

**WORKERS' RIGHTS COMMISSION
DURHAM, NORTH CAROLINA**

BYLAWS

ARTICLE I. NAME AND OFFICES

Section 1. Name. The name of this organization shall be the "Workers' Rights Commission," which may alternatively be referred to as "WRC".

Section 2. Offices. The principal office of the Commission shall be located at 101 City Hall Plaza, Durham , NC 27701.

ARTICLE II. PURPOSE

Section 1. Purpose. The Durham Workers' Rights Commission shall serve as an advisory body to the Durham City Council on how to improve employment conditions for all workers in Durham.

Section 2. Duties & Responsibilities. The duties and responsibilities of the WRC are:

- (a) To provide a public forum for the discussion and exploration of issues involving workers' rights, such as worker pay, benefits, and workplace conditions, which might generate information to be shared on an advisory level with the Durham City Council.
- (b) To conduct research-based studies, highlight areas of concern, and advise the Durham City Council on actions it might take and initiatives the Council could support to maximize worker power.
- (c) To recommend pro-worker policies for Durham City Council's state legislative agenda, including but not limited to restoring collective bargaining rights for public employees, lowering barriers to organizing for workers not covered under the NLRB, and setting labor standards in low wage industries.
- (d) To support the elevation of working standards by crafting a workers' bill of rights for consideration by the Durham City Council and which can serve as an aspirational policy tool.
- (e) To propose standards that will serve as exemplary practices and encourage all employers within the City to establish a floor of standards-including a living wage, paid sick leave, fair benefits, and the right to organize without retaliation, for all employees, including part-time and casual workers.

- (f) To encourage employers to comply with the workers' bill of rights through voluntary recognition programs that reward high-road employers, and other means, including support for worker organizations to assist in implementation.
- (g) To support workers in their campaigns to form unions, using the commission's platform to keep residents and the Durham City Council informed of ways to support worker organization.
- (h) To provide channels of communications among organized and unorganized workers, so that workers can join with others to achieve higher standards in their industries and across the City of Durham.

ARTICLE III. MEMBERSHIP

Section 1. Composition. The WRC shall consist of a total of thirteen (13) voting members appointed by City Council including:

- At least two members who work at one of Durham's largest workplaces;
- At least four members who work in a low-wage industry, determined by average hourly wages at or below the currently calculated living income standard, which may include but are not limited to receptionists and information clerks, construction laborers, retail salespersons, home health aides, and fast food workers.
- One or more members from a worker organization, such as a trade union.
- One or more members from unorganized constituencies.

Section 2. Residency. All members of the WRC must be residents and work within the Durham city limits.

Section 3. Diversity Objectives. The WRC should reflect the diverse composition of Durham's workforce by sector/industry, wage level, race/ ethnicity, and gender. To facilitate the achievement of this balance, the City shall proactively encourage applicants of diverse backgrounds to apply to serve on the WRC.

Section 4. City Council Participation. The City Council shall designate one of its members as a non-voting liaison to the Workers' Rights Commission.

Section 5. Terms. A member of the WRC shall serve a two-year term, running from July 1 through June 30, and may serve a maximum of four consecutive terms. Initial WRC appointments will be staggered with 6 members receiving an initial 1-year term and 7 members receiving an initial 2-year term.

ARTICLE IV. OFFICERS

Section 1. Offices. The Officers of the Commission shall include a Chairperson, a Vice Chairperson, and a Secretary. Officers of the Commission shall serve on a strictly voluntary basis with no compensation.

Section 2. Chair. The Chairperson shall be the spokesperson for the Commission to the community at large and to the Durham City Council and shall preside at all meetings of the Commission, have primary responsibility for agenda development, appoint committee members and committee chairs as needed, and review minutes on an as-needed basis to assure compliance to timelines and task accomplishments. The Chair shall sign all official Commission communications unless individual member signatures are deemed more appropriate by the Commission. The Chair may delegate any relevant Commission responsibility to other officers or members.

Section 3. Vice Chair. The Vice Chair shall be responsible for assisting the Chair in agenda development as necessary, act in the role of Chair in the Chair's absence, act in the role of Secretary in the Secretary's absence, provide orientation to newly appointed members, monitor committee work, and assist the Chair in the review of the minutes.

Section 4. Secretary. The Secretary shall record and distribute meeting minutes, prepare resolutions for Commission consideration, keep an official calendar of Commission events, and shall be responsible for distribution of information about Commission activities to the City Council and community at large.

Section 5. Elections. Officers shall be elected by ballot, provided that when there is but one nominee for any office, the Secretary may be instructed by the Chair to cast one ballot for each nominee. A majority vote of those voting shall constitute an election. The terms of office shall begin in July for a term of one year. Officers are eligible to be re-elected.

ARTICLE V. COMMITTEES.

The Commission may establish any Committee it deems necessary to carry out the work, functions, and objectives of the Commission. The Chairperson shall appoint Committee Chairpersons, Vice Chairpersons, and Committee members as needed or required as follows:

- a. Each Committee shall have at least two members from the WRC.
- b. Committee membership shall be voluntary.
- c. Either the Committee Chair or the Chair of the WRC may request that additional members serve on a Committee.

ARTICLE VI. RESIGNATIONS

Section 1. Written Notice. Any member of the WRC may resign by a written notice of the Office of the City Clerk with a copy to the Chair of the WRC.

Section 2. Change of Address. If a member of the WRC moves or no longer resides in the City of Durham, the member must immediately report the change of address to the Office of the City Clerk and Chair of the WRC. If the member no longer resides in the City of Durham, the member is obligated to resign.

ARTICLE VII. ATTENDANCE

Section 1. Requirement. Members must attend at least 50% of Commission meetings in a given 12-month period. It is the policy of the City Council to remove an appointee who does not meet the attendance requirements and make another appointment unless the appointee subject to removal has demonstrated good cause for failure to comply with attendance requirements.

Section 2. Absence. If a member of the WRC will be unable to attend a regularly scheduled meeting of the WRC, the member shall notify the Chair of the WRC or the Office of the City Clerk of his or her impending absence prior to the time of the meeting. The WRC Secretary shall then be informed of all such notices and shall record the absences as excused. Any absences from a WRC meeting without prior notice will be recorded as unexcused. The Chair of the WRC with a majority vote of the WRC members in attendance at a meeting, may deem an absence without notification excused in the case of extraordinary circumstances. Excused absences do not negate the requirement of attending at least 50% of WRC meetings.

Section 3. Attendance Reports. The Secretary of the WRC shall submit 6-month and 12-month attendance reports to the Office of the City Clerk.

ARTICLE VIII. MEETINGS

Section 1. Regular Meetings. The Commission shall meet at least every other month at a time and place to be determined by the members of the WRC. The WRC may call special meetings of the Commission as needed.

Section 2. Notice. WRC members will receive the agenda via e-mail prior to each regularly-scheduled meeting. All meetings will be open to the public and will be pre-announced through the Office of the City Clerk.

Section 3. Q11on1m. The WRC shall conduct no business unless a majority of the Commission is present at a meeting.

Section 4. Public Nature of Meetings . All meetings of the WRC shall be open to the public. All public comments shall be received by the Commission at the discretion of the WRC Chairperson.

ARTICLE IX. FUNDING

Members may receive a stipend for their services. It is anticipated that from time to time, the Commission may require collaboration with City administrative staff to support the work, mission and objectives of the WRC and/or its Committees.

ARTICLE X. AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the WRC by a two-thirds vote of those members present, provided that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting. All amendment to these Bylaws are subject to the approval of Durham City Council.