

HUMAN RIGHTS COMMITTEE BY-LAWS

PREAMBLE

The Isabella County Human Rights Committee, hereafter referred to as HRC, was established in 2008, pursuant to action of the Isabella County Board of Commissioners. The Isabella County Board of Commissioners appoints members of the HRC to review and recommend action on issues and concerns related to human rights and civil rights.

Open Meetings Act (Public Act 267 of 1976) – The HRC is subject to Michigan’s Open Meeting Act.

PURPOSE OF THE HUMAN RIGHTS COMMITTEE

1. To provide programming and education to the county on issues related to enhancing positive interaction between diverse members of Isabella County.
2. To serve as a liaison between the county and other local diversity and minority organizations.
3. To collect data regarding acts of discrimination/harassment within Isabella County and share the analysis of that data, with recommendations for action, with the Board of Commissioners and the County Administrator.
4. To monitor the actions taken by appropriate governmental bodies regarding acts of discrimination/harassment reported to the Board of Commissioners and the County Administrator by the Human Rights Committee.
5. To report periodically to the Board of Commissioners and the County Administrator on the extent of violations within Isabella County, and the activities of the HRC.

MEMBERS/LIAISON

The Committee is made up of eleven residents of Isabella County, appointed by the Board of Commissioners. Terms are staggered and run for three years. If a member resigns prior to completion of the term, an interested community member who applies may be selected to complete the original term. Seats will be allocated as follows:

- One member employed at Central Michigan University
- One member from the Saginaw Chippewa Indian Tribe
- One member employed at the Public Schools in Isabella County
- Eight At-Large members

The HRC members representing Central Michigan University, the Saginaw Chippewa Indian Tribe and the Mt. Pleasant Public Schools should be selected by the respective entity and then the person should apply to be the representative to the HRC.

An Isabella County Board of Commissioners Member will serve as liaison to the Human Rights Committee and the County Administrator, however **this individual is not a voting member.**

The HRC will prioritize needed skill sets and will submit a request to the Board of Commissioners through the liaison when applicants are to be considered for HRC membership.

ADVISORY SUB-COMMITTEE STRUCTURE

Four standing advisory sub-committees align with the purpose of the HRC to provide education and programming to the HRC and/or community and to liaison between the county and local diversity and minority organizations. Sub-committees may be proposed by an HRC board member but require unanimous consent of the board established by vote. HRC board members volunteer for sub-committee membership. An ad hoc sub-committee may be appointed to address community needs, particularly in response to HRC Incident Report resolution. Advisory subcommittees (consisting of 2-4 members) meet independently and report findings to the HRC board for consideration.

Standing Advisory Sub-committees

- Law Enforcement Sub-committee
 - Liaison with law enforcement
 - Provide community policing resources and policy review
 - Collaborate toward HRC Incident Report resolution specific to law enforcement concerns
 - Provide education concerning Michigan legislation to the HRC and/or community
 - Other service as requested by the HRC

- Disability Sub-committee
 - Liaison with non-profit organizations supporting those with disabilities
 - Collaborate toward HRC Incident Report resolution specific to disability concerns
 - Provide education addressing the concerns of people with disabilities to the HRC and/or community
 - Other service as requested by the HRC

- Education Sub-committee
 - Liaison with Mt. Pleasant Public Schools, Central Michigan University, and other institutions of learning in support of their educational mission
 - Collaborate toward HRC Incident Report resolution specific to education concerns
 - Provide education and/or resources addressing the concerns of educators to the HRC and/or community
 - Other service as requested by the HRC

- Event Planning Sub-committee
 - Planning and execution of the Let Peace Reign event
 - Curating the HRC Opportunities for Involvement List
 - Other service as requested by the HRC

DUTIES OF MEMBERS

Member from Central Michigan University (CMU)

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at CMU
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the CMU community
- C. Each representative is expected to report back to the HRC, sharing information of what they presented to the CMU community
- D. Represent HRC at a minimum of two (2) community events or sponsored projects per year
- E. Volunteer to work on at least one (1) sub-committee per year
- F. Each representative is expected to attend each HRC meeting

Member from the Saginaw Chippewa Indian Tribe (SCIT)

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at the SCIT
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the Saginaw Chippewa Tribal community
- C. Each representative is expected to report back to the HRC, sharing information of what they presented to the Saginaw Chippewa Tribal community
- D. Represent HRC at a minimum of two (2) community events or sponsored projects per year
- E. Volunteer to work on at least one (1) sub-committee per year
- F. Each representative is expected to attend each HRC meeting

Member from the Isabella County Public Schools

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights at the Isabella County Public Schools
- B. Share information of the purpose, goals and activities of the Human Rights Committee with the Isabella County Public Schools community
- C. Each representative is expected to report back to the HRC, sharing information of what they presented to the Isabella County Public Schools community
- D. Represent HRC at a minimum of two (2) community events or sponsored projects per year
- E. Volunteer to work on at least one (1) sub-committee per year
- F. Each representative is expected to attend each HRC meeting

At-Large Members

- A. Share monthly updates of programs, activities, issues that are taking place in relation to human rights in the community
- B. Share information of the purpose, goals and activities of the Human Rights Committee with residents of Isabella County
- C. Each representative is expected to report back to the HRC, sharing information of what they presented to the community
- D. Represent HRC at a minimum of two (2) community events or sponsored projects per year
- E. Volunteer to work on at least one (1) sub-committee per year
- F. Each representative is expected to attend each HRC meeting

MEETINGS/QUORUMS

Meetings will be held once each month. Dates and times will be established by the HRC and recorded with the County Clerk in January of each year.

Additional meetings may be called by the Chair or Vice-Chair as needed, and a meeting announcement will be forwarded to the Administrative Assistant to the Board of Commissioners three days prior for public posting. In the event of a special meeting, no other business can be transacted except that for which the meeting is called.

In order for a meeting of the HRC to be conducted, a majority of voting members must be present.

In the event a meeting of the HRC is cancelled by the Chair or Vice-Chair, barring exceptional circumstances, notification will be forwarded to the Administrative Assistant to the Board of Commissioners three days prior for public posting. HRC membership will be notified via email prior to the scheduled meeting.

HRC meetings will commence at the next scheduled date determined in the January calendar of meetings.

ELECTION OF OFFICERS

The HRC will elect a Chairperson, Vice Chairperson and Secretary in January of each year to serve a one-year term. If an officer resigns during the year, nominations and elections will be held at the next meeting to ensure a complete team of officers. Qualifications for running for office:

- Must be a member for at least 12 months
- Satisfactory attendance
- Participation at community events on behalf of HRC

DUTIES OF CHAIRPERSON

- A. Schedule the HRC monthly meeting calendar in December for the next year and have it placed on the HRC website in January.
- B. Set the agenda for the HRC meetings and send them to the Administrative Assistant to the Board of Commissioners a week before the meeting so they can be distributed to the HRC members.
- C. Facilitate the monthly HRC meetings.
- D. Prepare the Annual Proposed Budget for HRC, share and seek approval with the HRC, and submit appropriate paperwork to the Isabella County Administrator by the deadline; review the budget on a monthly basis to ensure proper financial management.
- E. Schedule and attend each HRC Officer monthly meeting; distribute agenda for each officer meeting.
- F. Submit completed per diem forms from the HRC members to the Administrative Assistant to the Board of Commissioners.
- G. Submit approved minutes to the Administrative Assistant to the Board of Commissioners following the HRC monthly meeting.
- H. Review the HRC website and Facebook page on an on-going basis and provide updates, as necessary.
- I. Volunteer to work on at least one (1) HRC sponsored project per year.
- J. Volunteer to work on at least one (1) sub-committee per year.
- K. Represent HRC at various community or collaborative meetings.
- L. Communicate with the Isabella County Administrator and designees.
- M. Give an Annual Report to the Isabella County Board of Commissioners.

DUTIES OF VICE-CHAIRPERSON

- A. Conduct the committee meetings if the Chairperson is absent.
- B. Assist the Chairperson with duties, as requested.
- C. Volunteer to work on at least one (1) HRC sponsored project per year.
- D. Volunteer to work on at least one (1) sub-committee per year.
- E. Represent HRC at various community or collaborative meetings.
- F. Attend the HRC Officer monthly meeting,

DUTIES OF SECRETARY

- A. Prepare regular meeting minutes and submit to the HRC Chairperson, Vice Chairperson and members for approval and/or corrections within ten (10) days after the meeting.
- B. Revise meeting minutes after they are approved by the HRC, to include amendments, if necessary.
- C. Submit revised minutes to the HRC members for approval; the Chairperson will then send them to the Administrative Assistant.
- D. Volunteer to work on at least one (1) HRC sponsored project per year
- E. Volunteer to work on at least one (1) sub-committee per year
- F. Represent HRC at various community or collaborative meetings

DUTIES OF OFFICERS, AS A COLLECTIVE

The Chairperson, Vice-Chairperson and Secretary will attend monthly officer meetings.

ATTENDANCE/PER DIEM

- Each member is expected to attend and contribute at each HRC meeting. Diversity within the group setting is essential to maintain an advocacy role in the community. If a member cannot attend a meeting, they must send an email note to the Chairperson and cc: HRC board before the meeting, in order to be excused.
- The Board of Commissioners has established a per diem rate for HRC member attendance. The per diem for a meeting will only be paid if a quorum is present and only to those members in attendance.
- The HRC may vote to authorize the Chairperson or the Vice-Chairperson to submit a letter to the Board of Commissioners requesting the removal of a board member in the event of excessive absence. Excessive absence is defined as missing three (3) unexcused meetings or missing five (5) meetings total in a year.
- Subcommittee participation and representation of the HRC at community events is an expectation of HRC membership. The HRC may vote to authorize the Chairperson or the Vice-Chairperson to submit a letter to the Board of Commissioners requesting non-renewal of a member's term if membership duties are not met.

CERTIFICATION

The Bylaws become effective immediately upon adoption by the Isabella County Board of Commissioners.

AMENDMENTS

The Bylaws shall be reviewed every three (3) years to determine continued relevancy to Committee goals and objectives and amended as necessary.

Proposed amendments to the Bylaws will be submitted in writing to Human Rights Committee members at a regular scheduled meeting. A majority vote of the Committee at the meeting shall be required to adopt the amendment(s). Before final adoption, the amendment(s) must receive approval from the Isabella County Board of Commissioners.


PARLIAMENTARY AUTHORITY


Meeting conduct will follow the Small Board Rules version of Robert's Rules of Order Newly Revised (12th ed.), Section 49:21.

ADOPTION

These Bylaws were reviewed by Isabella County's Legal Counsel on May 5th, 2026 and revisions, if any, were incorporated per County Legal Counsel's advice.

Human Rights Committee Bylaws are adopted by the Isabella County Board of Commissioners meeting held on May 19th, 2026.


Mindé B. Lux, County Clerk
Clerk of the Board of
Commissioners


Frank Engler, Chair
Board of Commissioners

HISTORICAL RECORD

Approved by HRC: 11/3/08

Revised by HRC: Discussion initiated at 12/03/12 HRC meeting with revisions made until 10/07/13 HRC meeting

Approved by HRC: 10/07/13; update 12/1/2014

Revised by HRC: Discussion initiated at 4/1/19 HRC Meeting with revisions made until 11/4/19 HRC meeting

Approved by HRC: 11/4/19

Revised by HRC: Discussion initiated at 4/7/25 HRC Meeting with revisions made until 11/3/25 HRC meeting

Approved by HRC: 12/1/25