

**BYLAWS OF THE  
CITY OF MOUNTAIN VIEW HUMAN RELATIONS COMMITTEE**

**ARTICLE I – PURPOSE**

The Human Relations Committee was established by the Mountain View City Council to:

1. Act as an advisory body to the City Council on issues concerning tolerance, inclusivity, and involvement, as defined in the Council resolution establishing the Committee.
2. Serve as a forum for public discussion regarding issues relating to tolerance, inclusivity, and involvement.
3. Serve as a liaison/facilitator between City government and the public relating to tolerance, inclusivity, and involvement.
4. Coordinate Commission activities, reports, or recommendations with other City boards or commissions where identified as appropriate by City staff.

The Committee does not provide direction to City staff, nor does it have decision- or policy-making authority except as specifically delegated to it by the majority vote of the City Council. The Committee works with a staff liaison designated by the City Manager to organize and manage the work of the Committee.

**ARTICLE II – MEMBERSHIP, APPOINTMENT, TERMS, AND RESIGNATIONS**

The members of the Committee serve at the pleasure of the City Council. The City of Mountain View Charter and City Council Resolution 18198 (Exhibit A) shall govern the membership and terms of the Committee. Council Policy K-2: Boards, Commissions, and Committees as amended shall govern the appointment and selection process and resignation for Committee members.

**ARTICLE III – COMPENSATION**

The members of the Committee shall serve without compensation for their services. Committee members may receive reimbursement for necessary traveling and other expenses incurred on official duty when such expenditures have received prior authorization and when the provisions of Council Policy K-2: Boards, Commissions, and Committees have been met.

**ARTICLE IV – OFFICERS**

1. The officers of this Committee shall be the Chair and Vice Chair.

2. These officers shall perform the duties defined in these bylaws and by the parliamentary authority of the Committee.
3. The Chair and Vice Chair shall be elected by members of the Committee to serve for one year or until their successors are appointed, beginning immediately upon their election.
4. Election of officers shall take place at the first regular meeting of the Committee in a new calendar year.
5. In the event of a vacancy in the office of the Chair, the Vice Chair shall succeed immediately to the office for the remainder of the Chair's unexpired term.
6. In the event of a vacancy in the office of the Vice Chair, the office shall be filled by election of the Committee.
7. In the absence of the Chair and Vice Chair, the staff liaison shall identify a Committee member to serve as Chair pro-tem. Their office shall terminate upon adjournment of the meeting.
8. The responsibilities of the Chair include:
  - a. Calling meetings to order and facilitating the conduct of Committee business according to the posted agenda, relevant state and local laws and policies, and parliamentary procedure.
  - b. Meeting regularly with the Vice Chair and staff liaison to review future meeting agendas and Committee business.
  - c. Assisting with upholding the Code of Conduct (Exhibit B) for advisory body members.
  - d. Representing the Committee at events and ceremonial gatherings at the invitation of the City Council or its designee.
  - e. Establishing *ad hoc* subcommittees and appointing their membership.
9. The responsibilities of the Vice Chair include:
  - a. Acting to fulfill the duties of the Chair in the Chair's absence.
  - b. Meeting regularly with the Chair and staff liaison to review future meeting agendas and Committee business.
10. The staff liaison to the Committee shall be responsible for recording action minutes and keeping a record of the Committee's proceedings and transactions.

## **ARTICLE V – MEETINGS**

1. All proceedings of the Committee shall be open to the public as required by state and local laws and policies.
2. The Committee shall adopt a schedule of regular meetings at their final meeting before the City Council's summer recess.
3. Regular meetings shall be held on the first Thursday of the month at 6:30 p.m. in City Hall.
4. The Committee shall hold special meetings as necessary to complete the business of the Committee as determined by the Chair under advisement of the staff liaison. Notice of the special meeting stating the time, place, and purpose shall be provided in writing to each member of the Committee not less than five (5) days before such meeting and/or by telephone within 48 hours of the meeting time.
5. A quorum of four members must be present in order to conduct a meeting of the Committee.
6. All actions the Committee shall be taken by a majority vote of the entire membership.
7. Notice stating the place, day, hour, and agenda of any meeting of the Committee shall be provided to the public at least 72 hours before the meeting and in accordance with the Ralph M. Brown Act (Government Code 54950 *et seq.*).

## **ARTICLE VI – ATTENDANCE**

Committee members are expected to attend all regular Committee meetings. Members of *ad hoc* subcommittees are expected to attend subcommittee meetings. Attendance requirements, definition of excused and unexcused absences, and procedures for removal are governed by sections 3 and 4 of Council Policy K-2: Boards, Commissions, and Committees as amended.

If a Committee member is unable to attend a regular or special meeting, the member is expected to give prior notice to the Chair and staff liaison regardless of the reason for the absence.

## **ARTICLE VII – AD HOC COMMITTEES**

The Committee may from time to time establish *ad hoc* committees composed solely of less than a quorum of the Committee that serve a limited or single purpose, are not perpetual, and will be dissolved once their specific task is completed.

1. The Chair shall appoint *ad hoc committees* as they deem necessary to carry on the Committee's work.
2. *Ad hoc* committee members will select a Chair for the *ad hoc* committee to report to the full Committee on the activities of the *ad hoc* committee.
3. *Ad hoc* committees are advisory to the Committee. They may act on behalf of the Committee only in the case of a specific delegation of authority as designated in the establishment of the *ad hoc* committee or adopted at a regular Committee meeting.
4. Business applicable to a certain *ad hoc* committee shall automatically be referred to it.
5. *Ad hoc* committees may be held as needed at a time and place, including virtually, designated by the *ad hoc* committee.

#### **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

The rules contained in Rosenberg’s Rules of Order (Exhibit C) shall govern this Committee in cases to which they are applicable, unless they are inconsistent with these standing rules or any special rules of order which the Committee may adopt, or any rules as set for in the City of Mountain View Municipal Code as amended, or in any City ordinance as amended. The Chair shall make all necessary rulings under advisement of the staff liaison.

#### **ARTICLE IX – AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Committee by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous regular meeting or is recommended by the staff liaison. The removal of general or specific reference to state and/or local laws and/or policies does not exempt the Committee from being subject to or required to comply with such laws and/or policies.

Exhibits: Council Resolution 18198, Council Code of Conduct, Rosenberg’s Rules of Order

Adopted on **September 4, 2025**