

BY-LAWS FOR THE ORGANIZATION AND PROCEDURE  
OF THE  
ANCHORAGE EQUAL RIGHTS COMMISSION  
APPROVED OCTOBER 27, 1982

(SECTION 2, REVISED APRIL 19, 1984)  
(SECTION 3, REVISED APRIL 19, 1984)  
(SECTION 7, REVISED JANUARY 17, 1986)  
(SECTION 9, REVISED AUGUST 19, 1993)  
(SECTION 3, REVISED DECEMBER 8, 1994)  
(SECTION 5, REVISED MARCH 30, 1995)  
(SECTIONS 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14 REVISED;  
AND 15-27 ADOPTED, NOVEMBER 20, 2003)  
(SECTION 2, REVISED NOVEMBER 17, 2005)  
(SECTIONS 4, 6, 10 REVISED; AND 15-27 REMOVED JANUARY 15, 2015)

**BY-LAWS APPLYING TO THE ANCHORAGE EQUAL RIGHTS COMMISSION**

**SECTION 1. OFFICERS**

The Anchorage Equal Rights Commission shall have three (3) officers. The officers of the Commission shall be as follows: Chair, Vice-Chair, and Secretary. No Commissioner may hold more than one office at a given time. (Revised, November 20, 2003.)

**SECTION 2. TERMS OF OFFICE**

Officers shall be elected for a term of one year. An officer is limited to holding that office to two consecutive terms. (Revised, April 19, 1984.)

### SECTION 3. ELECTION OF OFFICERS

Officers shall be elected by a vote of the majority of commissioners present at the first meeting of the Commission held after expiration of the commissioner's terms of each year. (Revised, November 20, 2003.)(Revised, November 17, 2005.)

Should a vacancy occur in an office between regular elections of officers, a special election to fill the vacant office shall be held at the first regular or special meeting of the Commission following the occurrence of the vacancy. (Revised, April 19, 1984) (Revised, November 20, 2003.)

A special election may be called by the Chair or by any five (5) members of the Commission, to be held at a special or regular meeting, for the purpose of removing officers during their term. An officer may be removed from office by a vote of two-thirds of the commissioners. (Revised, December 8, 1994.) (Revised, November 20, 2003.)

### SECTION 4. DUTIES OF OFFICERS

#### A. Chair

The Chair shall be the general executive officer of the Commission. The Chair shall preside at all meetings and shall appoint all committee or panel members and chairs... The Chair shall also serve as the official spokesperson of the Commission; shall be empowered to sign all official communications and documents on behalf of the Commission; and shall perform such other duties as are properly incident to the office, and as shall be prescribed by the Commission. The Chair shall serve as an ex-officio member of the Standing Committee on the Promotion of Tolerance and Diversity, and may serve as an ex-officio member of other standing committees. The Chair may, in the Chair's discretion, designate another commissioner to take any action which the Chair is authorized to take. (Revised, January 15, 2015.)

#### B. Vice-Chair

The Vice-Chair shall assist the Chair in the performance of the Chair's prescribed duties and in the absence of the Chair, shall possess the same powers and perform the same duties as the Chair. The Vice-Chair shall also perform such other duties as the Commission may from time to time prescribe. (Revised, November 20, 2003.)

#### C. Secretary

The Secretary, or designee, shall be responsible for insuring the preparation and maintenance of a fair and correct record of minutes of all meetings; for the proper notification of all required meetings of the Commission; for taking roll call on motions;

reading back motions during the conduct of Commission meetings; and shall perform all other duties as are properly incident to the office, and as shall be prescribed by the Commission. (Revised, November 20, 2003) (Revised January 15, 2015)

## SECTION 5. EXECUTIVE COMMITTEE

There shall be an executive committee of the Commission which shall be composed of the Chair, the Vice-Chair, and the Secretary. The executive committee shall have such duties and perform such acts as may be delegated to it by the Commission. (Revised, November 20, 2003.)

The executive director shall be responsible for preparation of the proposed budget with the concurrence of the executive committee. The executive director and the executive committee shall timely provide the proposed budget and the final budget, as approved by the Mayor and Assembly, to the full Commission. (Revised, March 30, 1995.) (Revised, November 20, 2003.)

## SECTION 6. COMMITTEES

### A. Standing Committees

The Commission may create standing committees, each to consist of at least three (3) members of the Commission. The Chair shall be empowered to appoint the members of such standing committees. (Revised, January 15, 2015.)

### B. Special and Ad Hoc Committees

The Chair shall be empowered to create such special and ad hoc committees as the Chair or the Commission may from time to time determine are necessary. The Chair shall be empowered to appoint the members of such special and ad hoc committees. Each member appointed to a special or ad hoc committee shall serve a term of one year. Such special and ad hoc committees may include the following:

- (1) Housing and Finance
- (2) Education and Employment
- (3) Public Accommodations and Services Provided by the Municipality

(Revised, November 20, 2003.)

## SECTION 7. MEETINGS

Regular meetings of the Commission shall be held no fewer than four times per year. Special meetings may be called by the Chair or by any five (5) members of the Commission. Notice of meetings shall be given to the public as required by ordinance

and all meetings shall be open to the public. (Revised, January 17, 1986.) (Revised, November 20, 2003.)

## SECTION 8. QUORUM

A majority of the members of the Commission shall constitute a quorum at any regular or special meeting of the Commission.

## SECTION 9. PARLIAMENTARY PROCEDURE

Except as otherwise required by ordinance or regulation, all meetings of the Commission shall be conducted in accordance with the most recent version of Robert's Rules of Order. (Revised, August 19, 1993) (Revised, November 20, 2003.)

## SECTION 10. ATTENDANCE

Consistent with A.M.C. 4.05.060, a vacancy shall occur on the failure of a member, during any 12-month period while in office:

- A. To attend three consecutive regular meetings without excuse; or
- B. To attend a two-thirds majority of the regular meetings.

A member intending to be absent at a regular meeting shall request to be excused in advance of the meeting from which the member will be absent. Such request may be made through the executive director to the Chair. Per AMC 4.05.060.C, a board or commission chair or the chair's designated staff shall keep attendance records of all meetings and immediately report the failure of any official to meet the attendance requirements of this section to the mayor or his designee. Per A.M.C. 4.05.060.F, as an adjudicatory commission listed under A.M.C. 4.40, written, telephonic or electronic communication shall not constitute attendance at a public meeting of the Commission. (Revised, January 15, 2015.)

## SECTION 11. HEARINGS

All hearings shall be conducted according to the Anchorage Municipal Code.

The provisions of the Municipal Code pertaining to the Commission's procedures on hearings shall be maintained in written form at the office of the Anchorage Equal Rights Commission and made available to the public during regular business hours. (Revised, November 20, 2003.)

## SECTION 12. AMENDMENTS

These by-laws may be amended by a vote of the majority of the members of the Commission at a regular or special meeting of the Commission, the notice of which meeting has reasonably stated the content of the proposed amendment. (Revised, November 20, 2003.)

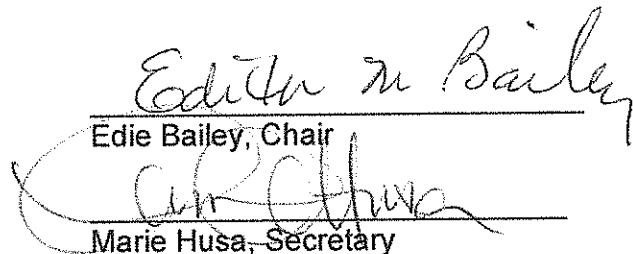
## SECTION 13. VACANCIES

The Chair shall promptly notify the Mayor of vacancies on the Commission. (Revised, November 20, 2003.)

## SECTION 14. OFFICIAL REPRESENTATION

The Chair or the Chair's designee shall be the spokesperson for the Anchorage Equal Rights Commission as a whole, and shall represent the position officially adopted by the body. (November 20, 2003.)

THESE BY-LAWS ARE APPROVED by vote of the Commission this 15th day of January 2015.

  
Edie Bailey, Chair  
Marie Husa, Secretary