

ADVISORY COMMISSION ON HUMAN RELATIONS & DISABILITY ISSUES BYLAWS

1. OFFICERS

- A. Officers of the Advisory Commission shall be Chairperson, Vice-Chairperson, Second Vice-Chairperson, and Secretary. The Chairperson shall be selected by the Unified Government Board of Commissioners and shall serve at the pleasure of the Board of Commissioners until such time that another Chairperson is selected. The Vice-Chairperson, Second Vice-Chairperson, and Secretary shall be elected by the Advisory Commission at the first meeting, and thereafter at the first meeting in the month of January by a majority vote of those in attendance, and shall serve for one (1) year, may be re-elected, or replaced by election. **Any officer wishing to resign their position must give a least thirty (30) days written notice.**¹

2. FUNCTION AND DUTIES OF OFFICERS

- A. Chairperson: The Chairperson shall be the presiding officer at all meetings of the Advisory Commission. The Chairperson may call special meetings at his or her discretion, and may relinquish the chair to the Vice-Chairperson or other specific member at their discretion. The Chairperson may not make or second motions, but may vote on any and all motions to come before the Advisory Commission. **The Chair of the Advisory Commission be the person appointed by the Mayor.**²
- B. Vice-Chairperson: The Vice-Chairperson shall serve in the absence of the Chairperson, and while so serving have all the authority held by the Chairperson.
- C. Second Vice-Chairperson: The Second Vice-Chairperson shall serve in the absence of the Chairperson and Vice-Chairperson, and while so serving have all the authority held by the Chairperson.
- D. Secretary: The Secretary or his or her designate shall attend all regular meetings of the Advisory Commission. The Secretary shall keep an accurate record of the spirit and intent of statements made by members and witnesses at the hearing. All motions shall be recorded and an accurate record made of all reasons for motions or votes by members of the Advisory Commission shall be made. The minutes of

¹ Adopted 6.26.17 Meeting

² Adopted 7.10.17 Meeting

each such meetings shall be ~~printed~~ **provided to staff liaison within one week of meeting³** and copies distributed to members of the Advisory Commission and other appropriate persons at an early date. The original of the minutes shall be placed in a binder comprising an accumulating permanent record, such binder to be a part of the official records of the Unified Government of Wyandotte County/Kansas City, Kansas.

3. MEETINGS

Meetings of the Advisory Commission shall be held on the **first Monday⁴** of each month, the time of the meeting being **5:30⁵** p.m. Special meetings may be held at the call of the Chairperson, or in his or her absence, the Vice-Chairperson or Second Vice-Chairperson. All meetings shall be open to the public. The Chairperson, Vice-Chairperson or Second Vice-Chairperson may authorize the Secretary to poll the members of the Advisory Commission for the purpose of canceling a meeting if a quorum cannot be present for the meeting or if there are no items on the agenda. **Any member of the commission who misses 4 or more meetings in a 12-month period is subject to forfeiture of their appointed position by review and majority vote of the commission.⁶**

4. AGENDA

The agenda shall be prepared and made available to the public one week prior to the date of the meeting. The order of items on the agenda shall be at the discretion of the Chairperson, due consideration being given to early consideration of items likely to attract large attendance at the meeting. The Chairperson may, for reasons stated to all in attendance, vary from the order of the agenda. An item may be added to the agenda only by affirmative vote of three-fourths (3/4) of the members present.

5. MEETING PROCEDURE

The Chairperson shall call each agenda item and briefly describe, or ask a member of staff to briefly describe the proposition before the Advisory Commission. The proponent will then be asked to present the item. The

³ Adopted 6.26.17 Meeting

⁴ Unless the first Monday is a holiday, in which case the meeting will be moved to the second Monday.

Adopted 5.1.17 Meeting

⁵ Adopted 5.1.17 Meeting

⁶ Adopted 7.10.17 Meeting

name and address of the proponent shall be entered in the record, as well as a summary of his or her presentation. At the conclusion of the proponent's presentation the members of the Advisory Commission and staff shall have the opportunity to question the proponent. Any other supporting testimony will then be called for. Opposition may then be heard with the members of the Advisory Commission and staff having an opportunity to question any speaker. The proponent will then be given a short summary opportunity. All statements shall be directed to the Advisory Commission and cross conversation among those in attendance is prohibited. Questions between opposing parties shall be directed first to the Chairperson, who may then ask the proper person to answer, such answer being directed to the Advisory Commission. At such time that the Advisory Commission feels that testimony has been sufficiently heard, a motion may be passed by simple majority to terminate testimony, after which the public in attendance may address the Advisory Commission only with the permission of the Chairperson, and only to answer questions by a member of the Advisory Commission. All persons who wish to speak shall first give their names and addresses for the record. Each member of the public will be given 5 minutes to present their opinion. Time may not be shared between speakers. Following a request by the speaker at the podium to extend their time, the Planning Commission may by two-thirds (2/3) majority vote of the Planning Commissioners present, extend any speakers time in five (5) minute increments.

6. MOTIONS

Following closing of testimony a motion may be made to recommend approval or denial of the proposition to the Governing Body, or to continue for further discussion and study.

A brief statement of the reason for the motion should precede the making of the motion.

Vote shall be by voice or by the raising of hands or by roll call, at the discretion of the Chairperson. Any member may call for a roll call vote on any issue. Any motion may be tabled or amended in keeping with Roberts Rules. If the Advisory Commission feels that delaying an action would be in the best interests of the parties involved, the item may be continued to a certain date. Such a motion for continuance shall include a reason for the action, and shall require a majority vote of those present. The Advisory Commission may continue an item for a period not to exceed two months from the date of first hearing.

7. CONTINUANCE BY AN APPLICANT

- A. A proponent may continue his or her own proposal to a date certain for a period not to exceed two months, but for not less than one month, by notifying the Secretary not less than eight days prior to the date of the hearing, whereupon that item will not be placed upon the agenda.
- B. Any proposal not withdrawn prior to preparation of the agenda (eight days prior to the meeting) may be continued at the applicant's request only by affirmative vote of three-fourths of the members present at the meeting.

8. PROPONENT NOT IN ATTENDANCE

In case a proponent is not in attendance when their item is called, that item shall be set over to the end of the agenda. At the time the item is again called, if the proponent is still not represented, the Advisory Commission may continue their item, or may approve or deny the proposition as it sees fit.

9. QUORUM

Eight members, including the Chairperson, shall constitute a quorum for the transaction of business and the conducting of hearings.

10. CONFLICT OF INTEREST

When a member of the Advisory Commission feels that he or she may have a conflict of interest on a particular case before the Advisory Commission, he or she may so state for the record and vacate their chair. A member so vacating their chair shall leave the room, and should not participate in the hearing or discussion, and shall not vote on the issue. If the vacation of a chair due to conflict of interest will eliminate a quorum, then the Advisory Commission shall continue the hearing to the next regular meeting.

11. SUSPENSION OF RULES

Bylaws may be suspended for stated reasons by affirmative vote of three-fourths of those members present as a special or regular meeting with a quorum present, unless such suspension would be contrary to any provision within the Unified Government Code of Ordinances.

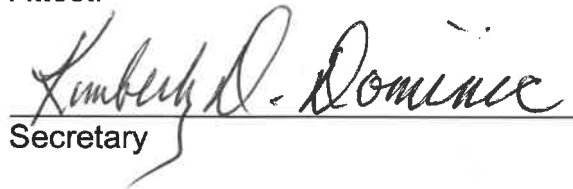
12. AMENDMENT OF RULES

These bylaws may be amended or repealed for stated reasons by affirmative vote of three-fourths of those members present at a special or regular meeting with a quorum present, unless such amendment would be contrary to any provision within the Unified Government Code of Ordinances.

APPROVED:


Chairperson

Attest:


Secretary

Date:

