

VERSAILLES MIDWAY WOODFORD COUNTY HUMAN RIGHTS COMMISSION
BY-LAWS

Adopted May 3, 2007

ARTICLE I. NAME

The agency shall be known as the Versailles Midway Woodford County Human Rights Commission (and may be referred to as the “VMWC HRC” or “the Commission”).

ARTICLE II. PURPOSE

1. The Commission's purpose is to safeguard all individuals within Woodford County from discrimination because of race, color, religion, sex, age, national origin, disability, smoking or familial status in connection with housing, employment, public accommodations, and credit transactions, and to effect the provisions and purposes of the State Civil Rights Act (K.R.S. Chapter 344) and any other laws enacted by the Versailles, Midway or Woodford County governing bodies relating to discrimination against individuals.
2. The Commission shall act to encourage and effect the guarantee of equal rights to all citizens assured by the Constitution and laws of the United States; of Kentucky; and of Versailles, Midway and Woodford County; and to serve as an investigative, consultative, educational, and persuasive agency to promote equal treatment and opportunity for all people of Woodford County.

ARTICLE III. MEMBERSHIP

The composition of the Commission is established by the Interlocal Cooperation Agreement (established March 21, 1995) between the Cities of Midway and Versailles and the Fiscal Court of Woodford County. (SECTION 5. COMPOSITION OF THE COMMISSION). The following is a summary:

1. The Commission consists of 15 members, appointed on a bipartisan basis and broadly representative of employers, proprietors, trade unions, religious groups, human rights groups, and the general public.
2. Commissioners are appointed by the Mayors of Midway (3 members) and Versailles (5 members), by and the Woodford County Judge Executive (7 members) to serve three year staggered terms.
3. Elected officials may not be members.
4. In the event a Commissioner is unable to complete a term, the appointing authority may fill the vacancy for the unexpired term.
5. Members shall be eligible for reappointment for an additional term
6. Members serve without compensation.

ARTICLE IV. OFFICERS AND DUTIES

1. Officers shall include a Chair, a Vice-Chair, a Secretary and a Treasurer to be elected by a simple majority of the members of the Commission.
2. The Chair shall:
 - a. Preside at all meetings of the Commission.
 - b. Be an ex-officio member of all committees.
 - c. Be empowered, in the absence of the full Commission, to exercise such powers as may be necessary to the proper functioning of the Commission. Prior to making any decision affecting purpose, or financial affairs of the Commission, the Chair shall make every effort to contact the Executive Committee members of the Commission by telephone, email or other means to discuss the issue and obtain approval by a majority of the Executive Committee. If the Chair, after all reasonable efforts, cannot contact the Executive Committee members or obtain approval from a majority thereof, the Chair shall notify the Executive Committee members in writing of his/her decision within a reasonable time, not to exceed three (3) business days.
3. The Vice-Chair shall:
 - a. Preside over the Commission meetings in the absence of the Chair.
 - b. Perform the duties of the Chair, in the absence of the latter, and when so acting, shall have all the powers of and be subject to all the restrictions of the Chair.
 - c. The Vice Chair shall succeed to the office of Chair if any vacancy shall occur in the office of Chair by reason of death, resignation, disqualification or removal of office for the remainder of the term of the leaving Chair.
 - d. Perform such other duties as from time to time may be assigned to him/her by the Chair, or by the Commission.
4. The Secretary shall:
 - a. Be responsible for recording and keeping the official minutes of Commission meetings; track complaints; keep a roster of Commissioners including contact and term information; and keep attendance records.
 - b. Perform such other duties as from time to time may be assigned to him/her by the Chair, or by the Commission.
5. The Treasurer shall:
 - a. Record the income, pay bills and record expenditures of the Commission.
 - b. Establish and present the annual budget.
 - c. Recommend procedures for an annual audit.

d. Perform such other duties as from time to time may be assigned to him/her by the Chair, or by the Commission.

6. Vacancies:

If any vacancy shall occur in any elected office of the Commission by reason of death, resignation, disqualification, or removal from office, the Commission Chair or the acting Chair, after appropriate notice to the membership, shall hold a special election to fill the position.

ARTICLE V. RESPONSIBILITIES OF COMMISSIONERS

1. Commissioner expectations include, but are not limited to, attending at least sixty-five percent (65%) of the regular Commission meetings (8 out of 12 meetings per year). Whenever a Commissioner fails to satisfy the attendance requirement the Secretary shall send a notice advising the Commissioner of their attendance and asking for their written intentions regarding service on the Commission within ten days of receiving the notice.
2. Any member who is unable to attend a Commission or Committee meeting shall notify the Chair, Secretary or Committee Chair, at least 90 minutes prior to the start of the meeting.
3. Commissioners are expected to attend the Annual Training Meeting.
4. Commissioners will serve on one or more committees and attend the committee meetings; will participate in helping to achieve the goals of said committees; and will also serve on sub-committees as asked.
5. Commissioners will be expected to attend community events on behalf of the VMWC HRC.
6. Any Commissioner who attends a seminar, workshop or other training, or an out-of-the area meeting requiring travel on behalf of the VMWC HRC shall report verbally or in writing at the next regularly scheduled Commission meeting after said meeting. An expense report and receipts must be turned in to the Treasurer if expenses are to be reimbursed.

ARTICLE VI: REQUESTING REMOVAL OF A COMMISSIONER.

1. A majority of the appointed Commission members may vote to recommend that the appointing authority remove a Commissioner at any regularly scheduled Commission meeting, after notice to the Commissioner, for any of the following reasons:
 - Failure to comply with the responsibilities of Commissioners as stated above

- Inability to serve
 - Malfeasance or misfeasance
2. Malfeasance shall mean any wrongful act that negatively affects, interrupts or interferes with the performance of the Commissioner's official duties.
 3. Misfeasance shall mean the failure of the Commissioner to perform official duties and responsibilities.
 4. If the Commission votes to recommend removal of a Commissioner, the Chair shall write a letter, attested by the Secretary, to the appointing authority describing the actions of the Commission. Said letter shall describe in detail the conduct of the Commissioner justifying their removal, and may be accompanied by supporting documents or other evidence.

ARTICLE VII: VOTING RESPONSIBILITIES FOR COMMISSIONERS

1. It is the duty of each Commissioner present at any meeting of the Commission to vote on each motion/question by stating "yea" (yes), "nay" (no), or "abstain."
2. Any Commissioner who has a conflict of interest in any matter presented to the Commission shall disclose such conflict of interest to the Chair orally or in writing, and shall disqualify herself/himself from any discussion or vote on the matter. The Chair shall have sole discretion to determine if a conflict of interest exists. A disqualified Commissioner may remain for quorum purposes only.

ARTICLE VIII. MEETINGS

1. The Commission shall meet on the first Thursday of every month unless it decides to meet more often. The date and time of any regular meeting may be changed by a majority vote of Commissioners present, as long as notice of the changed date and time may be provided consistent with applicable law.
2. The Commission Chair may call a special meeting of the Commission anytime by delivering personally, via telephone, mail, fax, or email, notice to each Commissioner, the local newspaper, and to each news service which has on file with the Commission a request for notification of special meetings. Any notice of a special meeting must provide at least twenty-four (24) hours notice. If time does not permit, the notice must be reasonable and practical under the existing circumstances.
3. Forty (40%) percent of the Commissioners appointed shall constitute a quorum for conducting all Commission business. Vacant Commissioner positions, and Commissioners whose removal has been recommended to the appointing authority shall not be counted among "Commissioners appointed."

4. Compliance shall be had with the Kentucky Open Meetings Law, KRS 61.805, et seq. All official meetings shall be public and citizens shall have access to the Minutes thereof on request.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Election of Officers will be held in odd numbered years during the January Commission meeting. Newly elected officers will take office at the beginning of the February Commission meeting. In the event that the Chair's and Vice Chair's terms will end in December, the Chair shall appoint a Commissioner at the December meeting to chair the January meeting and the election of officers.

ARTICLE X. STANDARD COMMITTEES

1. There shall be standing committees whose members are appointed in February of odd numbered years, as follows:
 - a. The Executive Committee, which may act on behalf of the Commission between Commission meetings and in emergencies. A report of any action shall be made at the next meeting of the Commission.
 - b. The Budget Committee, consisting of the Chair, Treasurer and one additional Commissioner, which makes fiscal policy and establishes an annual budget, subject to approval of the full Commission.
2. Special committees may be created by the Chair or requested by a Commissioner at any time. Committee members will be appointed by the Chair.
3. The officers and the Immediate Past Chair (only if a member of the Commission) shall compose the Executive Committee. The Executive Committee may include Committee Chairs if the Chair so desires.
4. Persons not members of the Commission may be appointed to special committees, with the approval of the Chair.
5. Committees are expected to establish written goals with measurable objectives and an action plan for any project. The total plan will be presented to the Commission by April of each year for approval and tracking by the Commission.

ARTICLE XI: QUORUM

The presiding officer shall take the chair at the designated hour for convening the public meeting, call the meeting to order and determine the presence of a quorum. A quorum for regular public meetings and special meetings of the Commission shall be forty percent (40%) of the appointed Commissioners. If the presiding officer determines that a quorum is not present, s/he may proceed with the meeting, but no official action may be taken.

ARTICLE XII: ORDER OF BUSINESS

The Chair will establish a proposed agenda and copies will be available before the start of the meeting. The agenda will be reviewed and approved before the start of each meeting. The following is a proposed order of business:

1. Approval of the Agenda
2. Public Comments
3. Approval of Minutes
4. Approval of Treasurer's Report
5. Report of the Commission Chair
6. Report of Committee Chairs
7. New Business
8. Old Business
9. Adjourn

ARTICLE XIII: MEETING GROUND RULES

- We will set the standard of treating each other with respect and dignity.
- Commissioners will make every effort to get to meetings on time. The Chair will begin the meeting at the appointed hour.
- All Commissioners will have the opportunity to participate in the discussion. A time limit may be necessary to keep the meeting within its time frame.
- Listen attentively when others are speaking. Avoid interrupting or private conversations.
- Share all relevant information; be specific, explain your reasons, and keep the discussion focused.
- If you disagree, do so respectfully and openly with any member.
- Adherence to the agenda: if you have an item you want placed on the agenda, send it to the Chair by the last Wednesday before the next Commission meeting. Exceptions will be made with the Chair's approval.
- Matters appropriate for committee will be sent to the appropriate committee for review and report to the Commission.
- Give our best and accept responsibility for our actions.
- Confidential issues will remain confidential.

ARTICLE XIV. PARLIAMENTARY PROCEDURE

Except where the Commission adopts a contrary rule or procedure, the most recent "Roberts' Rule of Order" shall govern. A contrary Rule adopted shall be that, once a quorum is established, it remains in effect until adjournment of the meeting.

ARTICLE XV. HEARINGS

1. In those cases wherein a public hearing is scheduled on an issue, or a complaint is brought to the VMWC HRC, an opportunity shall be provided for proponents and

opponents to present their views. The Commission may adopt additional procedures for conducting hearings and investigations.

2. The Commission will determine action to be taken, such as referring the complaint to the State HRC, Department Of Labor or other appropriate agency.

ARTICLE XVI. AMENDMENTS

1. Amendments to the By-Laws shall be submitted in writing at the previous regular meeting or sent to all Commission members thirty (30) days before a regular business meeting.
2. After proper notice, the By-Laws may be amended by a simple majority vote of the Commission. Any amendment shall go into effect immediately upon its adoption.

ARTICLE XVII. STATUTORY INTERPRETATION

The Commission shall not adopt any Rule or Practice that either limits or enhances the powers of the Commission or is contrary to the Commission's mission statement or the Interlocal Cooperation Agreement unless authorized by ordinance or statute, or by the three governmental entities (Woodford County and the cities of Midway and Versailles).

Signed and dated:

Chantel Depp, Chair
Versailles Midway Woodford County
Human Rights Commission

Date Signed

Brian Traugott, Vice Chair
Versailles Midway Woodford County
Human Rights Commission

Date Signed