



**CITY OF SOMERVILLE
RACIAL AND SOCIAL JUSTICE DEPARTMENT
SOMERVILLE HUMAN RIGHTS COMMISSION
ADMINISTRATION SUBCOMMITTEE MEETING AGENDA**

Date: December 15, 2025 Time:

5:00 PM

Location: Virtual Meeting

Note Taker: Salma Kamzi

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/83524279256?pwd=IGxlUC6g3mNlEO7TZaBa1BzBJLJKTA.1>

Passcode:902604

Phone one-tap:

+16465588656,,83524279256#,,,,*902604# US (New York)

+16469313860,,83524279256#,,,,*902604# US

Join via audio:

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

Webinar ID: 835 2427 9256

Passcode: 902604

International numbers available: <https://us02web.zoom.us/j/kjm2ua1tg>



1. Call to Order

- Welcome and attendance
- Overview of meeting purpose • Confirm quorum • Note taker:
- Salma Kamzi (or otherwise designated)



2. Old Business

A. Subcommittee Background

- Review of the HRC's administrative functions and history
- Overview of relevant ordinances and responsibilities

B. Discussion Items

- Identify key priorities and areas of focus
- Discuss possible bylaw updates and administrative improvements
- Consider fundraising responsibilities and legal requirements
- Set short-term and long-term goals

C. Follow-Up Items

- Assign initial tasks and responsibilities
- Schedule upcoming meetings
- Confirm administrative workflow processes
- Review outstanding procedural or reporting needs

3. New Business:

A. Follow up of old business with new information

- Discuss bylaw and Ordinance Procedures (Follow up)
- Updates on administrative improvements
- Discuss fundraising responsibilities and legal requirements (Follow up)

- Schedules and Checklists

B. Change Agenda Format

- Accessible Agenda: How can we do this (for Subcommittees and HRC General Meeting)



4. Adjournment

Next meeting: Monday, January 26, 2026 – 5:00 PM

(Rescheduled from January 19 due to Martin Luther King Jr. Day.)

Accessibility Notice

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