

TITLE 2 BOARDS AND COMMISSIONS

CHAPTER 10

HUMAN RIGHTS COMMISSION

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2-10-1 Creation. There is hereby created and organized a Human Rights Commission, to be appointed as hereinafter provided, with duties and responsibilities as set forth in this Chapter.

2-10-2 Appointment and Terms. The Human Rights Commission shall consist of seven (7) members to be appointed by the Mayor, with the approval of the Council. The term of office of such members shall commence with their appointment, all of which shall be for a term of two (2) years. Each term shall commence on the first day of July. All members of the Human Rights Commission shall remain on the Commission until their successors are appointed. The Human Resources Administrator shall be an ex-officio member of the Commission and shall serve as Secretary for the Commission. No individual shall serve more than two (2) consecutive terms on the Commission.

2-10-3 Removal - Vacancies. The Council may, at any time, remove any member of the Human Rights Commission after showing of due cause, which shall include failure to maintain a reasonable record of attendance at regular meetings, and the Mayor, with the consent of the Council, shall fill the vacancies occurring in the Commission by removal or otherwise.

2-10-4 Residence Requirements. Each member of the Human Rights Commission shall be a resident of the City of Muscatine, Iowa.

2-10-5 Compensation - Expenses. The members of the Commission shall serve without compensation, provided that they may receive actual and necessary expenses incurred within the limits established in the City budget.

2-10-6 Election of Officers. The Commission shall elect from its own membership at its regular January meeting its Chairperson and Vice-Chairperson, each to serve for a term of one (1) year. It shall at its regular January meeting elect a Secretary, who may be, but need not be, a member of the Commission. The Commission shall fill vacancies among its officers for the remainder of the unexpired term.

2-10-7 Meetings - Rules - Quorums.

- (A) The Commission shall hold at least one regular meeting during each calendar month at a time and place to be determined by its rules.
- (B) The Chairperson, the Vice-Chairperson, or any four (4) members of the Commission may call a special meeting by giving at least one (1) clear day notice to every member of the Commission. The call for a special meeting shall include an agenda, and only matters included in that agenda may be discussed at the meeting.
- (C) A quorum of the Commission shall be five (5) members. A majority of the members present and voting shall be necessary for the passage of any motion. The Chairperson shall vote as a member of the Commission.
- (D) The Commission may adopt, amend, or rescind such rules as may be necessary for the conduct of its business.

2-10-8 Public Meetings, Records, and Confidentiality.

- (A) In accordance with Chapter 28A of the Code of Iowa, all meetings of the Commission shall be public meetings, except:
 1. The Commission may hold a closed session by affirmative vote of two-thirds (2/3) of its members present, the votes on such motion being recorded in the minutes by yeas or nays, when necessary to prevent irreparable and needless injury to the reputation of an individual whose employment or discharge is under consideration, but any motion decided in such session shall be voted on by yeas and nays and shall be recorded in the minutes as per subsection B.2 of the section.

2. The Commission shall hold a closed session for consideration of any complaint of discrimination or report concerning investigation or conciliation of said complaint, as provided in the Human Rights Ordinance, Title 4, Chapter 4, of the City Code.

(B) All records of the Commission shall be public, except:

1. Complaints of discrimination, reports of investigations, statements, and other documents or records obtained in investigation of any charges shall be closed records, unless public hearing is scheduled or district court action is commenced as provided in this Chapter.
2. The minutes of any session which is closed under the provisions of said Human Rights Ordinance shall be closed records.

(C) No member of the Commission or of its staff shall disclose the filing of a complaint, the information gathered during the investigation, or the endeavors to eliminate such discriminatory or unfair practice by conference, conciliation, or persuasion, unless such disclosure is made in connection with the conduct of an investigation or after public hearing is scheduled or district court action is commenced upon a complaint filed as provided in this Chapter. This section does not prevent any complainant, respondent, witness, or other person from publicizing the filing of a complaint or the matter therein complained of. Any violation of this section shall be punishable by a fine not to exceed one hundred dollars (\$100.00).

2-10-9 Appointment of Staff. The City Administrator shall appoint the necessary staff to assist the Commission in performing its duties and responsibilities.

2-10-10 Powers and Duties. The Commission shall have the powers and duties as set forth in the Human Rights Ordinance, Title 4, Chapter 4, of the City Code.

2-10-11 Declaration of Policy. The Human Rights Commission of the City shall cooperate with the Iowa State Civil Rights Commission, the United States Civil Rights Commission, the Federal Equal Employment Opportunity Commission, and other agencies with similar purposes.