

**BY LAWS OF THE CITY OF OCEANSIDE
COMMUNITY RELATIONS COMMISSION**

Article I. THE COMMISSION

Section 1.1 Creation

There is created a Community Relations Commission, hereinafter referred to as "Commission". The provisions of these by-laws shall govern this Commission.

Section 1.2 Purpose and intent

A. The Commission, as an advisory body to the City Council, considers, advises and makes recommendations to the City Council and the City Manager on policies, programs, services, human resource practices, and community engagement strategies in support of a healthy community, strong and secure neighborhoods and a connected community and for the intended purpose of:

1. Addressing issues of inequities, discrimination and barriers to opportunity impacting the quality of life of all communities in the City of Oceanside and the diverse needs of its residents;
2. Providing access and enjoyment of such opportunities for every resident of the City of Oceanside;
3. Improving the interrelationships between various groups whose identities may be based on race, religion, color, ancestry, socioeconomic, age, sex (including gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation, citizenship/immigration status, marital status, military service, disability, or any other characteristic protected by federal, state, or local laws.

B. The Commission seeks to promote understanding, welcome and embrace the community's diversity and safeguard equal opportunity and access to programs, activities, services, and decision-making processes for everyone and to accomplish, among other things:

1. Education and Awareness. The development of a mutual understanding, value and respect among all such groups in the City through education and community awareness to help eliminate prejudice and discrimination and foster mutual esteem, justice, racial equity and dignity for every individual;
2. Collaborative and Healthy Relationships. The establishment, maintenance and support of collaborative and healthy relationships between Oceanside residents, groups in the community and the City of Oceanside to build interracial and multicultural understanding, acceptance and empowerment;
3. Accessibility and Availability of Services for All. Advocate and make recommendations for the development and promotion of new and strengthened programs, activities, and services accessible and available to all people, specifically to those who may need special outreach to be made aware and to access such programs, activities, and services;

4. Transparent Communication and Discussions with and to the Public. The encouragement of citizen participation in local government by providing a forum for discussion and transparent communication as a means of to share information and availability of resources, create civil dialogue, and promote better understanding, trust, inclusivity, and community building among all people and the City of Oceanside;

5. Liaison for Community Building. Identify, examine, and address causes for community concerns while protecting and strengthening the rights of all residents and identifiable groups to foster mutual esteem, justice, racial equity, and dignity of every individual, and the elimination thereby of prejudice, discrimination or bigotry in this community;

6. Equitable Culture and Framework. Advocate and encourage the City Council, City Manager and all officers, agencies, boards, departments, and employees of the City of Oceanside to take steps to assess and revise, as appropriate, its policies, programs, and processes to create a culture and framework that supports community equity, diversity, opportunity and inclusion that enhances public trust, encourages collaborative partnerships and unifies the community; and,

7. Annual Reporting. Prepare a written report of its activities to the City Council and City Manager annually to include summaries of recommendations for development of policies, procedures and legislation deemed to be necessary and other actions.

C. It is the intent of the City Council to create healthy, enlightened attitudes, policies and practices by establishing this Commission as an official body, which will conduct careful review and analysis, advise intelligently, and use the tools of education and motivation to the realization of the objectives stated herein. The Commission shall be advisory in its function, and shall have no police or enforcement powers.

Article II. Membership

Section 2.1 Composition

The Commission shall consist of nine (9) voting members. All Commission members shall be residents of the City of Oceanside. Commission appointments are nominated by the Mayor, subject to confirmation by a majority of the City Council. The members should be representative of the demographics, diversity and culture of the City including but not limited to those traditionally underrepresented demographic groups based on age, gender, socioeconomic status, race, ethnic background, culture, sexual orientation, and low resource neighborhoods, or reflect the interests and concern of protection of civil liberties of all people which make up the City's residents, to the greatest extent practical. Members, through prior action and community involvement, should have demonstrated commitment to fostering better community relations while advocating for and supporting equal access/opportunity in the City of Oceanside, particularly in service to and advocating for disadvantaged, low resource areas of the community.

Section 2.2 Terms of Membership

The initial terms of membership for members shall be staggered, with the effective date of the Resolution establishing the Commission being the official date on which each term begins. Four members shall serve an initial four-year term, three members shall serve an initial two-year term, and two members shall serve an initial one-year term. The initial term of membership for each Commission member shall be determined by a draw of lots at the first regularly scheduled meeting of the Commission. Thereafter, members shall serve terms of four years.

Members shall serve for no more than two (2) consecutive terms, and no person who has held membership for a period of two (2) consecutive terms, may again be appointed to the Commission until a period of one (1) year from the termination of the second term.

Section 2.3 Termination of Membership

All members serve at the pleasure of the City Council and may be removed during a term. Membership in the Commission shall automatically terminate upon any of the following occurrences:

- A. The expiration date of the term of membership;
- B. The member has three unexcused absences per fiscal year from regular Commission meetings without cause and/or without notifying the Chairperson or City staff;
- C. The member has a less than 60% attendance record each fiscal year (includes excused and unexcused absences);
- D. The member fails to attend one Commission training each term;
- E. Upon removal by a majority of the City Council, with or without cause;
- F. The member fails to complete and submit the required financial interest disclosure forms to the City Clerk's Office by the specified due date.

Section 2.4 Resignation

Any Commission member may resign at any time by giving written notice to the Mayor of the City of Oceanside and the Chairperson of the Commission. Any such resignation shall be effective upon receipt or upon any date specified therein. The acceptance of such resignation shall not be necessary to make it effective.

Section 2.5 Vacancy

When a vacancy occurs, the Mayor shall appoint an applicant to fill the vacancy, subject to the provisions and appointment procedures outlined in Section 2.1.64 of the City Code. Vacancies will be filled as expeditiously as is feasible.

Article III. Officers

Section 3.1 Officers

The officers of the Commission shall consist of a Chairperson and a Vice-Chairperson.

Section 3.2 Chairperson

The Chairperson shall preside at all meetings of the Commission and shall work with the staff who serve the Commission to submit such agendas, recommendations, and information at such meetings that are reasonable and proper for the conduct of business affairs and policies of the Commission.

Section 3.3 Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the event of the resignation, death, or removal of the Chairperson, the Vice-Chairperson shall assume the Chairperson's duties until such time as the Commission shall elect a new Chairperson, pursuant to Section 3.6 concerning vacancies.

Section 3.4 Additional Duties

At times, officers of the Commission shall perform duties and functions at the request of the Commission or staff, incidental to the offices held by such officers.

Section 3.5 Election

The Chairperson and Vice-Chairperson shall be elected by the Commission at one of its initial meetings and annually thereafter at a designated regular meeting from among the Commission members, who shall each hold office for a term of one (1) year or until their successors are elected and qualified. An officer may serve successive terms of office.

Section 3.6 Vacancies

Should the office of Chairperson or Vice-Chairperson become vacant, the Commission shall elect a successor from among its members at the next regular or special meeting, and the office shall be held for the unexpired term of office.

Article IV. Meetings

Section 4.1 Regular Meetings

Regular meetings shall be held quarterly; however, it is understood that additional meetings may be necessary in order to accomplish the Commission's business. In the event that the regular meeting date coincides with a legal holiday of the City, then any such regular meeting shall be held on the next business day or as agreed upon by the Commission members at a prior meeting.

Section 4.2 Special Meetings

Special meetings may be held upon call of the Chairperson or the Vice-Chairperson acting on the behalf of the Chairperson or of the majority of the membership of the Commission, for the purpose of transacting any business designated in the call, after notification of all members of the Commission by written notice personally delivered or by mail at least 72 hours before the time specified in the notice of the meeting. At such special meeting, no business other than that designated in the call should be considered.

Section 4.3 Adjourned Meetings

Any meeting of the Commission may be adjourned to an adjourned meeting providing the adjournment indicates the date, time, and place of the adjourned meeting. Commission members absent from the meeting at which the adjournment decision is made shall be notified by the Chairperson of the adjourned meeting.

Section 4.4 Meetings to be Open and Public

All meetings of the Commission and its standing committees shall be open and public to the extent required by the California State Brown Act. All persons shall be permitted to attend any such meetings, except as otherwise provided by law.

Section 4.5 Quorum

A majority of the Commission membership shall constitute a quorum for the purpose of conducting the Commission business, exercising its powers and all other purposes, but less than a majority of the Commission membership may adjourn the meeting from time to time until a quorum, is obtained.

Section 4.6 Attendance at Meetings

All members of the Commission shall be required to attend all Commission meetings unless such member has been excused from participation.

Section 4.07 Excused Absences

A member's absence from a meeting shall be excused if, prior to the meeting from which a member will be absent, the member notifies the Chairperson or City staff of his/her intent to be absent. At each meeting, after the meeting has been called to order, the Chairperson shall report to the Commission the name of any member who has so notified the Chairperson or staff of his or her intent to be absent.

Section 4.8 Order of Business

The order of business shall be established by the Commission. Agendas shall be published and posted in compliance with applicable state and local laws and rules. Provisions will be made for citizens with disabilities by contacting City staff.

Section 4.9 Rules of Order

All business and matters before the Commission shall be transacted in conformance with Article I of Chapter 2 of the Oceanside City Code to the extent applicable to the business of this Commission.

Section 4.10 Off-Agenda Items

No off-agenda items shall be acted upon or discussed by the Commission. Commission members, staff and/or public may announce off-agenda matters of concern. Each off-agenda matter shall be automatically referred to staff for resolution or placed on the next available Commission agenda.

Article V. Records, Reports and Annual Workplan

Section 5.1 Meeting Records

The Commission shall keep minutes of all meetings, which shall be open for inspection by any member of the public. Minutes should contain detailed voting records by Member, and by specific action. Upon approval of meeting minutes by the Commission, copies of such minutes shall be distributed to the City Council and City Manager.

Section 5.2 Reports Submitted to City Council

The Commission shall submit copies of all written reports, studies, and correspondence sent to public agencies to the City Manager and City Council upon distribution of the original document.

Section 5.3 Presentation of Annual Workplan

The Commission shall submit to the City Council for their review and consideration no later than three (3) months after the initial seating of the Commissioners, and no later than June 30 of each following year, a comprehensive workplan indicating specific goals and objectives proposed for the fiscal year to support the purpose and scope of responsibilities as described in section 1.2.

Article VI. Representation Before Public Bodies

Section 6.1 Representation

Any official representations on behalf of the Commission before the City Council, or any other public body, shall be made by the Chairperson, the Vice-Chairperson in the Chairperson's absence, or a member of the Commission specifically designated by the Commission.

Section 6.2 Statement of Minority Views

All reports by City staff and all official representation on behalf of the Commission pursuant to Section 4.1 and 4.2 on matters that have been approved or disapproved by the Commission shall, in addition to a statement of the majority vote, include a brief statement of any minority opinions on the matter, as incorporated in the Official Minutes of the Commission.

Article VII. Committees

Section 7.1 Establishment

The Commission shall have the authority to and may establish standing or ad-hoc committees as necessary to accomplish the purposes set forth in Section 1.2 herein. Committees may meet to discuss specific issues within the scope of responsibility for the Commission and to make recommendations for action by the Commission. Membership composition and terms shall be determined by the Commission for any committee created; however, no committee shall consist of more than four (4) Commission members, as not to cause a majority of Commission members to serve on one (1) committee.

Section 7.2 Appointment of Committee Members

Members on a standing or ad-hoc committee shall be appointed by the Chairperson with the approval of a majority of the Commission members.

Section 7.3 Committee Reports

Committee(s) shall from time to time make reports, written or verbal, to the Commission.

Article VIII. Miscellaneous

Section 8.1 Councilmember Liaison to Commission

Mayor shall appoint to the Commission, subject to approval of the City Council, one (1) member of the City Council to serve as a non-voting ex-officio member of the Commission. Said ex-officio member shall serve as a liaison between the City Council and the Commission, shall from time-to-time inform the City Council of the activities and issues addressed by the Commission, and shall assist the Commission in promoting recommendations made to the City Council. Council Liaisons will make every effort to attend all Commission meetings.

Section 8.2 City Assistance to Officers and Commission

The City Manager shall appoint staff to assist the Commission officers and members, as necessary in such activities as setting and conducting meetings, preparing meeting agendas and minutes, and responding to requests for assistance from Commission members.

Section 8.3 Procedural Situations Not Addressed

In procedural situations not addressed in the body of the Commission bylaws, the determination of the situation shall be subject to the jurisdiction of the City Attorney's Office.