



POLICIES AND PROCEDURES CLAREMONT COMMITTEE ON HUMAN RELATIONS

A Standing Committee of the
CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION

A. MISSION STATEMENT

The Mission of the Committee on Human Relations is to advocate and promote diversity, equity and inclusion, and act as an advisory body to the Community and Human Services Commission. The Committee will make recommendations on methods of inspiring mutual respect and understanding among people, to discourage prejudice and discrimination, and work towards cultural awareness and unity. The Committee may also make recommendations as to special events which will further its purpose.

B. VISION

To advance inclusion and transparency from aspiration to reality, among our diverse communities, through engagement and collaboration.

C. FUNCTION

The functions of the Committee on Human Relations shall include but not be limited to the following:

1. Advise the Community and Human Services Commission in areas of human services and human relations.
2. Facilitate learning experiences and conversations that help community members understand the need for justice, adopt attitudes of mutual acceptance, promote respect, respond to conflict in society, and bring awareness to implicit and structural bias.
3. Stay informed of the development of local, county, state, and national programs that could advance the goals of the Committee on Human Relations.
4. Work cooperatively with staff in developing an annual work plan.
5. Work in consultation with, and guidance from, the Los Angeles Commission on Human Relations, to establish best practices pertaining to programming, community engagement, and mediation.
6. Receive information on hate crimes and hate incidents as they occur in Claremont from the Police Department.

D. MEMBERSHIP

1. The committee shall consist of 7 members who reflect the diversity of the community and reside, attend school, or have their primary employment in the City of Claremont.

2. Members of the same household may not serve on the same committee.
3. Committee member terms shall be four years beginning September 1st of the year appointed. Terms shall be staggered to maintain continuity. Terms shall expire on August 31st of the year established upon appointment.
4. Prior to May each year, City Staff shall contact eligible committee members whose terms are expiring and determine if there is interest in being considered to serve an additional term.
5. Committee members are appointed by the Community and Human Services Commission. Prior to July each year, the Chair of the Community and Human Services Commission may appoint a Community and Human Services ad hoc committee to review applications, and if necessary, conduct interviews to make recommendations to the full Commission on the appointment of new members.
6. A committee member may be removed from office for any reason by a majority vote of either the Community and Human Services Commission or the City Council. To the extent the City Council and Community and Human Services Commission disagree on removal, the City Council decision shall prevail.
7. Should a vacancy occur prior to the end of the member's scheduled term, the Community and Human Services Commission shall recommend a replacement for the non-expired term.
8. Members shall attend meetings and participate in the activities of the committee.
9. The committee shall include at least one member and an alternate from the Community and Human Services Commission to serve as a liaison to the committee. Liaison is a non-voting position.
10. The Commission liaison shall receive information about all meetings related to the committee, such as ad hoc committee meetings, and shall report to the Commission all pertinent information about committee activities.
11. The committee shall include at least one staff representative from the Recreation and Human Services Department to serve as a liaison to the committee. Liaison is a non-voting position.
12. The Staff liaison(s) will update the Community and Human Services Commission on current members annually.

E. OFFICERS

1. The committee shall nominate and select a chairperson and vice chairperson from its membership in September. Terms shall be one year in length with a limit of two consecutive terms.
2. Officer terms shall take place from September 1-August 31.
3. The committee shall nominate and select replacements for officer vacancies that occur from within the membership. The appointment expires August 31.

F. AD HOC COMMITTEES

1. Ad hoc committees can be appointed by the Chair as needed for discrete subjects or tasks.
2. An ad hoc committee may not be a standing committee with a fixed meeting time and/or continuing subject matter jurisdiction. It cannot have members from another City legislative body and remain an ad hoc committee, but is free to meet with staff and members of the community.
3. Ad hoc committees must be comprised of at least two members. They may not be greater than or equal to the quorum of the committee.
4. Ad hoc committees must report on their work progress at each regular meeting.

G. MEETINGS

1. The committee must work from an agenda prepared in advance by the Chair and staff liaisons.
2. The committee shall meet at least four times each calendar year, on a stated date, at a stated time, set in advance by the Committee and noticed in accordance with the Brown Act. The regular meeting will be conducted on the second Monday of September, November, February, and May at 6:30 PM.
3. Meeting minutes, prepared by City Staff, must be distributed with the agenda prior to the meeting.
4. Committee meetings must adhere to the requirements of the State of California Brown Act.

H. STANDING RULES

1. A quorum is reached when more than half (1/2) of all voting members are present.
2. A committee cannot conduct business or take action unless a quorum of voting committee members is present.

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3. All minutes shall be approved by the committee and received and filed by the Community and Human Services Commission. All material submitted shall, in turn, be forwarded, unabridged, to the City Council, with a recommendation from the Community and Human Services Commission regarding such material.

Originally Adopted 03/10/1997

Revised and Adopted 03/12/2025