

**BYLAWS OF THE HUMAN RELATIONS COMMISSION OF GREENVILLE  
COUNTY**

**ARTICLE I**

**Section 1. NAME**

The name of this organization shall be the Human Relations Commission of Greenville County.

**Section II. PURPOSE**

The Commission shall derive its authority from the South Carolina Human Affairs Law and the 1972 South Carolina General Assembly Act No. 1832.

The goals and objectives of the Commission shall be determined by the following purposes:

- A. To facilitate an open community in Greenville County and to work toward minimizing discrimination because of race, color, creed, sex, age, handicap or socioeconomic status.
- B. To promote communications among all citizens and to provide a means by which community concerns can be addressed openly and fairly.
- C. To promote an understanding of good human relations; to provide objective information, and generally to be a resource for the community in human relations matters.
- D. To identify and anticipate problems affecting the community and to conciliate and solve problems and grievances by using community resources.

**Section III. FISCAL YEAR**

The fiscal year shall be from July 1 through June 30.

**ARTICLE II**

**POWERS OF THE COMMISSION**

Within the limitations provided by law the Commission has the following powers:

- (a) To maintain an office in Greenville County
- (b) To select an Executive Director and recommend approval of County Council
- (c) To study problems in the areas of human and community relations and to make the results thereof available the public

- (d) To obtain and utilize upon request the services of all governmental departments and agencies as may be necessary to effectuate the purposes of this Commission
- (e) To receive and resolve complaints
- (f) To investigate problems in human affairs in Greenville County and in connection therewith, to hold public meetings, to request the attendance of persons who shall give testimony, to receive statements, documents and other items related to the subject matter for the record of such hearing, and to make reports and recommendations that will assist in enhancing human relations
- (g) To cooperate with local, state and federal agencies created to achieve the purposes set forth in the Civil Rights Act of 1964 and the South Carolina Human Affairs Law.
- (h) To accept public grants, private gifts, bequests and other gratuities

### ARTICLE III

#### MEMBERSHIP

##### Section I. TERMS OF MEMBERSHIP

The Commission shall consist of twelve (12) members, one from each County Council district, and appointed by the County Council.

Each member shall serve a staggered three (3) year term. No member shall serve more than (2) consecutive terms. Any member having served two (2) consecutive terms shall be eligible for reappointment one (1) year after the expiration of the second term.

Membership on the Commission should be broadly representative of the County's population and include diverse racial, ethnic, geographic, economic, sexual and age considerations.

##### Section II. UNEXPIRED TERMS

In the event any member of the Commission resigns or terminates service for any reasons, the County Council shall appoint a successor for the unexpired term.

A member appointed to fill a vacancy for an unexpired term shall be eligible for appointment and shall be eligible to serve under the terms as outlined in Section I of this Article.

##### Section III. ATTENDANCE

Members are required to attend all regular and special meetings. Those members missing four (4) regular meetings during the fiscal year or three (3) consecutive meetings without valid reason (e.g. illness, job-related cause, death) and prior notification to the Executive

Director or the Chairperson shall be automatically recommended by the Executive Committee for dismissal by County Council.

Members may be removed from the Commission by vote of the Greenville County Council for inefficiency, neglect of duty, misconduct or malfeasance in office after being given a written statement of charges and after being afforded a hearing if requested.

## ARTICLE IV

### MEETINGS OF THE COMMISSION

#### Section I. REGULAR

The Commission shall meet bimonthly on the first Thursday to conduct its business. Members of the community or groups wishing to appear before the Commission at its regularly scheduled meeting must inform the Commission's office, in writing, seven (7) days prior to the scheduled meeting.

A limited time shall be set aside at Commission meetings for non-Commission members to address the Commission.

A motion proposed and passed by the membership may enable a member from the audience to speak on an issue. The length of time given to speak shall be determined by rules and procedures outlined by the Legal Council and approved by the Commission.

#### Section II. SPECIAL

In the event of emergency situations of specific need, the Chairperson or Vice-Chairperson may call a special meeting of the Commission. If neither the Chairperson nor Vice-Chairperson is available, the Executive Director may call a special meeting of the Commission.

#### Section III. QUORUM

A quorum shall consist of a majority of those persons presently serving a term of office, or a minimum of four (4) Commissioners, whichever is less.

#### Section IV. MINUTES

Minutes of each regular and special meeting shall be kept and shall become a part of the official records of the Commission. A copy of all minutes shall be sent to all members of the Commission and to the Clerk of County Council.

#### Section V. CONFIDENTIALITY RULE

In accordance with federal procedures and regulations, when a charge of discrimination is being investigated and/or conciliated, both the name of complainant and name of respondent shall be kept in confidence.

## Section VI. ROBERTS'S RULES OF ORDER

Rule of procedure by Robert's Rules of Order Revised shall govern the Greenville County Human Relations Commission.

### ARTICLE V

#### OFFICERS

##### Section I. OFFICERS

The officers of the Commission shall be a Chairperson, a Vice-Chairperson, Secretary, and a Parliamentarian.

Officers shall be elected annually and are eligible for re-election. Officers shall be elected at the June meeting of the Commission and shall take office July 1<sup>st</sup>.

##### Section II. NOMINATIONS

No less than thirty (30) days prior to the May meeting of the Commission, the Chairperson shall appoint a Nominating Committee, the sole purpose of which is to prepare a proposed slate of officers for the annual election. The Nominating Committee shall present the proposed slate of officers at its regular monthly meeting in May.

The Chairperson shall, in addition to accepting the proposed slate of officers from the Nominating Committee, entertain nominations for officers from any member of the Commission present at the May meeting. Nominations may also be submitted by Commissioners absent from the May meeting, provided that said nominations are submitted in writing to the presiding officers at or before the May meeting of the Commission.

##### Section III. DUTIES OF THE CHAIRPERSON

The duties of the Chairperson shall be to:

- A. Preside at meetings of the Commission
- B. Preside at public meetings called by the Commission, or designate another Commissioner or the HRC Director to preside.
- C. Serve as the principal spokesperson of the Commission on Commission matters or designate another Commissioner or the Executive Director to serve in that capacity.
- D. Serve in an Ex-Officio capacity on all committees, except Nomination.
- E. Ensure the review of committee goals and objectives and review progress periodically.

- F. Release statements to the media regarding Commission activities or designate the Executive Director to do so.

Section IV. VICE-CHAIRPERSON

The duties of the Vice-Chairperson shall be to perform, in absence or the resignation of the Chairperson, all duties of the Chairperson.

Section V. SECRETARY

The duties of the Secretary shall be to keep full and accurate records of regular and special meetings of the Greenville County Human Relations Commission and submit them to the Commission's office for permanent record.

Section VI. PARLIAMENTARIAN

The duties of the Parliamentarian shall be to check up on all fine points of procedure that arise and also act as time keeper who keeps a check on time allotted to each member who speaks.

ARTICLE VI

COMMITTEES

Section I. ESTABLISHMENT OF COMMITTEES

The Chairperson, with the advice and consent of the Executive Committee, shall have the authority to establish and disestablish ad hoc committee to fulfill the responsibilities of the Commission.

Section II. APPOINTMENTS

The Chairperson of the Commission shall appoint the various committee Chairperson and committee members. Each committee shall select a Vice-Chairperson.

Section III. TERM OF SERVICE

All committees and the Chairperson shall be appointed for one year beginning August 1<sup>st</sup>.

Section IV. QUORUM

A majority of the committee shall constitute a quorum for the transaction of business.

Section V. MEETINGS OF COMMITTEES

Each committee shall meet as needed to carry out its responsibilities.

The committee Chairperson may call a special meeting. Each committee will report its work to the Commission at its regular monthly meetings.

## Section VI. STANDING COMMITTEES

There shall be four Standing Committees:

- A. Executive Committee – The Executive Committee shall consist of the elected Officers and the immediate past Chairperson.

The duties of the Executive Committee shall be:

1. To exercise with the Executive Director, general authority on behalf of full Commission between meetings of the Commission.
2. To be responsible for matters concerning budget, office management, personnel evaluation, and other related area affecting the operation of the Human Relations Commission's office.

- B. Legal Council – The Legal Council shall consist of at least one member of the Executive Committee.

The duties of the Legal Council shall be:

1. To establish, maintain and update policies and procedures for handling complaints and community issues to be approved by the full Commission.
2. To arrange mediations to be heard by the Commission upon request and proper notice.

The Legal Council shall also have the authority to form a Citizens Advisory Group to deal with community issues.

- C. Public Awareness Committee – This Committee shall work to establish recognition through good media relations and other communications and to advocate for good community relations.

The duties of the Public Awareness Committee shall be:

1. To publicize HRC efforts, studies and activities on a regular basis including making reports to County Council.
2. To develop special activities.
3. To maintain a speaker's group, among Commissioners and arrange speaking engagements.
4. To maintain an orientation program for new Commissioners.

- D. Program Committee

The duties of the Program Committee shall be:

1. To implement programs which will provide information and/or education to the public on human and civil rights. Programs shall focus on, but not be limited to fairness in:

Employment  
Housing  
Public accommodations  
Education  
Law and justice  
Health and social service

2. To provide continuous opportunities for the public to participate in and inquire about human relations and civil practices.

#### Section VII. COMMITTEE ACTIVITIES

- A. Committee activities shall be in keeping with Article II of these Bylaws.
- B. Activities or proposals requiring the expenditure of funds or retaining of special staff shall be first approved by the Commission.
- C. Any formal program, proposal, or study results to be presented to governing body (local, state or federal) must first be presented and approved by the Commission.
- D. No committee shall have the authority to represent the Commission at any time without prior Commission approval.
- E. Any activities of a committee are subject to review by the Commission.

### ARTICLE VII

#### STAFF

##### Section I. GENERAL

The Commission shall employ an Executive Director and staff sufficient to carry out responsibilities and duties of the Commission. The staff shall be governed by the personnel policies of Greenville County.

##### Section II. EXECUTIVE DIRECTOR

The Human Relations Commission shall (upon the direction of County Council) appoint an Executive Director who shall serve at the will and pleasure of the Commission.

The Executive Director shall serve as the staff director of the Commission, with the same duties and responsibilities as other County department directors, and shall be an Ex-Officio, non-voting member of the Commission.

The Executive Director shall be the official agent of the Commission with the authority and responsibility to implement those ordinances, rules and procedures affecting the Commission, to negotiate settlements and to make determinations on behalf of the Commission and to promote the efficient transaction of the Commission's business and the orderly handling of complaints and other matters brought to the Commission.

### Section III. OTHER STAFF

Other staff or agents necessary to implement those ordinances, rules and procedures affecting the Commission may be appointed by the Commission and upon recommendation of the Executive Director.

Regular part-time and /or full time employees shall be secured through the personnel department of Greenville County. Staff for contract work may be obtained by the Commission and funded by grants or other payments duly obtained by the Commission.

## ARTICLE VIII

### AMENDMENTS

#### Section I. PROCEDURE

These Bylaws may be amended by the following procedure:

- A. Any member wishing to amend the Bylaws shall forward the proposed change in writing to the Chairperson of the Commission at least fifteen (15) days prior to a scheduled meeting of the Commission.
- B. The proposed change shall be read and discussed at the meeting of the Executive Committee and shall be presented at the next regular meeting of the Commission. Notice of the proposed change shall be mailed at least five (5) days prior to a scheduled meeting.
- C. Action in the form of a motion shall be taken and if favorably acted upon two-thirds of votes cast, the proposed change shall be considered a bona fide amendment to these Bylaws.

## **ADMENDMENTS TO THE HUMAN REATIONS COMMISSION BY-LAWS**

April 1994

A quorum shall consist of a majority of those persons presently serving a term of office, or a minimum four (4) Commissioners, whichever is less.

July 1988

The Human Relations Commission in its nomination process for annual award resolves that no active commission, or staff shall be considered for any Commission awards.

October 1998

- 1) The American Flag must be present at all official Greenville County Human Relations (GCHRC) meetings.
- 2) At the start of each official Greenville County Human Relations meeting the Pledge of Allegiance to the United States of America must be recited by all present. The Chairman must lead the audience in the reciting of the Pledge of Allegiance.

December 1998

The Commissioners voted to meet every other month for one year from 5:30 p.m. to 7:30 p.m.

## **ARTICLE IX**

### **DISSOLUTION**

In the event of dissolution, the residual assets of the Human Relations of Greenville County shall be returned to the grantor.

Ratified September 12, 1985

Revised: July 1988

Revised: May 2000