

Rules of Procedure
City of Hamilton
Diversity and Inclusion Commission
June 1, 2015

Diversity and Inclusion Commission Rules

Organization

The commission shall include the following organizational positions.

The Chair is appointed by City manager and shall perform the following duties. The chair shall preside over all meetings when present. The chair shall call meetings and provide an agenda for the meeting to the secretary. The chair shall coordinate with the vice-chair when appropriate.

The Vice Chair is appointed by city council and shall, in the absence of the chair, perform all the duties of the chair.

The Secretary shall be elected from appointed members or may be filled by city staff. The secretary shall maintain a record of all business conducted at all meetings and shall maintain an historical record of all commission business. The secretary shall provide records and information related to the business of the commission upon reasonable request and shall submit the meeting agenda to the city clerk for public notice.

The commission may create subcommittees for specific tasks. The membership of each subcommittee shall be determined at regular commission meetings. Subcommittees may meet and are subject to the same public notice requirements of the full commission.

Meeting Agenda

The meeting agenda shall include the following items:

- I. Call to Order
 - a. The Chair shall call the meeting to order at the time the meeting is scheduled.
- II. Roll Call
 - a. The chair shall call the roll of commission members at the beginning of the meeting.
 - b. The secretary shall record each member as present or absent.
- III. Review and approval of previous minutes
 - a. Transcribed meeting minutes from the previous meeting shall be approved, noting any corrections.
- IV. Introductions
 - a. Guests of the commission and scheduled presenters will be introduced by the chair or by the commission member inviting the guest.
- V. Reports
 - a. Any reports requested by the commission, either written or verbal, shall be received by the commission and noted by the secretary.

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- VI. New Business
 - a. Any items placed on the agenda prior to the meeting which have not been previously discussed by the commission shall be presented.
- VII. Special Presentations
 - a. Guests of the commission who have been scheduled to present a particular topic or information on an item of interest to the commission may address the commission.
- VIII. Audience of Citizens
 - a. Individuals may speak during this part of the Agenda. All individuals who intend to speak are requested to sign in at the table in the back of the room. Each speaker is allowed 5 minutes.
- IX. Audience of the Commission
 - a. Commission members may speak during this part of the Agenda. Each speaker is allowed 5 minutes.
- X. Schedule Next Meeting
 - a. The following meeting shall be scheduled by consensus of members present and shall be recorded by the secretary.
- XI. Motion to Adjourn

Procedures during Meetings

A quorum must be present to conduct business. A quorum is a majority of the commission members.

A quorum of subcommittees is half of the members on the subcommittee.

Business conducted at meetings must be on the agenda. Business conducted by the commission is subject to public notice, and all business conducted must be on the agenda and published prior to the meeting. Additions to the agenda may be added at the beginning of the meeting, and items may be presented by commission members during the Audience of the Commission.

A motion and second shall be necessary to approve reports and recommendations made by the commission.