



CITY OF SOMERVILLE

RACIAL AND SOCIAL JUSTICE DEPARTMENT

SOMERVILLE HUMAN RIGHTS COMMISSION

ADMINISTRATION SUBCOMMITTEE MEETING

AGENDA

Date: February 9, 2026
Time: 5:00 P.M.
Location: Virtual Meeting

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/81400212694?pwd=oxRRxULHUtOyCvrRjn5fp0bNFllxAh.1>

Passcode:003573

Phone one-tap:

+13092053325,,81400212694#,,,,*003573# US

+13126266799,,81400212694#,,,,*003573# US (Chicago)

Join via audio:

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 346 248 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

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Webinar ID: 814 0021 2694

Passcode: 003573

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

Procedural Note:

The regularly scheduled **December 12 meeting was canceled**. No meeting occurred. All agenda items that appeared on the December agenda — including those previously labeled *Old Business* and *New Business* — are carried forward below as **Old Business and are open for discussion**.



1. Call to Order

- Welcome
- Attendance and confirm quorum
- Announcements (if any)
- Confirm Note Taker: Elyse Best

3. Approval of Minutes

- No minutes to approve. (January's meeting canceled due to weather.)



5. New Business

A. Updates on Bylaws and Ordinances. Ongoing work. (Meeting with city staff and correspondence pending.)

- Review the current bylaws and relevant ordinances to assess compliance and applicability.
- Identify sections needing clarification, updates, or potential revisions.
- Discuss the authority, process, and limitations for making amendments, based on guidance from city staff and RSJ.
- Current Status Review ○ Review what the existing bylaws and relevant ordinances cover.
 - Identify areas that are clear vs. areas that may be outdated or ambiguous.
- Clarification Needs ○ Highlight sections needing interpretation or guidance from city staff/RSJ.
 - Discuss any inconsistencies between bylaws, ordinances, and HRC practices.
- Authority and Limitations ○ Clarify which updates the HRC can make independently versus what requires city council or RSJ approval.
 - Discuss any limitations on procedural or structural changes.
- Alignment with Commission Mandate ○ Ensure bylaws support the HRC's mission and responsibilities.
 - Identify gaps in coverage, roles, or decision-making authority.
- Process for Updates ○ Discuss the formal process for proposing, reviewing, and approving amendments.
 - Identify who needs to be involved and what documentation is required.
- Recordkeeping and Transparency ○ Review how amendments and discussions are documented.
 - Discuss how to maintain transparency for commissioners and the public.
- Next Steps / Action Items ○ Determine which clarifications or updates need follow-up with city staff or RSJ.
 - Assign tasks or subcommittee responsibilities for drafting or reviewing amendments.

B. Fundraising, Donations, and Grant Opportunities.

- Overview of fundraising, donation, and grant possibilities.
- Discussion of what fundraising opportunities could look like for the HRC.
- Legal, ethical, and administrative considerations.

C. Official HRC/ Chair Email Account

- Updates on the status of official HRC/Chair email account, if any, since full body approval vote.
- Discussion of appropriate use, access, retention, and compliance requirements (when accessed).
- HRC's defunct e-mail for reference – what happened to it?



6. Future Agenda Items, questions, concerns, and suggestions: Up for discussion.

7. Adjournment

8. Next meeting: Monday, March 16, 2026 – 5:00 PM

Accessibility Notice:

Individuals with disabilities who need auxiliary aids and services, written materials in alternative formats, or reasonable modifications should

**contact: Adrienne Pomeroy at 617-625-6600 x2050 or
APomeroy@somervillema.gov in advance.**