

DOVER HUMAN RELATIONS COMMISSION

The Dover Human Relations Commission (DHRC) met on February 18, 2026, at 6:01 p.m., with Chairman Mishoe Sudler presiding. Members present were Ms. Brinkley, Ms. White, Ms. Mullen, and Mr. Faust. Mr. Fleming and Mr. Lott were present.

Staff members present were Ms. Wheeler.

OPEN FORUM

The Open Forum was held at 6:02 p.m., prior to commencement of the Dover Human Relations Meeting.

Mr. Faust moved to table the public forum comments and start the meeting. The motion was seconded by Ms. Brinkley and unanimously carried.

Reginald Daniel III, 233 West Division Street, works as a community engagement specialist at NeighborGood Partners with the Restoring Essential Dover program. He stated that he was not a resident of Dover but received his education and has continued to invest in the community through his efforts when it came to civic engagement and community revitalization. He noted that it was his first Human Relations meeting, and he intended to be a regular attendee, getting as much information as he could and hopefully being able to pour as much into the committee with the resources that he has, as the commission was with their information and dedication to continue to help their residents.

Mr. Daniel stated that they are working on their Second Annual Pop-Up Farmers Market on Friday, May 29th, from 4:00 p.m. to 7:00 p.m., and he would send along the information either by email or by word of mouth.

Responding to Mr. Daniel, Dr. Mishoe Sudler stated that he could send communications to the City of Dover City Clerk's Office and address it to the Dover Human Relations Commission.

ADOPTION OF AGENDA

Mr. Faust moved for approval of the agenda, seconded by Ms. Brinkley, and unanimously carried.

ADOPTION OF MINUTES

Ms. Brinkley moved to adopt the minutes from the Dover Human Relations Commission meeting on December 16, 2025. The motion was seconded by Mr. Faust and unanimously carried.

Ms. Brinkley moved to adopt the minutes from the Dover Human Relations Commission meeting on January 21, 2026. The motion was seconded by Mr. Faust and unanimously carried.

COMMITTEE REPORTS/UPDATES

Assessment

Ms. Mullen stated that there was no report. She noted that she had just had the survey that was presented and that it was completed to be reviewed. She explained that the survey was divided into different sections because she believed that if they were going to bring a problem to the table, it

should also present some type of solution.

Dr. Mishoe Sudler stated that he would contact their liaison, Ms. Hall, and speak with Dr. Sudler to discuss how they would present their survey so that they could get approval to move forward and approach the public with their survey and collect the data. He added that he wanted to ensure that the data would be kept confidential.

Ms. Mullen stated she had questions regarding how the survey would be distributed to the public, business owners, and the neighborhoods. She questioned the methodology being used to gather data, such as marketing the survey or using social media with QR codes.

Dr. Mishoe Sudler stated that they would explore how to obtain approval for the survey and then establish procedures and instructions for conducting themselves accordingly. He noted that it would include guidance on how to distribute specific documents, who is responsible for reviewing them, and the timing and process for carrying out these actions.

Community Programs

Mr. Faust stated that the only update he had was that the United Way had provided him with an additional supply of 211 resource cards for the public. He noted that the cards included resources for employment, homelessness, and financial assistance, with information printed in English on one side and Spanish on the other. He added that United Way appreciated them for asking them for the cards.

Responding to Ms. Mullen, Mr. Faust stated that he could not confirm whether the 211 cards were currently available at the library, but they could be dropped off there.

Ms. Mullen stated that many individuals who could benefit from the information on the 211 cards often gather at the library.

Responding to Mr. Faust, Dr. Mishoe Sudler stated that they did not need approval from the Mayor and Council to drop off 211 cards at the library.

Mr. Faust stated that he would drop off the 211 cards at the library the following day for individuals who may need assistance.

Responding to Ms. White, Mr. Faust stated that he had about 250 211 cards to hand out to all the commissioners who need them.

Ms. Mullens suggested dropping the 211 cards off at Hopes and Dreams on Division Street, noting that it was another location where the resources could be useful for individuals in need who congregate there. She explained that, when working with the public, individuals may have information but often do not know how they are supposed to access the resources. She stated that, based on her experience in the field, both the library and Hopes and Dreams were places where the information could be widely distributed.

Mr. Faust stated that he could drop off a stack of 211 cards to Hopes and Dreams if the Commissioners were permissible for him to do so.

Dr. Mishoe Sudler stated that he had attended a meeting at NeighborGood Partners where he met Mr. Reginald Daniel, II. He explained that they discussed community support, programs, and ways to bring needed resources to individuals in the community. He noted that NeighborGood Partners were affiliated with several other agencies and that they were engaged in a collaborative effort. Dr. Mishoe Sudler mentioned that when he attends those meetings, he does so as a Dover Human Relations Commissioner. He suggested that it would also be beneficial for other commissioners to attend, provided that doing so would not create a quorum. He noted that Mr. Daniel could provide the commissioners with more information on their meeting times and how to be involved with the NeighborGood Partners.

Dr. Mishoe Sudler stated that he had communicated with Calvary Baptist Church, noting that they provided a feeding opportunity for underserved individuals on Monday afternoons beginning at 12:00 p.m. He further noted that he had also communicated with Whatecoat United Methodist Church, which provided meals on Saturdays, and Mount Zion AME Church, which provided meals on Wednesdays. He mentioned that, between those churches, individuals could be directed to receive meals on three (3) out of the seven (7) days of the week.

Ms. Brinkley stated that the People's Church serves dinner to individuals every day at either 5:00 p.m. or 5:45 p.m. She noted that they feed approximately 75 to 80 individuals each night. She added that it was the Center for Neighbors in Need and Janie's Hands that individuals could sign up for an evening to provide a meal.

Responding to Dr. Mishoe Sudler, Ms. Brinkley stated that the People's Church was located at 46 South Bradford Street.

Responding to Mr. Faust, Dr. Mishoe Sudler stated that they could compile a list of meal locations, including their addresses, phone numbers, and the days they provided meals to the community, with assistance from the City Clerk's Office.

Mr. Faust stated that it would be beneficial for the community to know of the locations where the community could get a hot meal.

Ms. White stated that the Calvary Baptist Church off of Queen Street serves hot meals, a food bank, and clothing. She stated that Calvary Assembly of God on Lebanon Street has a food bank and clothing.

Ms. Brinkley stated that if an individual visited help.org, they could search for food pantries and meal locations. By entering a zip code, the website would generate a list of available resources in that area.

For the record, Ms. Brinkley stated that she wanted to correct the address from help.org to findhelp.org.

Dr. Mishoe Sudler stated that every month, he started receiving an invitation from the Lieutenant Governor's office regarding the black leaders and affinity group. He noted that he does represent himself at those meetings as a Dover Human Relations Commissioner. He also added that those meetings were held every second Thursday and that the minority leaders statewide discuss particular issues regarding not just the minority community but Delaware as a whole. He stated that he had attended the Opioid Task Force Unit Committee meeting.

School Programs

Dr. Mishoe Sudler stated that he had spoken with Capital School District board members and with Dr. Calhoun. He explained that he planned to explore efforts to reinstate the DARE program as had been offered previously. The goal was to provide informational resources, increase students' awareness of active community participation, and help restore constituents' trust in the city, fostering an environment of honesty and harmony. He mentioned that there was an initiative to create a summer program in conjunction with the library to provide financial literacy education on Saturday mornings for low-income individuals. The program would serve both adults and children, running from 9:00 a.m. to 12:00 p.m. at the library, offering an opportunity to enhance financial education in the community.

By-laws

Ms. Brinkley explained that she had handed out copies of the bylaws and believed that they needed to be updated. (**Attachment #1**) She noted that the last time the bylaws were amended was in 2004. She believed that the bylaws need to be more user-friendly and broken down. She explained that the word "rule" was used; however, the Dover Human Relations Commission does not "rule" on matters within the commission. She suggested that areas such as "finance" and "committee" should be added to the bylaws. She believed that the committee should meet to update the bylaws or make any necessary amendments.

Ms. Brinkley moved to make a request that the By-Laws Committee meet before their next meeting to make amendments to the bylaws. She explained that there were accessibility items that should be incorporated into the bylaws that have not been added, and giving the community a clear understanding of what the Dover Human Relations Commission does would be helpful, as well as incorporating that in the bylaws, because they do not make final decisions. She noted that they were an advisory committee, and having things in the bylaws to better guide individuals would be helpful.

Dr. Mishoe Sudler stated that they do not need to do any voting on deciding on when they need to meet outside their normal meeting schedule, since it was only he, Ms. White, and Ms. Brinkley.

Dr. Mishoe Sudler stated that they would meet at the library at 6:00 p.m. on February 25th to discuss making amendments to the bylaws.

Responding to Mr. Faust, Dr. Mishoe Sudler clarified that the library closed at 8:00 p.m.

Responding to Ms. White, Dr. Mishoe Sudler stated that there were particular rooms they could use.

Ms. Brinkley stated that she would call to reserve the room at the library.

Responding to Ms. White, Dr. Mishoe Sudler stated that they did not need to pay for a room to use at the library.

Finance

Ms. Brinkley stated that \$25.10 was subtracted from their budget for a polo shirt for herself.

Responding to Dr. Mishoe Sudler, Mr. Faust stated that the 211 cards were free of charge.

OLD BUSINESS

Dr. Mishoe Sudler stated that at last month's meeting, they were invited to attend the Dover Coalition meeting, which will take place on February 19th. He noted that if anyone wanted to attend, they did not want to create a quorum.

Ms. Brinkley stated that she would not be in attendance.

Mr. Faust stated that he would be in attendance.

Dr. Mishoe Sudler stated that he would be in attendance.

Responding to Ms. Brinkley, Mr. Faust stated the address was 329 West Loockerman Street, on February 19th, at 6:00 p.m.

Ms. White stated that she would be in attendance.

NEW BUSINESS

Ms. Brinkley stated that if anyone knew of any grant opportunities that a women's shelter could apply for, House of Hope was at their financial limits for keeping their shelter open. She noted that she was looking for grants or anyone given money away so that the shelter could stay open.

Responding to Mr. Faust, Ms. Brinkley stated that the House of Hope's press release indicated they were requesting \$50,000. She explained that, although they have been applying for grants, competition among nonprofits for funding was strong. She noted that the \$50,000 was requested to help keep the location operational.

Responding to Mr. Faust, Ms. Brinkley stated that she was unsure of the time frame for how long they would be able to remain open.

Open Discussion

Mr. Bobby Wilson, Booted and Suited Career Academy, announced that a community cleanup was going to happen on Saturday, February 28th, from Loockerman, Queen Street, New Street, and Governors Street, and he was asking the community to show up to help.

Ms. Nineka Taylor, Restoring Central Dover, stated that if Mr. Wilson needed trash bags, gloves, or anything to help with the community cleanup, please let her know.

Responding to Ms. Brinkley, Mr. Wilson stated that a flyer for the community cleanup event would be sent to the City Clerk's Office to be distributed and placed on social media in the morning.

Mr. Wilson stated that he appeared before the Planning Commission to discuss a proposed apartment building project. He asked the project owner whether local and minority contractors would be hired, particularly for minority employment, and whether there would be any set-aside for apprenticeships. He noted that the project owner avoided the question several times. He expressed concern that contractors coming into the City of Dover were bringing their own out-of-state employees, which resulted in local individuals losing employment opportunities. He added that if the Planning Commission approved projects without requiring any responsibility from the developer or contractor, the residents of the City of Dover would lose out on employment opportunities. He explained that the largest projects, such as the underground utilities, water, and sewer projects, involved millions of

dollars, but were being awarded to companies outside of Dover. Those companies, often from Wilmington and New Castle, brought their own employees and did not hire local workers or contractors, which he identified as a significant problem for the community. He mentioned that the MGM Grand Casino was hosting a DEI Data Procurement Conference focused on how to implement practices for doing business with minority contractors and subcontracting opportunities. He noted that there was currently no program or resource available in Dover. He emphasized that those companies were coming into Dover and taking the city's funds without benefiting the local community. He stated that millions of dollars were going unutilized locally because the City Council did not have the appropriate ordinances in place. He noted that the only way to implement such measures would be for the city to look outside Dover and learn from other places.

Responding to Mr. Wilson, Dr. Mishoe Sudler recommended that he go online to the City of Dover website and complete the intake form with the information regarding his discussion with the commissioners. He noted that completing the form ensured alignment and consistency with the process. The completed intake form should be submitted to the City Clerk's Office.

Dr. Mishoe Sudler referred to the strategic plan and read the Dover Human Relations Commission's mission statement (**Attachment #2**). He stated that he had concerns after reading the mission statement because, when he requested certain items be placed on the agenda, he was told they could not be included since those items were already in practice. He explained that if the items involved an ordinance, program, procedure, or policy from the city, the commission would research them and make recommendations to the city, because the citizens come first.

Responding to Mr. Wilson, Mr. Faust suggested reaching out to the Controller/Treasurer, as he believed there were regulations and guidelines for minority and small businesses to apply for certain city jobs and bids. He noted that, based on discussions at council meetings, minority and small businesses would have the opportunity to bid on contracts if they met the minimum requirements for the work.

Responding to Mr. Wilson, Dr. Mishoe Sudler stated that he needed to fill out the intake form and that they were committed to looking at an overview of discriminatory practices within those procedures, whether it be gender, age, race, or whatever it was. He emphasized that the policy has to be kind and fair.

Ms. White stated that she appreciated Mr. Wilson for coming forward and addressing the commission with his concerns.

Ms. Wheeler stated that the next meeting will be on March 17, 2026 at 6:00 p.m.

Dr. Mishoe Sudler asked for a moment of silence for Mr. Jesse Jackson.

ADJOURNMENT BY 7:00 P.M.

Chairman Mishoe Sudler moved for adjournment of the Dover Human Relations Commission (DHRC) meeting, hearing no objection, the meeting adjourned at 7:03 p.m.

Meeting adjourned at 7:03 p.m.

Travis Mishoe Sudler, I
Chair

TMS/cw

Attachments

Attachment #1 – DHRC By-Laws

Attachment #2 – DHRC Strategic Plan

City of Dover Human Relations Commission Strategic Plan

2020-2023

I. INTRODUCTION

The establishment, purpose, powers and duties of the City of Dover Human Relations Commission (hereinafter, “the Commission”) are provided for in Part II of the Dover Delaware Code of Ordinances Chapter 58-Human Relations, Article II Human Relations Commission.

Broadly representative of racial, religious, gender, and ethnic groups residing in Dover, the nine volunteer members of the Commission are all residents of the City of Dover. They are appointed by the president of the Dover City Council, based upon recommendations from and subject to confirmation by the Council.

The Commission began a strategic planning process to define its strategy, focus and direction for the years 2020-2023. This has evolved into a revised Strategic Plan for the years 2020-2023.

In developing this phase of the planning process the Commission, based upon the first phase, has organized its objectives around the components of its mission, its commitment to competency, transparency, public accountability and in accordance with the aforementioned Ordinance.

II MISSION

The Commission is committed to a philosophy of inclusion, intergroup cooperation and fair treatment. It works to ensure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusion, and cultural competency.

By involving all segments of the community, the Commission promotes an understanding of and an appreciation of the benefits of diversity, inclusion, cultural competency, and positive intergroup relations among the City’s diverse residents. It also advocates for an environment of fairness and respect.

The Commission works with the City Council, the City Administration and community organizations to enhance intergroup relationships, to eliminate discrimination, and to

anticipate, prepare for and resolve incidents of intergroup conflicts and disputes within the city.

III VISION

The Commission's vision is a city whose government, organizations, groups, and individual citizens value diversity, inclusion, respect, and trust.

Mission Component:

- A. Work to insure that the City of Dover has and utilizes policies, programs, ordinances, organizational practices, specialized resources and appropriately trained employees to support diversity, inclusiveness, and cultural competency in its organizations and services.

Objectives

A.1 Promote and develop an environment of fairness and respect among its citizens.

A.2 Develop ways to measure and monitor community relations, particularly those that are sources of intergroup conflict.

A.3 Involve all segments of the community in understanding and appreciating the benefits of positive intergroup relations.

A.4 Research a range of programs and services that will help its residents and neighborhoods prevent and/or resolve issues of human relations.

A.5 Research ways of anticipating, preparing for, and relieving tensions arising from intergroup conflict.

A.6 Build a strong partnership with the Dover Police Department to identify additional human relations approaches and lessons that can be integrated into the Dover Police Department's ongoing Community Relations strategy.

- B. Promote equal opportunity and prevent discrimination by advocating for understanding, for an appreciation of the benefits of diversity, for inclusion, and for positive relations among residents to encourage an environment of fairness and respect.

Objectives:

B.1 Assess how the community of Dover is organized and identify organizations, churches, fraternities, sororities, and other organizations with whom the DHRC should establish relationships.

B.2 Provide a report to the DHRC Chair to be incorporated into the Chair's Annual Report to the Dover City Council to include the current state of diversity and inclusion within the Dover communities.

B.3 Identify, support, and participate in and create programs and events within the city of Dover which celebrate its diversity and promote greater understanding of issues, concerns, and needs of our diverse population.

C. Work in partnership with members of City Council and the City Administration to collaborate with other organizations to strengthen intergroup relationships to eliminate discrimination and resolve incidents of intergroup conflicts within the city.

Objectives:

C.1 Develop a means such as an intake form, written complaint or a verbal complaint in order to determine when a diversity, inclusion, and/or human relation issue exists, and establish a process for receiving and responding to complaints and take action to resolve or improve the situation.

C.2 Develop a procedure with the State Human Relations Commission to delineate the roles and responsibilities of the two Commissions in order to resolve alleged discrimination complaints. Determine which complaints fall within the jurisdiction of either the State or City Human Relations Commission.

C.3 Review the City of Dover's Code of Ordinances and make recommendations to Dover City Council that will improve the city's effort to eliminate discriminatory behavior.

C.4 Research and design plans for monitoring intergroup conflict and for responding to community conflicts and disruptions within the City of Dover.

COMPETENCY TRANSPARENCY AND ACCOUNTABILITY

D. The Commission is committed to acting with a high degree of competency, transparency, and accountability both to the Dover City Council and to the community.

Objectives

D.1 Establish regular two-way communication between Council and the Commission to review and affirm the Commission's Strategic Plan and activities regarding diversity, inclusion, and human relation issues that may be particularly critical or relevant within each City Council District. Each Council District representative will recommend individuals to serve on the Commission as vacancies occur.

D.2 Improve community awareness of the Commission and provide a better understanding of its role through the use of a brochure, the media, and the internet. A link to **Dover, Delaware Code of Ordinances, Chapter 58 - Human Relations, Article II. - Sec. 58-36 Powers and Duties** should be made available to the public on the DHRC web page. This will give citizens a clear idea of the Commission's authority.

D.3 Research and recommend to the City Council, the City Administration, and members of the Commission a program that provides greater understanding of diversity, inclusion, human relations issues and conflict management. This will strengthen skill in dealing with these issues.

D.4 Provide due notice and access to the public by conducting all meetings in accordance with the Delaware Freedom of information Act (FOIA) and City of Dover procedures.

D.5 Beyond the City's Budget line, the Commission may identify and seek funding from other sources to more effectively carry out its responsibilities.

V. IMPLEMENTATION AND ORGANIZATIONAL STRUCTURE

Once the Commission adopts these proposed strategic objectives the Commission will develop and implement specific work plans for each strategic objective within the assigned year or years. These work plans will include priorities and initiatives.

The Dover Code of Ordinances centralizes decision making at the Commission level. However, it is suggested that a functional committee structure be utilized to move these strategic objections into actual performance.

In order to respond to an emergent human relations issue that may not be identified in this plan, the Commission may from time to time create a functional committee. Such committees are intended to convene, and make recommendations for action to the full Commission; and, then disband when they are no longer relevant or needed.

Actions History

- 02/10/2020 - Approved by City Council
- 01/16/2020 - Revised by Dover Human Relations Commission
- 10/13/2014 - Approved by City Council
- 09/23/2014 - Introduced at Dover Human Relations Commission
- 09/08/2014 - Draft prepared by Eugene B. Ruane, City of Dover Human Relations Commissioner

THE CITY OF DOVER
HUMAN RELATIONS COMMISSION BY-
LAWS

PREAMBLE

The City of Dover has granted the Human Relations Commission the following powers and duties pursuant to Chapter 2 -Administration, Article I, Division 6, Section 2-21 of the Dover Code:

- A. Review City programs, activities, functions, and ordinances, and make recommendations to the City Council for new, amended or changed programs, functions, activities or ordinances which would support inclusiveness and civility among Dover residents and enhance communication and understanding among residents of Dover
- B. Inquire into incidents of inter-group conflicts and disputes within the City and take such actions as may be designed to alleviate such conflicts and disputes.
- C. Promote and encourage communications between and cooperation of all groups interested in bettering human relations in the City.
- D. Seek the active assistance of the State Human Relations Commission in the solution of complaints of alleged discrimination, which fall within the jurisdiction of the State Commission.
- E. Engage in such research, education and advocacy as in the judgment of the Commission or the City Council may be needed to improve human relations in the City.
- F. Develop and maintain programs that build positive relations among communities and enhance problem-solving skills among residents throughout Dover.

ARTICLE I- OFFICERS

SECTION 1.

The Officers of the City of Dover Human Relations Commission shall be a Chairperson and a Vice-Chairperson.

SECTION 2.

The Chairperson or Chairperson's designee shall preside at all meetings of the Commission. The Chairperson or the Chairperson's designee shall be the only person authorized to make public announcements for the Commission. The Chairperson shall be a member of all committees of the Commission, ex officio. The Vice Chairperson shall be a member of all committees of the Commission, ex officio. The Chairperson shall designate members of the Commission and/or its Staff to represent the Commission and/or its Staff upon all affiliated associations, committees, organizations, and meetings. No Commissioner shall be eligible to become the Commission Chairperson unless that person has served on the Commission for one year. The one-year period shall run from the time the individual is appointed to the Commission to the date the individual would take office if elected to be Chairperson.

SECTION 3.

The Vice-Chairperson shall be vested with all powers and perform all the duties of the Chairperson in his/her absence or disability, to the extent which may be permitted by city ordinance, and the Vice-Chairperson shall perform such other duties as may be prescribed from time to time by the Commission. The Vice-Chairperson shall be a member of all standing and special committees of the Commission, ex officio.

SECTION 4.

All officers of the Commission shall be elected to office by secret ballot of Commission members, and the number of votes for each officer shall be recorded and be part of the public record.

ARTICLE II - PART-TIME ASSISTANT

SECTION 1.

The Commission shall decide each year at its February meeting whether or not to hire a Part-Time Assistant for the purpose of preparing the minutes of the Commission meetings and performing other administrative and secretarial functions as deemed appropriate and necessary by the Commission. The Part-Time Assistant shall be financially compensated for the work performed at a rate that is approved by the Commission, and the Commission may amend the rate at any time.

ARTICLE III - MEETINGS

SECTION 1.

Unless the Commission decides otherwise the Commission shall hold one (1) regular meeting per month for the completion of its purposes, responsibilities and functions. The Commission shall designate the date, time and location of its meeting. The Part-time Assistant shall mail a written notice of the regular meeting to each Commissioner at least seven (7) days prior to the date of the regular meeting. The City Clerk shall give proper notice of all the Commission's regular meetings to the public and Commissioners.

SECTION 2.

Special meetings may be called by the Chairperson or by three (3) members of the Commission. The Part-time Assistant shall give notice of the special meeting to each Commissioner at least two (2) days prior to the date of the special meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 3.

A meeting of the Executive Committee may be called at any time by the Chairperson or by three (3) members of the Executive Committee acting independently of the Chairperson. The Part-time Assistant shall give notice of the Executive Committee meeting to each member of the Executive Committee at least two (2) days prior to the date of the Executive Committee meeting. "Notice" here means, in writing, by facsimile, email and/or telephone conversation/voicemail.

SECTION 4.

Five (5) members of the Commission, including the Chair, shall constitute a quorum at a regular meeting being held at the Commissioner's normal meeting location. However, when the Commission has a meeting at a community location, a quorum is not needed for the Commission to open its meeting, but no vote by the Commission can be taken at such a meeting being held at a community location when there is not a quorum.

SECTION 5.

At all meetings of the Commission or of the Executive Committee thereof, all proceedings shall be conducted in accordance with Robert's Rules of Order (Newly Revised), unless suspended by the majority of the Commissioners present. The Commission's Chairperson or Vice Chairperson shall maintain order at Commission meetings.

SECTION 6.

Any member of the Commission who fails to attend three (3) consecutive regular meetings without the Chairperson finding that there was reasonable cause for being absent or fails to attend at least half of all regular business meetings during any calendar year shall automatically be deemed to have resigned from the Commission. The Chairperson shall promptly notify the Mayor and City Council President of the situation and request a replacement.

ARTICLE IV - COMMISSION INTAKE, NOTICE, AND MEETING PROCEDURES

SECTION 1.

Meetings of the Commission or of the Executive Committee thereof, shall be conducted according to procedures established by the Procedures Committee and accepted by the Commission.

I. PROCEDURE FOR BRINGING A CONCERN OR MATTER BEFORE THE CITY OF DOVER HUMAN RELATIONS COMMISSION

A. Intake Procedure:

The City of Dover Human Relations Commission (hereinafter referred to as the "Commission") shall adopt an INTAKE FORM. Each Commissioner and the City Clerk shall have INTAKE FORMS available for distribution to the public. Any member of the public or an organization that wants the Commission to consider, recommend or rule on a concern or matter within the Commission's jurisdiction shall file an INTAKE FORM with the City of Dover Clerk's Office. The Commission shall maintain a record of all INTAKE FORMS received.

B. Scheduling the Concern or Matter Expressed in the INTAKE FORM Before the Commission:

To the best of the Commission's ability, with the assistance of the City Clerk's Office, any INTAKE FORM received at least 10 days prior to a Business Meeting of the Commission shall be placed on the next Business Meeting Agenda under the "New Business" section. The City Clerk will send notice by regular mail to the person or organization who filed the INTAKE FORM informing them of the date, time and location of the Commission's Business Meeting when the concern will be considered.

A similar notice will be sent by regular mail to any party or organization identified on the INTAKE FORM as being an interested party or a party-giving rise to the concern. This notice shall request the presence of the recipient and also extend an invitation for that party to address the Commission.

C. Consideration by the Commission of a Concern Set Forth in an INTAKE FORM:

The concern set forth in an INTAKE FORM will be considered by the Commission at its Business Meeting at the time new business is discussed. The Commission reserves the right to limit the time a person has to present the concern to the Commission, as well as limit the amount of time a party has to respond to the concern in issue. Any party testifying before the Commission shall not be sworn in. The party who filed the INTAKE FORM shall make their presentation first, followed by any party that has been invited to respond. The party filing the INTAKE FORM shall have a time to rebut or answer the party that presented a response. The Commission may limit the length of the rebuttal or answer. All parties appearing before the Commission may submit written exhibits, documents, photographs or other materials, which shall become part of the record of the proceedings.

The Commission may table a matter, decide not to take any action because of jurisdictional or other issues, refer the matter to a Commission Decision-Making meeting, or take any other action within its jurisdiction that is fair, reasonable and in the interest of justice.

D. Commission's Decision-Making Meeting:

At the Commission's Decision-Making Meeting, items referred by the Commission at its Business Meeting to the Agenda by the Commission shall be considered before members of the public, but the public will not be allowed to present any further facts and circumstances relating to a concern set forth in the original INTAKE FORM. The Commission members shall discuss and vote upon any issue being considered at a Decision-Making Meeting in public. Furthermore, the Commissioners shall state the reason(s) for their vote if a vote is taken.

II. MEETINGS

A. Notice of Meetings:

The City of Dover Clerk, pursuant to legal requirements, will give notice of Commission meetings to the public. The Agenda of the Commission's Business Meetings and a copy of the proposed Minutes of the previous Business Meeting shall be submitted to the City Clerk's Office 14 days prior to the next Business Meeting. The Agenda for the Commission's Decision-Making Meeting shall be submitted to the City Clerk's Office 10 days before the Decision-Making Meeting. (A procedural flowchart is attached.)

B. Business Meeting Agenda:

1. The items on the Agenda for the Commission's Business Meeting shall include the following:
 - a. Amendments to Agenda
 - b. Presentations by Community Members: This segment of the Agenda is limited to 30 minutes. Members of the public shall have three minutes per person per issue to address the Commission. The Commission's Chairperson or designee will give the Commission's response, if any.
 - c. Approval of the Minutes of the Last Commission Business Meeting
 - d. Report of the Chairperson (or Designee)
 - e. Reports by Committee Chairpersons (or their Designees)}
 - f. Unfinished Business
 - g. New Business
 - h. Suggestions for the Agenda for the Commission's Next Business Meeting
 - i. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location
 - j. Executive Session {if Needed}
 - k. Adjournment
2. The items on the Agenda for the Commission's Decision-Making Meeting shall include the following:
 - a. Amendments to the Agenda
 - b. Approval of the Minutes of the Last Decision-Making Meeting
 - c. Consideration of Matters for Decision
 - d. Executive Session
 - e. Suggestions for the Agenda for the Commission's Next Decision-Making Meeting, and Setting Date, Time and Location

III. MINUTES AND RECORDING OF COMMISSION MEETINGS

All Business Meetings and Decision-Making Meetings of the Commission shall be recorded, and the Commission shall prepare minutes of the Meetings. The recordings and minutes shall be maintained by the City of Dover Clerk's Office.

IV. IDENTIFICATION AND ANNOUNCEMENT OF POTENTIAL CONFLICTS OF INTEREST

All Commission members shall avoid the appearance of impropriety. All conflicts of interest, whether they be personal, legal, financial or otherwise, between a Commission member and a party appearing before the Commission shall be identified and announced by the Commissioner having the conflict. The Commissioner also shall announce on the record that he or she will abstain from all consideration of the matters being presented by the party, and that the Commissioner will not discuss the matter with any other members of the Commission.

V. DEVIATION FROM ORDER OF BUSINESS

The Chairperson shall have the authority to deviate from the order of business as circumstances warrant.

VI. LIMITATIONS ON PUBLIC PRESENTATIONS

Presentations by members of the public shall be limited, unless approved by the Chairperson. Speakers are requested to give presentations in the order of sign in. The Chairperson may limit the number of speakers heard, as circumstances warrant.

VII. FORMS

The following forms and documents shall be used by the Commission to carry out its duties:

ARTICLE V - COMMITTEES

The Commission shall create all standing and special committees.

SECTION 1.

The standing committees of the Commission shall be as follows: (1) Executive Committee; (2) Assessment Committee; (3) Community Programs Committee; and (4) School Programs Committee.

1.1 The Executive Committee shall be composed of the officers of the Commission and charged with acting on the business of the entire commission in between its regular meetings. It shall be responsible for interfacing with other City Departments and Offices including City Council.

1.2 The Assessment Committee shall be responsible for measuring and monitoring community relations. The duties of the Committee shall include meeting with different groups; developing assessment tools; analyzing results; and making proposals to the Human Relations Commission based on its analysis.

1.3 The Community Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community- wide programs that foster a spirit of understanding and unity.

1.4 The School Programs Committee shall be responsible for offering a range of programs and services that help community residents and neighborhoods prevent human relations problems and resolve issues of human relations. The Committee shall develop, implement, and sustain community-wide programs that foster a spirit of understanding and unity with a particular emphasis on oneness of humanity as a part of the regular school curriculum or program.

Section 2.

2.1 The Special Committees of the Commission shall be as follows: (1) Media Relations Committee; (2) Intake Screening Committee; (3) Education and Development Committee; (4) Nominating Committee; and (5) By-Laws Committee. The Commission and/or the Chairperson shall have the discretion to create and terminate special committees.

2.2 The Media/Public Relations Committee shall be responsible for publicizing all programs and activities through communication channels. The Committee shall: (a.) prepare and send Press Releases to local Newspaper Editors, and Radio/TV Station Managers; (b.) disseminate information to local community organizations, and prepare correspondence in response to inquiries and complaints; (c.) submit copies of all correspondence and releases to the Part-time Assistant, and; (d.) submit an oral and written report of all its activities to the Commission at its regular meetings.

2.3 The Intake Screening Committee, when the procedures set forth in Article IV do not apply and when so designated by the Commission or Chairperson to do so, shall be responsible for receiving and screening all intakes from the public. The Committee shall: (a.) Make recommendations to the Commission on matters such as jurisdiction, referral and preliminary solution; (b.) submit copies of Intakes to Commissioners at least 2 days before a regular or special meeting called for discussion of the matter; (c.) submit oral and written Committee activities to the Commission at the Commissions regular meeting; and (d.) notify the Part-time Assistant of all proceedings.

2.4 The Education and Development Committee shall be responsible for providing educational materials to the public and the Commission and organize development programs for the benefit of Commissioners. The Committee shall: (a.) focus on diversity training, problem solving, conflict resolution, parliamentary procedures and similar initiatives; (b) schedule programs involving lectures and role play and distribute materials to Commissioners at least 30 days in advance of such presentation or discussion, and; (c.) submit an oral and written report of its activities to the Commissioners at the regular meetings.

2.5 The Nominating Committee shall be responsible for nominating a slate of candidates who will seek election as officers of the Commission. The Nominating Committee shall consist of three Commission members appointed by the Chairperson in December of each year. One member shall be designated by the Chairperson as the Nominating Committee Chairperson. The Committee shall present its nominees to the Commission in January of each year for election at the February meeting.

2.6 The By-Laws Committee shall be appointed by the Chairperson to review any proposed amendments to the By-laws and present them to the full Commission for action.

ARTICLE VI - AMENDMENTS

SECTION 1.

Any member of the Commission may at any time propose an amendment to these BY-LAWS, by submitting the same in writing to the Chairperson. All proposed amendments shall be initially reviewed by a Special By-Laws Committee for recommendations then submitted to the full Commission for action as per Section 2.5.

SECTION 2.

A copy of any proposed amendments of these BY-LAWS shall be forwarded by mail to each member of the Commission at least ten (10) days prior to the meeting of the Commission at which it is to be presented and acted upon, together with a written notice of the date, hour, and place of such meeting.

SECTION 3.

Any amendment to these BY-LAWS must first be adopted by the affirmative vote of two-thirds of the active members of the Commission, before the same shall become effective.

ARTICLE VII - BUDGET PLANNING, CONTROL AND REPORTING AND PAYMENT OF EXPENSES

SECTION 1.

Budget planning, control and reporting and all accounting and financial transactions of the Commission shall be governed by the City of Dover procedure F359 d/7-22-2002 and subsequent amendments thereto. The fiscal year of the commission shall coincide with that of the City of Dover.

SECTION 2.

The procedures for payment of expenses by the Commission shall be as follows: (a) The City of Dover shall handle the accounting and financial functions of the Commission as set forth in the City of Dover procedure F359 d/7-22-02; (b) All requests for expenses relating to purchase of supplies and services shall be submitted to the Part-time Assistant on the Payment Request Form with the supporting documents; (c) Every payment request shall indicate the budget account to be charged; (d) A payment request shall not be approved by the requester but shall be approved by another authorized person after review; (e) All payment requests shall be routed to the City of Dover Director of Finance by the Part-time Assistant for processing and payment; and (f) An expense of less than \$30.00 shall be paid out of the petty cash account, but all other payment requests shall be processed according to the Purchasing Policy and Guidelines of the City of Dover.

ARTICLE VIII - SAVINGS ARTICLE

SECTION 1.

If any part or section of these Bylaws is determined to be unlawful or unconstitutional, the remaining parts or sections of these Bylaws shall remain in force and effect.

Adopted: September 6, 2002

Amended: December 15, 2004