


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	22-349	Meeting:	July 18, 2022
	Agenda Item:	20	Roll Call:	22-1133
	Submitted by:	Mitzi Bolaños Anderson, Human Rights Director		

AGENDA HEADING:

Approving amendments to the Des Moines Civil & Human Rights Commission (Commission) rules and regulations on dates and locations of meetings, roles of officers, and structure of subcommittees and workgroups.

SYNOPSIS:

Recommend approval of the amendments to the Des Moines Civil & Human Rights rules and regulations passed by the Commission at its May 26, 2022 meeting and the Commission's rules and regulations as amended to become effective upon passage of this resolution.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

- At its May 26, 2022 meeting, the Commission passed a motion to amend its rules and regulations by:
 - Amending Section 1-3 to update the Commission's physical address to Polk County River Place, 2309 Euclid Avenue, Des Moines, IA 50310.
 - Amending Section 3-1 by adding two (2) additional regular meetings of the Commission, to take place in February and April, resulting in eight (8) regular commission meetings per year instead of six (6), and by updating the location of Commission meetings to 1551 E. Martin Luther King Jr Parkway, Des Moines, IA 50317.
 - Amending Section 3-8(2) by adding to the Vice Chair's responsibilities an obligation to communicate with Commission members prior to each regular meeting to encourage attendance and participation.
 - Amending Section 3-8(3) by adding to the Secretary's responsibilities an obligation to communicate with Commission members at least 10 calendar days prior to the following regular meeting to seek input on agenda items.
 - Amending Section 3-16 to change the Commission's annual retreat from December or January to October in order to accommodate easier scheduling; also, requiring the retreat date and agenda items to be finalized at the September Commission meeting.

- Amending Section 3-20 to allow the Commission to create task-specific working groups in addition to advisory committees, allowing for greater flexibility in meeting, including the ability to meet virtually, and to remove details of two (2) previously established advisory committees, the Internal Committee and the External Committee, as those have become defunct.
- Amending Section 3-22 to add the requirements that Commissioners attend at least 2/3 of all regular Commission meetings per year.
- Updating language throughout the document from “citizen” to “resident” or “public” and from “Executive Director” to “Director.”

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S):

Board: Civil and Human Rights Commission

Date: May 26, 2022

Resolution Number: N/A

Action: Commissioners discussed meeting frequency and how to make meetings as productive as possible, and discussed holding special/working meetings in a less formal environment. Norberg stated there is no benefit to holding special meetings, and that they would not be able to vote during special meetings. Commissioners were in agreement to add two regular meetings and settled on eight meetings per year. Shields suggested the meetings be held in February and April, to give them enough time to work towards September’s joint meeting with City Council. Espersen motioned to amend Rules and Regulations to include February and April as regular meeting months. Seconded by Reyes. Motion Passes 6-0. Kranto motioned to approve entire Rules and Regulations document. Seconded by Shields. Motion passes 6-0.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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