

**BY-LAWS
OF THE
LATINO ADVISORY COMMITTEE
TO THE MAYOR AND CITY COUNCIL**

**ARTICLE I
PURPOSE, POWERS AND DUTIES**

SECTION 1. PURPOSE – The purpose of this committee shall be to advise the Mayor and the City Council on the nature of issues and needs confronting the Latino community/people in the city; provide assistance in evaluating city programs as they pertain to the Latino community; provide input to community/people and serve as a referral to assist Latino community/people to secure access to city agencies and programs to make the city system more accessible to the Latino community.

SECTION 2. POWERS AND DUTIES – Committee shall have the following powers and duties:

- (A) To advise and otherwise aid the Mayor and City Council, on the nature of issues facing Latino community in Minneapolis.
- (B) To provide assistance in evaluating City programs as they pertain to the Latino community.
- (C) To provide input to the City’s long-range planning as it pertains to the Latino community.
- (D) Review and comment to the Mayor, city departments, City Council and public concerning adequacy of city programs, plans and budgets for services to Latino community;
- (E) To promote economic, cultural and social development for the Latino community;
- (F) To serve as a referral to assist Latino speaking people to secure access to City agencies and programs and to make the City systems more accessible to the Latino communities.
- (G) Present to the Health and Human Services Committee of the City Council an annual report summarizing committee activities and recommendations for the upcoming year.
- (H) Monitor the implementation of Committee policies and objectives.

ARTICLE II APPOINTMENT TO COMMITTEE

SECTION 1. VACANCY – When a vacancy occurs in its membership, the committee shall notify the City Clerks office to prepare a notice of vacancy; including a description of the positions(s), the time left of the term and other information.

SECTION 2. RESIDENCY – Each member of the committee must either work or reside in the City of Minneapolis.

SECTION 3. TERMS – (a) Each member shall be jointly appointed by the Mayor and the City Council President with the approval of the City Council (b) In the initial appointments, seven members shall serve two-year terms and six members shall serve one year terms. Subsequent appointments shall be two-year terms.

SECTION 4. ATTENDANCE – Four (4) unexcused absences during a twelve-month period shall be cause for dismissal from the committee. Dismissal shall be automatic after the fourth unexcused absence. An unexcused absence shall be defined as any absence where the member does not provide prior notification of their absence from a meeting.

SECTION 5. REMOVAL OF MEMBER – A member may be dismissed for making unauthorized public statements on behalf of the Committee, for malfeasance, or for nonfeasance. Any member charged with the above may object as provided in Article III, Section 7.

SECTION 6. MEMBER RESPONSIBILITIES – It shall be the responsibility of members to:

- (A) Attend and participate in meetings of the Committee.
- (B) Advise staff on implementation of Committee objectives and activities and as appropriate and feasible and to participate in implementation of such objectives and activities.

SECTION 7. CONFLICT OF INTEREST – The Latino Advisory Committee to the Mayor and City Council adheres to all state laws and rules and local ordinances that may pertain to the avoidance of conflict of interest. The actions of the Committee must be as free from conflict of interest as possible. A conflict of interest exists when a member of the Committee participates in a Committee action that directly affects that member’s financial or organization interest. A Committee action that directly affects a member’s organization interests is one that will likely affect the operation, services or programs of an organization or agency when the Committee members serve on the governing board of that organization or agency.

To avoid conflict of interest problems, Committee members who have or think they may have a conflict of interest shall declare that there is or may be a conflict of interest. Where a conflict of interest may exist, the Committee member may request a determination form the Committee.

Where a conflict of interest is determined to exist, Committee members shall abstain from voting and shall be recorded as abstaining when votes are taken.

If it appears there has been a violation of this section, the procedures detailed in Section 7 of this article shall be followed.

SECTION 8. DISPOSITION – When the Committee Chair has reason to believe that a Committee member has violated the provisions of Article III, Section 4, Article III, Section 5, paragraph (E), or Article III, Section 6, the Chair shall notify the member in question, and request the member to appear before the Committee. The Committee shall make its final decision on the disposition of the issue by a simple majority vote of the Committee membership.

ARTICLE III COMMITTEE MEETINGS

SECTION 1. SCHEDULE – The committee shall meet at least quarterly to conduct its business and establish goals, objectives and policies. The meeting shall be held on the third Monday of the Month.

SECTION 2. NOTICE OF MEETING – Written notice shall be sent to all members stating the place, day and hour of all regular meetings of the full Committee. The notice shall be mailed to each Committee member not less than one week prior to the date of the meeting.

SECTION 3. SPECIAL MEETINGS – Special meetings of the Committee may be called anytime upon request of the Chair, or a majority of the members of the Executive Committee or upon a written request to the Chair by any five members of the Committee and the meeting shall be called by the Chair within ten calendar days of the receipt of the request. The notice for a special meeting shall include the purpose of the meeting and be given to all members of the Committee no less than forty-eight hours before the meetings.

SECTION 4. QUORUM – A quorum shall consist of 1/3 plus one member of the Committee who are present and voting. Members dismissed under Article III, Section 7 are not included in calculating the quorum.

SECTION 5. DECISION-MAKING – All decisions of the Committee must be approved by a simple majority of the members present and voting, unless otherwise provided in these by-laws.

SECTION 6. PARTICIPATION – All meetings of the Committee shall be open meetings and guests shall be welcome to attend and participate at the discretion of the Chair.

SECTION 7. PROCEDURES – The most recent edition of Roberts Rules of Order shall govern the conduct of business in all cases in which they are applicable and not inconsistent

with these by-laws. Where there is a conflict between any provision of these by-laws and Robert's Rules of Order, these by-laws shall prevail.

ARTICLE IV DUTIES OF OFFICERS

SECTION 1. OFFICERS – The officers will be a chairperson and vice-chairperson. Officers shall serve one-year terms.

SECTION 2. ELECTIONS – Officers shall be elected at the third regular meeting of the calendar year.

SECTION 3. LENGTH OF TERMS – Officers shall serve one-year terms and may not serve in the same position for more than three (3) consecutive terms.

SECTION 4. COMMITTEE CHAIRPERSON – The Committee Chair shall preside at all meetings of the Committee. In addition, the Chair shall:

- (A) Act as the spokesperson for the Committee at public meetings and functions.
- (B) Develop agendas for Committee.

SECTION 5. COMMITTEE VICE-CHAIR – The Vice-Chair shall aid the Chair in the performance of the Chair's duties and, in the absence of the Chair, shall preside at meetings of the Committee. If the Chair is unable to serve, the Vice-Chair shall assume the Chair's duties.

ARTICLE V ELECTION PROCEDURE

SECTION 1. DATE – The election of officers shall take place at the third regular Committee meeting in March.

SECTION 2. PRESIDING OFFICER – The current Chair shall preside through the entire election process.

SECTION 3. ORDER OF ELECTIONS – The order of election shall be Chair and then Vice Chair.

SECTION 4. NOMINATIONS – Nominations for an office may be made by any Committee member present at the meeting. Nominations do not require a second. After nominations are closed, each candidate will be allowed a maximum of three minutes for a speech.

SECTION 5. ELECTIONS – Elections shall be by hand, voice or written ballot

**ARTICLE VI
SUBCOMMITTEES AND TASK FORCES**

SECTION 1. STANDING COMMITTEES – The Committee may have standing subcommittees. Their purpose is to identify issues, to make recommendations for Committee policy or action and, as appropriate, to participate in the implementation of Committee decisions and activities.

SECTION 2. TASK FORCES – As the need arises, the Committee may establish task forces for the purpose of investigating or taking action on specific issues within the Committee-established policies or goals. These task forces are limited to acting on the issues for which they were created and within the time frame established, for the assignment.

SECTION 3. COMMITTEE AND TASK FORCE CHAIRS AND VICE-CHARIS – Each subcommittee or task force of the Committee shall elect a Chair from among its own membership. Election shall be by a simple majority of the members present and voting.

SECTION 4. COMMITTEE AND TASK FORCE MEMBERSHIP – Membership on subcommittees and task forces may include individuals who are not Committee members, but who have expertise that will help the task force carry out its function. Committee members shall actively serve on one subcommittee or task force. All members of a subcommittee or task force shall have the right to vote in that subcommittee or task force whether or not they are a Committee member.

**ARTICLE VII
FISCAL MATTERS**

SECTION 1. FISCAL YEAR – The fiscal year shall be the fiscal year observed by the City of Minneapolis.

SECTION 3. FISCAL PROCEDURES – The Committee shall conduct its fiscal activities as prescribed by the laws of the State of Minnesota and City of Minneapolis. The chair shall present an accounting of the use of funds appropriated to the committee by the City Council in the annual report to the City Council. The financial records of the committee shall be available for review by the Minneapolis City Auditor.

**ARTICLE VIII
STATEMENT OF ACCESS**

SECTION 1. ACCESS TO WRITTEN MATERIALS – All material created for the Committee or on behalf of the Committee shall be made available upon request in alternative formats such as, large print, Braille, audio tape or computer disk.

SECTION 2. PHYSICAL ACCESS – All functions conducted by the Committee or on behalf of the Committee shall be held in accessible facilities as defined by the Americans with Disabilities Act (ADA) or Chapter 1340 of the Minnesota Building Code, whichever is more restrictive.

**ARTICLE IX
BY-LAW AMENDMENT/SUSPENSION**

SECTION 1. AMMENDMENTS – Suggested amendments to these by-laws must be presented in writing at least ten working days prior to a regular or special Committee meeting. Ratification shall require a two-thirds vote of the voting members present.

SECTION 2. SUSPENSION – The by-laws may be suspended by a three-quarters majority vote of the Committee members present.