

# Roseville Human Rights, Inclusion and Engagement Commission

## Agenda Item

---

**DATE:** March 17, 2021

**ITEM:** 7D.

---

**ITEM DESCRIPTION:** Appoint Commission Chair, Vice Chair and Ethics Commission member

---

### Background

On January 11, 2021, Commissioner Cat Beltmann resigned from her position as Chair and Commissioner. Based on the rules outlined in city code section 201.06, the annual election of officers will occur at the March commission meeting. Officers elected at that time will serve a one-year term.

The role of the Chair as outlined in the Commission handbook is as follows:

The chair presides at all official meetings and generally ensures that the group reviews and acts upon the items on the agenda. The chair is expected to ensure that decisions are made in a timely manner, yet be careful not to limit discussion - assuring that both members of the public and fellow commission members have an opportunity to be heard.

#### Responsibilities of the Chair:

- Preside over all official meetings of the commission.
- Consult with the staff liaison in drafting the meeting agenda, if necessary.
- Attend City Council meetings as needed to represent the commission.
- Serve as a model of leadership and inspire public confidence in Roseville's government.

#### The chairperson is also the person vested with authority to:

- Call a meeting to order and propose adjournment.
- Recognize and call upon speakers. • Call for debate and vote on motions.
- Clarify or request clarifications of motions made by members.
- Rule whether motions are out of order.
- Interpret and enforce any meeting management bylaws or rules of procedure.
- Call members to order if they disregard rules of procedure or decorum for the meeting.
- Ensure that meetings are conducted in an efficient and productive manner.

#### The effective chairperson also:

- Solicits discussion and opinions from all members.
- Does not allow personal attacks.
- Keeps the discussion focused on the issue.
- Builds trust through fairness to all the participants

# Roseville Human Rights, Inclusion and Engagement Commission

## Agenda Item

The commission is also asked to appoint a Vice Chair as well as a representative to the Ethics Commission. The Ethics commission includes a representative from each of the standing commissions. The duties and functions of the commission are:

- Serve in an advisory capacity to the city council on matters involving the [ethics code \(PDF\)](#) adopted by the city council.
- Administer the ethics code adopted by the city council.
- Conduct annual ethics training for city council and commission members - [Ethics Training video](#).
- Perform other duties and functions or conduct studies as specifically directed or delegated by the city council.

Previously, Commissioner Macomber was the representative to the Ethics commission in 2020.