



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 8/28/2025

File ID: TMP-5883

Department: City Council

Subject:

Type of Action: Approval/Action

Introduction of an Ordinance revising, restating and consolidating the Human Relations Commission and its Bylaws pursuant to Resolution No. 94-633 which was adopted and approved on August 25, 1994.

Ordinance No.

Finance Information:

Account Number: NA

City Cost Amount: NA

Total Cost: NA

Special Circumstances:

Grant Funded: NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below)

Address: NA

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

ORDINANCE NO. _____

**ORDINANCE TO CREATE A CHARTER OF THE HUMAN RELATIONS
COMMISSION**

WHEREAS, the Human Relations Commission of the City of Huntsville, Alabama, ("HRC") was created pursuant to Resolution No. 94-633, which was adopted and approved on August 25, 1994, by the City Council of the City of Huntsville; and

WHEREAS, the Bylaws of the HRC were approved pursuant to Resolution No. 95-251 and were adopted and approved on April 27, 1995, by the City Council of the City of Huntsville; and

WHEREAS, Resolution No. 95-608 amended Resolution No. 95-251 to modify the "Mission" section of the HRC Bylaws. Resolution No. 95-608 was adopted and approved on August 24, 1995, by the City Council of the City of Huntsville; and

WHEREAS, Resolution No. 96-94 added an "Election of Officers" section and further amended Resolutions No. 95-251 and 95-608 to modify the "Mission" and the "Community Needs/Programs Development Committee" sections of the HRC Bylaws. Resolution No. 96-94 was adopted and approved on February 8, 1996, by the City Council of the City of Huntsville; and

WHEREAS, Resolution No. 97-22 further amended Resolution No. 95-251 to modify the "Duties, Powers and Responsibilities" section of the HRC Bylaws. Resolution No. 97-22 was adopted and approved on January 23, 1997, by the City Council of the City of Huntsville; and

WHEREAS, Resolution No. 02-994 amended Resolution No. 94-633 to modify the term that HRC members serve. Resolution No. 02-994 was adopted and approved on November 26, 2002, by the City Council of the City of Huntsville; and

WHEREAS, Resolution No. 03-468 amended to Resolution No. 94-633 to modify the composition and method of appointment of HRC members. Resolution No. 03-468 was adopted and approved on May 22, 2003, by the City Council of the City of Huntsville; and

WHEREAS, the number of Resolutions modifying previous Resolutions has created such confusion that HRC has requested that its Charter be restated, revised and consolidated into a single, cohesive Ordinance; and

WHEREAS, an Ordinance, as opposed to a Resolution, demonstrates the City's desire to make HRC a permanent Commission; and

WHEREAS, the City Council finds the HRC's request is well-founded and that said HRC Charter should supersede all previous resolutions related to the HRC, including those cited above.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that the content of the HRC formation document and Bylaws, and the amendments thereto, created pursuant to the above-named resolutions, be hereby restated, revised, consolidated, and replaced by Attachment A hereto.

ADOPTED this the 28th day of August, 2025.

President of the City Council
of the City of Huntsville, Alabama

APPROVED this the 28th day of August, 2025.

Mayor of the City of
Huntsville, Alabama

ATTACHMENT A
HUMAN RELATIONS COMMISSION
CHARTER

CREATION: The Human Relations Commission of the City of Huntsville, Alabama, (“HRC”) was established pursuant to Resolution No. 94-633, which was adopted and approved on August 25, 1994, by the Huntsville City Council. Resolution No. 94-633 was subsequently amended by Resolution No. 02-944, which was adopted and approved on November 26, 2002; and Resolution No. 03-468, which was adopted and approved on May 22, 2003. Further, the Bylaws of HRC were adopted pursuant to Resolution No. 95-251, which was adopted and approved on April 27, 1995 by the Huntsville City Council. Resolution No. 95-251 was subsequently amended by Resolution No. 95-608, which was adopted and approved on August 24, 1995; Resolution No. 96-94, which was adopted and approved on February 8, 1996; and Resolution No. 97-22, which was adopted and approved on January 23, 1997. Ordinance No. 25-_____, which restated, consolidated, and revised the operating documents of HRC into this Charter, was adopted and approved by the City Council of the City of Huntsville on _____, 2025.

VISION: The Human Relations Commission (“HRC”) envisions a community that respects the rights of all citizens.

MISSION: It is the mission of the HRC to contribute to the promotion of the rights of every individual in Huntsville, Alabama, to be free from all forms of discrimination.

The HRC accomplishes its mission by advising the Huntsville City Council, Mayor, City departments, and businesses and organizations operating in the City on matters of discrimination and discriminatory policies and practices and through community-wide educational programs and events.

SECTION I: DUTIES, POWERS AND RESPONSIBILITIES

1.1 The HRC shall have the following duties, powers, and responsibilities:

1. Disseminate information, educational materials, and reports which will assist in insuring respect among all citizens. This will promote goodwill and awareness among the City’s residents, and foster a shared sense of community responsibility.
2. Formulate and carry out programs of community education and training, by itself or in cooperation with other agencies, organizations, or associations, public and private, for the purpose of promoting goodwill, mutual understanding, and a sense of community responsibility.
3. Be an interpreter of the sentiments of the community and an agent within the government to foster programs, policies, and procedures for ensuring community progress in all human relations.
4. Provide leadership in recognizing and resolving potential problems through its advisory capacity to the Mayor and City Council for development of programs designed to make this City a better place for all citizens.
5. Foster meaningful relationships within Huntsville’s multi-cultural community.

- 1.2 HRC shall prepare and submit at least twice annually, and as the need arises, a written report of the HRC's activities and programs to the Mayor and the City Council.

SECTION II: COMPOSITION AND METHOD OF APPOINTMENT

- 2.1 COMPOSITION: The HRC shall consist of thirteen (13) members selected in places as follows:

1. For places one through five on the HRC, Council members shall appoint the number of the HRC corresponding to his or her district number; and
2. Mayor shall appoint members for places six through thirteen.
3. HRC is encouraged to recommend new members to the City Council and the Mayor, but neither the City Council nor the Mayor shall be bound by such recommendation(s).

- 2.1 VACANCY: In the event of a vacancy in any place on the HRC prior to the expiration of the applicable term, such vacancy shall be filled in the same manner as regular appointments as provided above to complete the term of the vacant position.

- 2.2 TERMS: Each member shall serve a four-year term, subject to reappointment for one additional term; and the terms of the HRC members shall be staggered. Any term less than a full four-year term shall be considered a partial term and shall not be a full term for purposes of determining appointment. Members may be eligible for a third or subsequent term only upon an affirmative vote of four-fifths of the membership of the City Council. Terms of current and new members shall be as follows:

Place	Term ends	Appointing Authority	Member
1	09/30/2027	District 1 Councilmember	Remelus Bowden
2	09/30/2027	District 2 Councilmember	Traci Harris
3	09/30/2026	District 3 Councilmember	Janice Vaughn
4	09/30/2026	District 4 Councilmember	Barbara A. Hughes
5	09/30/2026	District 5 Councilmember	Tammie Hammons-Figures
6	09/30/2027	Mayor	Christopher Smith
7	09/30/2027	Mayor	Daniel Owen
8	09/30/2025	Mayor	Kamilah Torres
9	09/30/2028	Mayor	Mark Moore
10	09/30/2025	Mayor	Acacia Moore
11	09/30/2028	Mayor	Darrell Ezell
12	09/30/2025	Mayor	Tonya Perry
13	09/30/2028	Mayor	Erica Washington

- 2.3 ELECTION OF OFFICERS: The HRC shall elect annually a Chair, Vice Chair, Secretary, and any other position the HRC deems prudent pursuant to its bylaws. Said election shall take

place at its final regularly scheduled meeting in a calendar year and shall be determined by a majority of votes cast. Officers will serve for one year and are eligible for reelection as long as their appointment on the HRC is active.

- 2.4 EX OFFICIO MEMBERS: The HRC may appoint ex officio members to the HRC who may represent governmental units, agencies, organizations, and interested citizens of the community who can serve as resource persons and/or serve on committees. Such ex officio members have the right to participate in the proceedings of the HRC, but without the right to vote or to serve as chair of the respective committees. Examples of possible representatives would come from such areas as the public school system, higher education, ministerial alliances, NAACP, or other ethnic groups, police department, chamber of commerce, mental health community social service agencies, apartment or rental housing associations, etc.

SECTION III: BYLAWS

- 3.1 The HRC shall establish Bylaws of rules and procedures as it deems necessary to conduct business, to fulfill its duties and responsibilities, and to exercise the powers granted to it by this Charter.
- 3.2 The bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds (2/3) majority vote of all members present, provided the amendment was presented in writing at the previous regular meeting and electronically delivered within seven (7) days of the meeting date to all members not in attendance at the regular meeting.
- 3.3 HRC shall have the power to establish subcommittees as it deems necessary to promote its mission, pursuant to its Bylaws.

SECTION IV: MEETINGS, INTERVAL, PLACES, QUORUM, ABSENCES

- 4.1 MEETINGS: The HRC shall conduct regular meetings at least twelve (12) times between January and December of a calendar year, at the call of the chair, at a place that is accessible to the general public. Meeting times, dates, and locations will be established in its bylaws and conducted in accordance with Ala. Code 1975 § 36-25A-1 et seq, otherwise known as the Alabama Open Meetings Act.
- 4.2 QUORUM: A majority of the membership shall constitute a quorum.
- 4.3 ABSENCES: In the event that any member shall be absent without notifying the Chair, Vice-Chair or Secretary from more than three (3) of the regularly called meetings of the HRC during any one (1) calendar year, his or her position on the HRC shall be considered vacant and the Mayor or appropriate Council member shall appoint a successor to fill the unexpired term.