

HAMTRAMCK ORDINANCE NO. 348 (Oct.1, 2004)

AN ORDINANCE CREATING A HUMAN RELATIONS COMMISSION AND DEFINING ITS PURPOSE, ORGANIZATION AND DUTIES

THE CITY OF HAMTRAMCK ORDAINS:

SECTION 1. PURPOSE

The Hamtramck Human Relations Commission is established to promote mutual understanding and respect for multi-culturalism and diversity, advocate for peace and justice, and encourage tolerance and constructive communication in order to develop a functional, safe, and harmonious community. The Commission will work to safeguard equal opportunity, overcome divisiveness, violence, and all forms of discrimination against people for reasons including nationality, religion, race, class, physical and mental disability, gender, marital status and sexual orientation.

SECTION 2. COMPOSITION; APPOINTMENTS; TERMS; QUALIFICATIONS

- (a) Composition - There is hereby created and established a commission to be known as the "Human Relations Commission" consisting of twelve (12) members.**
- (b) These Commissioners shall have the power to select additional volunteers to various Advisory Groups as needed.**
- (c) Appointments – Initially, after gathering suggestions from the community at large, the Mayor and City Council shall each appoint six (6) Commissioners; two (2) each for a term ending July 1, 2005, two (2) each for a term ending July 1, 2006, and two (2) each for a term ending July 1, 2007. Each year on July 1st, the Mayor shall appoint one (1) Commissioner, the City Council shall appoint one (1) Commissioner, and the Commission shall nominate at least five (5) candidates with one (1) to be chosen by the Mayor and then one (1) to be chosen by the City Council. No approvals are necessary.**
- (d) Terms - Initially, four (4) Commissioners shall be appointed for a term ending July 1, 2005; four (4) Commissioners shall be appointed for a term ending July 1, 2006; and four (4) Commissioners shall be appointed for a term ending July 1, 2007. Each**

year on July 1st, four (4) Commissioners shall be appointed for three-year terms.

- (e) Qualifications - The members of the Human Relations Commission, as nearly as possible, shall be representative of the various racial, religious, national, cultural, labor, business and ethnic groups of the city. They should support the purpose of this Ordinance. Membership shall not be limited to residents of the city, but appointments may be made from the entire local community.**

SECTION 3. OFFICERS; RULES; REMOVAL; REPLACEMENT; QUORUM

- (a) Officers - The Commission shall designate one of its members as chairperson, secretary and other essential officers.**
- (b) Rules - The Commission shall adopt rules and regulations governing its meetings and procedures.**
- (c) Removal – Upon written recommendation by the Commission, the Mayor may remove a Commissioner for reasons consistent with the rules and regulations of the Commission, with approval by the City Council.**
- (d) Replacement - In the event of death, resignation, or other termination of membership, the authority who appointed that Commissioner shall appoint a successor for the balance of the unexpired term.**
- (e) Quorum – Shall be defined as seven (7) Commissioners**

SECTION 4. COMPENSATION

The members of the Human Relations Commission shall serve without compensation, but subject to approval of the Mayor and City Council and within the amounts as appropriated by the city, shall be reimbursed for expenses actually and necessarily incurred in connection with their duties as members of the Commission.

SECTION 5. OFFICE SPACE; SUPPLIES; CLERICAL HELP

The City Council shall make available to the Human Relations Commission, when possible, the necessary accommodations or office space required for the performance of its functions, and shall provide reasonable supplies and clerical and secretarial help for the chairperson and for the Commission.

SECTION 6. DUTIES

In order to achieve the purpose set forth in Section 1, the Human Relations Commission shall:

- (a) Promote mutual understanding and respect among all residents of our community.**

(b) Discourage and prevent by persuasion, prejudice, intolerance and discriminatory practices against any individual or group.

(c) Disseminate information and educational materials consistent with the purpose of this ordinance.

(d) Investigate, collect data and study complaints and problems arising between groups or individuals which result or may result in tensions, discrimination, or prejudice in the city.

(e) Provide conciliation and mediation services as a means to resolve complaints. May request the City Attorney to issue subpoenas for information relevant to ongoing investigations.

(f) Formulate educational programs and campaign to assist various groups and agencies in our community.

(g) Coordinate programs with schools that promote mutual understanding and respect in the school system.

(h) Cooperate with city, state, federal, and other governmental or private agencies in the promotion of better human relations.

(i) Prepare and submit reports to the Mayor and the City Council of its activities, making at least one complete report annually by January 1st, and such other reports and recommendations requested by Mayor or City Council.

(j) Review employment practices and hiring procedures and make recommendations to the Mayor and City Council on ways to ensure a diversified work force.

(k) Adopt, promulgate, amend and rescind suitable rules and procedures to carry out the provisions of this article.

(l) Review the dissemination of important city information, voting materials, and other information critical to the health and welfare of the residents of the city, in languages other than English, and make recommendations to the city.

SECTION 7. SEVERABILITY

The sections of this ordinance are declared to be severable, and if any section thereof is declared illegal or void for any reason, it shall not affect the remainder of the ordinance.

SECTION 8. ADOPTION

This ordinance shall become effective 20 days after its adoption by the City Council of the City of Hamtramck upon publication thereof.