Festival is to engage, educate and facilitate discussion around local and world-wide human rights topics through the work of filmmakers and artist. 2017 is the inaugural year for both festivals. The film festival will take place on November 16 and 17, 2017, at the Fargo Theater. The arts festival and exhibition will open on November 13, 2017 at the Spirit Room in downtown Fargo, and run through January 4, 2018. An Artist Reception and Awards Ceremony will take place at the Spirit Room on November 18, following the North Dakota Human Rights Coalition Human Rights Summit.

(continued)



To date, high quality films have been submitted from filmmakers in the United States (including a student work from MSUM), Italy, Belgium, Canada, France, Germany, Israel, Kiev, Syria, Iraq, Iran, and Nepal. The festival has quickly become international in scope.

In addition to submitted films (which will be viewed by a Jury of volunteers for awards selection), two headline films will be solicited to be played at the Festival. On Thursday evening, our goal is to have a film and panel discussion about the continuing immigration and refugee discussion. On Friday night, our goal is to have a film and panel discussion relating to tribal nations and rights of indigenous people.

The funds received from the Human Relations Commission are intended be used to: (A) Help offset the cost of the theater rental (\$200); (B) Help offset the cost of the awards ceremony and arts reception, including award purchases (\$200); and (C) Assistance with promotion work (fliers, newspaper advertising, social media advertising (\$100). The Festival is happy, however, to modify the use of the funds in any way the Commission prefer.

If funding is provided, the Festival would be honored to list the Fargo Human Relations Commission as a sponsor on the festival website ([www.ndhrff.org](http://www.ndhrff.org)) and on all future printed and visual materials created for the festival.



We have finalized the program for the Summit-

8:30 *Registration & Breakfast*

9:00 *Opening Song - Gay Men's Chorus* *\*have not yet confirmed*

9:10 *Welcome - Kjersten Nelson (Thank you to sponsors)*

9:15 *Keynote - Victoria McWane, Fearlessly Engaging in Respectful Conversations*

11:15 *Break*

11:30 *Fearless Reminders: A Year of HR Violations - Barry Nelson/Ruth Buffalo*  
>>>Ask for money & memberships

12:15 *Lunch*

12:45 *Arc of Justice Awards - Kjersten Nelson*

1:15 *Break*

1:30 *Fearless Review: 2017 Legislative Session- Andrea Denault*

2:15 *Fearless Action: Volunteer/Advocacy Panel - Caroline McGuire* *\*confirmed panelists- ACLU, AFL-CIO, Great Plains Food Bank*

3:00 *Thank You - Sean Coffman (HRW review, door prizes, become a member)*

3:15 *Closing Song - Gay Men's Chorus*

NDHRC  
Draft Summit Budget  
November 2017

Presented by the Summit Planning Committee

Projected Income:

Registration: \$35 per person X 100 = 3,500    OR    \$35 X 75 = \$2625  
                  \$15 for students  
                  \*\$30.50 per HRW package purchase

Projected Expenses:

| ITEM  | Amount   | Projected total                |
|---|--|--------------------------------|
| Speaker stipends  | \$100-\$250 per speaker X 3  | \$300 - \$750                  |
| Facility rental   | \$100  | \$850                          |
| Catering  | Nandita = Costco (muffins and snacks)    \$ 112<br>Lunch        \$900-1300<br>TOTAL       = \$1412 | \$ 2662                        |
| Copying and materials (PR, name tags, pens paper, stamps) | \$150  | \$2412                         |
| Arc of Justice Awards                                     | \$24.50 a piece<br>\$100 last year for 4 awards  | \$2512 (PROJECTED TOTAL COSTS) |
|   |  |                                |

\*\*400 dollars less than 2016 projected for 2017

\*\*\*Potential for table and food sponsors may decrease expenses

# CITY OF FARGO HUMAN RELATIONS COMMISSION

## Sponsorship Application

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**ORGANIZATION NAME:** Act Up Theatre

**PROGRAM/PROJECT NAME:** Cabaret for a Cause

**DATE SUBMITTED:** October 30, 2017

**AMOUNT REQUESTED** (requests generally should not exceed \$200, though higher amounts can be considered when appropriate): \$ 500

**PLEASE ATTACH A PROJECT SUMMARY, INCLUDING A DESCRIPTION OF WHAT THE FUNDS WILL BE USED FOR** (on the back of this page or on another sheet)

### BASIC INFORMATION:

Address: 517 1<sup>st</sup> St N Fargo, ND 58102

Contact Name: Joshua A. Boschee, Board Member Phone: 701-367-3513

Fax: \_\_\_\_\_ E-mail: joshua.boschee@yahoo.com

Legal structure of organization (ex. non-profit or for-profit, 501(c)(3), etc.) non-profit

Mission and Actions (In one or two sentences, what are you planning to do? Please attach additional information if applicable)

Act Up Theatre's mission is to instigate social change through performance art. We are launching our inaugural Cabaret for a Cause on December 30<sup>th</sup>, 2017 at Sanctuary Event Center focusing on the theme of "Home". Our artists and alumni, who are local teenagers and young adults, will draw upon a variety of musical theatre numbers that relate to the idea of home to highlight the issues of immigration, refugees and race. Sponsorship through the Human Relations Commission will help cover our \$4,000 in production costs (space rental, audio/visual tech support and promotion). Proceeds raised through ticket sales and donations at the event will benefit Lutheran Social Services New American Programs.



**Act Up Theatre and Lutheran Social Services present**

## **"Cabaret for a Cause"**

*An evening of entertainment to benefit the LSS Refugee Resettlement Program*

**December 30, 2017  
Sanctuary Event Center**

### **SUPPORTER LEVELS**

#### **LOVE - \$200**

- 4 Tickets to Cabaret for a Cause
- Shout out in performance program

#### **LIGHT - \$500**

- 6 Tickets to Cabaret for a Cause
- Shout out in performance program
- Promotional social media posts

#### **ADVOCATE - \$1,000**

- 8 Tickets to Cabaret for a Cause
- Shout out in performance program
- Promotional social media posts

#### **INSTIGATOR - \$1,500**

- 8 Tickets to Cabaret for a Cause
- Shout out in performance program
- Promotional social media posts
- Logo placement on website
- Recognized sponsor at both performances

#### **ANGEL - \$2,500**

- 10 Tickets to Cabaret for a Cause
- Shout out in performance program
- Promotional social media posts
- Logo placement on website
- Recognized sponsor at both performances
- Lobby display (or insert) of your company handouts/fliers

**We appreciate your support of this important event for our community!**

**Contact: Joshua Boschee at 701-367-3513 or [joshua.boschee@yahoo.com](mailto:joshua.boschee@yahoo.com).**



[Link to www.actuptheatre.org](http://www.actuptheatre.org)



[Link to LSS Refugee Resettlement Program](http://www.lssnd.org)



## City of Fargo Human Relations Commission Ordinances and Bylaws

### City Ordinances

Powers and Duties. The Human Relations Commission of the City of Fargo was established by Fargo Municipal Code Article 15-02, which includes the powers granted and providing that the Human Relations Commission shall:

- A. Recommend to the board of city commissioners, from time to time, action and programs in furtherance of the purpose of the Human Relations Commission as described in this article.
- B. Consult and advise with public officials and agencies and with private individuals and organizations to provide education regarding civil rights. The commission may, in its discretion, assist aggrieved individuals, but such assistance shall consist of information, guidance and, in its discretion, conciliation and mediation services.

FMC §15-0205.

Advisory Role. The Human Relations Commission shall be advisory in nature and shall submit all reports and determinations to the board of city commissioners of the city of Fargo. Final authority shall be in the board of city commissioners. FMC §15-0206.

Purpose. The purpose of the Human Relations Commission "...is to promote the acceptance and respect for diversity through educational programs and activities and to discourage all forms of discrimination on the basis of race, color, religion, sex, national origin, age, the presence of any mental or physical disability, status with regard to marriage or public assistance, participation in lawful activity off the employer's premise during nonworking hours which is not in direct conflict with the essential business-related interests of the employer or sexual orientation." FMC §15-0201.

Number of Members—Term of Members—Appointment of Members—Filling Vacancies. The Human Relations Commission shall consist of nine members, who shall be appointed by the

president of the board of city commissioners, subject to confirmation by the Board of City Commissioners. The terms of office of such commissioners shall be as follows, to wit: three members who shall serve until July 1, 2001; three members who shall serve until July 1, 2002; and three members who shall serve until July 1, 2003. At the expiration of the terms of the members as aforesaid, members shall be appointed for three-year terms. If a vacancy occurs otherwise than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term. Notwithstanding the expiration of a member's term, such member may serve until his or her successor has been appointed and qualified. FMC §15-0202.

President of Human Relations Commission—Meetings—Record to be kept. The Human Relations Commission shall elect its president for a term of one year from among the appointed members and shall hold regular monthly meetings. The commission shall keep a record of its resolutions, findings and the determinations and such record shall be a public record. The commission may appoint such subcommittees from among the appointed members as it may be necessary for its work. FMC §15-0203.

Goals of Commission. The goals of the Human Relations Commission are:

- A. To provide leadership in the areas of civil rights.
- B. To encourage and educate the public in the promotion of civil rights.
- C. To identify issues of principal concern to members of the community in the area of civil rights and to recommend priorities and objectives to the board of city commissioners.
- D. To encourage adherence to federal and state laws regarding civil rights, including Chapter 14-02.4 of the North Dakota Century Code, through education, conciliation and mediation.

FMC §15-0204.

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Upon motion made, seconded and approved by the members of the Human Relations Commission, and upon approval of the same by the Board of City Commissioners of the City of Fargo, the following are the Bylaws of the Human Relations Commission.

# Bylaws

## **Article I – Mission Statement:**

The Fargo Human Relations Commission works to promote acceptance and respect for diversity and discourages all forms of discrimination.

## **Article II – Membership:**

- 2.1 The Human Relations Commission shall consist of nine members, at least seven of which shall reside in Fargo and any non-resident member should have a significant connection to the City of Fargo.

## **Article III – Human Relations Commission Meetings**

- 3.1 Regularly scheduled meetings of the Human Relations Commission shall be held monthly.
- 3.2 All Meetings of the Commission will be open to the public as is defined by the North Dakota Open Meeting Law, N.D.C.C. §44-04-17.1 *et seq.*
- 3.3 All meetings shall be governed by Robert’s Rules of Order and these bylaws. In the event of an interpretive conflict between Robert’s Rules of Order and the bylaws, the bylaws take precedence.
- 3.4 Action by the Commission can only be taken if there is quorum present. For purposes of taking action by the Commission, a quorum shall consist of a majority of appointed members of the commission. [For purposes of meeting the North Dakota Open Meeting Law requirements, a quorum is one-half, or more, of the appointed and seated Commissioners. N.D.C.C. 44-04-17.1subs. 15.]
- 3.5 Decisions of the Commission shall be determined by a vote of the majority of those members present at the meeting.

### **Special Meetings:**

- 3.6 Special meetings may be convened by the Commission to conduct urgent business to a request by the Mayor or City Commission.
- 3.7 In addition, special meetings may be called by the Chair, the Vice Chair in the Chair’s absence, or upon request of three (3) members of the Commission.

## **Article IV – Attendance**

- 4.1 Commission members shall attend all meetings. In the event that a member cannot be present, that information shall be communicated to the city staff liaison, at the earliest opportunity.
- 4.2 In the event a member has three unexcused absences within a calendar year, the Commission, by majority vote of the remaining members, may recommend the termination of the appointment of said member to the Board of City Commissioners.



**Article V – Amendment of Bylaws**

- 5.1 Proposed amendments to these bylaws may be presented at any meeting of the Commission for consideration at the next regularly scheduled Commission meeting.
- 5.2 The bylaws may be amended by an affirmative vote of a majority of seated members of the Commission and subsequent approval by the Board of City Commissioners.