

Community Multicultural Commission BYLAWS

ARTICLE I

Name and Authority

Section 1. There is hereby established a commission of the City of Garland, Texas, to be referred to as the Community Multicultural Commission, hereinafter to be referred to as the CMC.

Section 2. This Commission is empowered by the authorization of the City of Garland, Texas, through the *City Code of Ordinances, Chapter 10, "Administration," Sec. No. 10.35*, adopted in December 2002.

Section 3. This Commission shall adopt such rules and regulations as it deems necessary to govern its actions and meetings. Such rules and regulations shall conform to the laws of the *State of Texas, the City Charter of Garland, Texas*, as well as ordinances and other actions of the *City Council*.

ARTICLE II

Purpose and Mission Statement

The mission of the CMC shall be to maximize the potential inclusion and quality of life for all citizens in the City of Garland by increasing the number of citizens we reach, teach, educate and involve in what the City of Garland has to offer. To ensure that every citizen regardless of ethnic, racial, religious or cultural backgrounds feels welcomed in the community, neighborhood, business or places of worship.

Section 1. The focus of this Commission is:

1. To serve as an advisory commission, addressing the needs and concerns of the citizens and *City Council of Garland, Texas*.
2. To develop a cooperative relationship among the diverse group and individuals who have a common concern for the City of Garland and the purpose of the Commission.
3. To provide insight in the following areas:
 - a. Communicating, Learning, Understanding and Educating
 - b. Economic Opportunities
 - c. Health and Community Services
 - d. Public Safety
 - e. Transportation and Mobility
 - f. Current Affairs
 - g. Cultural Development and Empowerment

ARTICLE III

Members

Section 1. Selection: The CMC shall consist of thirteen (13) members appointed by members of the *City Council* representing the diverse cultures and ethnic backgrounds reflective of the city's demographics. *City Council* members may appoint one member with the exception of the *Mayor*, who may appoint five (5) members.

Section 2. Terms: Each member shall serve a term to coincide with that of the appointing member of the *City Council*. Members shall serve without compensation.

Section 3. Qualifications: Each member of the CMC shall at the time of appointment, be a qualified voter of the City of Garland and shall not be in arrears in the payment of municipal taxes. Any member of the CMC ceasing to reside in the City of Garland, or if convicted of a felony, shall immediately forfeit his office.

Section 4. Ex-officio Members: The *City Manager* (or designated representative) shall be an ex-officio member of the CMC and shall have the right to discuss any matter that is under consideration by the CMC, but shall have no vote.

Code of Conduct

Section 1. Basic Policies:

a. The organization shall be noncommercial, nonsectarian and nonpartisan.

b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the core elements of the organization.

Section 2. No member shall act or speak independently on issues relating to this CMC without the consensus of the CMC, nor shall members act or speak independently in the name of the CMC.

Section 3. Within 60 days of appointment, members of the CMC shall be trained on *Roberts Rules of Order Newly Revised* and the *Texas Open Meetings Act*.

Section 4. CMC members shall attend a majority of all regularly scheduled meetings of the CMC and shall not miss three (3) consecutive meetings.

Section 5. The presiding officer shall wait no more than 15 minutes from the posted start of the meeting to call a quorum. If a quorum is not present, the presiding officer will advise the members in attendance that the business of the CMC will not be conducted, but the meeting is for informational discussions only.

Section 6. CMC members shall uphold and support all members of the organization impartially without regard to race, color, age, religion, national origin, political belief, educational status, and mental or physical challenges.

Section 7. CMC members shall support and promote the goals, objectives and programs of the organization as identified in *Article II, Purpose and Mission Statement*, of this document, page two.

Section 8. CMC members shall recognize the professional responsibility for the development, improvement, and execution of the programs, events, and activities of the organization. CMC Members may attend programs and or events that have a cost associated with them and if a member agrees to attend an event paid for by the City on behalf of the CMC and does not attend the event without getting a replacement then the CMC member would be required to reimburse the city for the cost of the event.

Section 9. To ensure the success of a project, each CMC member should commit to assignments or obligations agreed upon during meetings.

Section 10. CMC members shall exercise sound business principles when conducting the organization's affairs.

Section 11. CMC members shall exhibit compassionate and courteous behavior during meetings and display timely and professional decorum when discussing matters of business.

Section 12. Failure to comply with the *CMC Code of Conduct* shall result in the recommendation to the *City Council* for the reappointment of said member's position.

Section 13. Members of the CMC shall surrender all documents, properties and materials to the CMC Secretary, once said member leaves office or resigns his position.

ARTICLE IV

Officers

Section 1. Annually, the CMC shall elect a chairperson and a vice chairperson at its regular October meeting.

Section 2. The Chair of the CMC shall appoint the Nominating Committee no later than the September Meeting. The Nominating Committee shall consist of a Chair and two other members. The chairperson for the CMC shall not be a member of the Nominating Committee. Also, at the discretion of the Chair, an Elections Committee maybe appointed.

Section 3. The Nominating Committee shall present its slate of officers at the regularly scheduled October meeting.

Section 4. The election of officers will be conducted by secret ballot, during the October meeting.

Section 5. Newly elected officers shall assume office immediately and shall serve a term of one year or until their successors are elected.

Section 6. No officer shall serve in the same office for more than three consecutive terms. An officer who has served more than one-half of a term shall be credited with having served that term.

Section 7. Duties of the Chairperson: It shall be the duty of the chairperson to preside at all meetings of the CMC; to appoint members to ad hoc committees as deemed necessary; to serve as an ex-officio member of all ad hoc committees; to represent the CMC in all formal communications with the *City Council*; and to perform additional duties as may be requested by the CMC.

Section 8. Duties of the Vice Chairperson: It shall be the duty of the vice chairperson to perform the duties of the chairperson in his/her absence.

Section 9. Duties of the CMC Secretary: The *City Manager* or designated representative shall appoint the secretary.

a. It shall be the duties of the secretary to be present at all meetings of the CMC, or a duly authorized representative shall serve in the secretary's absence.

b. Shall notify members of all CMC meetings;

c. Shall be responsible for posting notifications of meetings in accordance with the *Open Meeting Law*;

d. Keep an accurate record of all official proceedings of the CMC;

e. Present at each regular meeting the minutes of the preceding regular meeting or special CMC meetings;

f. Prepare and submit at least three (3) days prior to the regular meeting an agenda listing by topic and subjects to be considered by the CMC;

g. Prepare and submit to the proper City officials' recommendations or resolutions of the CMC, as required;

h. Maintain proceedings of all CMC meetings in a permanently bound minute binder on file in the office of the *City Manager* or designated representative;

i. Call special meetings upon request of the chairperson or three (3) members of the CMC;

j. Provide CMC members with a copy of the policy manual and all additions and revisions; and

k. Send previous month's minutes to the CMC members at least three (3) days prior to the regularly scheduled meeting.

ARTICLE V

Meetings

Section 1. All meetings shall be open to the public in accordance with the *Open Meeting Statue, Article 6252-17, VACS.*

Section 2. Regular meeting: The CMC shall meet on the third Thursday of each month at 6:00 p.m., unless otherwise designated by the CMC's action.

Section 3. Special meetings: Special meetings may be called by the chairperson, by any three (3) members of the CMC, or by the *City Manager* (or designated representative). A special meeting requires 72 hours written or telephonic notice.

Section 4. Notification of meetings: The secretary for the CMC designated by the *City Manager* (or designated representative) shall give three (3) days notification of an upcoming meeting.

Section 5. A majority of the filled positions of the CMC will constitute a quorum to conduct business. At any time during a CMC meeting when a quorum is lost, the business of the CMC shall not be conducted but may continue for informational purposes only.

Section 6. Procedures for Addressing Issues: The procedures of the CMC accepting and addressing issues shall be made through one or more of the following:

- a. City Council's Request
- b. CMC Member's Request
- c. Citizens' Comments at CMC Meetings
- d. Written Signed Request from Citizens

Section 7. City Council House Rules: The *City Council* adopts house rules each year and asks that all Commissions and Boards adopt these same rules.

Section 8. With the exception of emergencies but within practical means, CMC members shall notify the secretary of their absence(s).

Normally, this notice shall be no later than one day (24 hours) prior to the scheduled meeting.

Section 9. During the regularly scheduled Commission's meeting, committee Chairpersons shall assign a committee member to present the committee's report in the Chairperson's absence.

ARTICLE VI

Ad Hoc and Committees

Section 1. The chairperson of the CMC shall serve as an ex-officio member of ad hoc committees and shall be notified of all committees' meetings.

Section 2. The CMC may, as the need arises, authorize the appointment of "ad hoc" committees. Subject to the approval by the CMC, the chairperson shall appoint members of the "ad hoc" committees and shall be notified of all committees' meetings. All members of an Ad Hoc Committee shall be current members of the CMC.

Section 3. Members of the CMC shall serve on at least one additional CMC subcommittee.

Section 4. To ensure the CMC's participation and confirmation of attendance, an assigned ad-hoc committee shall maintain a calendar of events of upcoming community multicultural opportunities.

Section 5. In order to prepare a written report to the CMC during the upcoming monthly meetings, committee chairs shall coordinate the necessary meetings with his/her committee members.

Section 6. Notice must be given to the CMC's chairperson, vice chairperson and secretary by the close of business on the Monday preceding the CMC meeting of the committee's intent to present a report. A written committee report shall be submitted to the above mentioned members at that time. Electronic mail notification of said intent is acceptable.

ARTICLE VII

Parliamentary Authority

The conduct of all meetings and business of the CMC shall be governed by the rules contained in the current edition of *Robert's Rules of Order Newly Revised*.

ARTICLE VIII

Order of Business

Section 1. The order of business of each meeting shall be contained in the agenda prepared in collaboration by the chairperson of the CMC and the *City Manager* (or designated representative). The agenda shall be typed by the secretary and then delivered at least three (3) days prior to the meeting to each member of the CMC.

Section 2. Generally, the order of business will be:

- a. Call to Order
- b. Approval of Minutes
- c. Chairperson's Report
- d. Committees' Reports
- e. Briefings
- f. Unfinished Business
- g. New Business
- h. Citizen's Comments (5 minute time limit)
- i. Announcements
- j. Future Agenda Items
- k. Signing of Minutes
- l. Adjourn

ARTICLE IX

Voting

Section 1. Voting shall be done orally and by members present.

Section 2. Recording of Votes: The Ayes and Nays shall be taken upon passage of all motions and entered upon the official record of the CMC. Any members refusing to vote shall be entered on the record as abstaining.

Section 3. Majority vote required: Approval of every motion shall require the affirmative vote of a majority of members of the CMC present as required by *Robert's Rules of Order Newly Revised*.

ARTICLE X

Amendment of Bylaws

These Bylaws may be amended or new Bylaws adopted by a two-thirds (2/3) vote of filled positions of the CMC, provided the proposed amendments or new Bylaws were introduced into the record at the previous CMC meeting.

ARTICLE XI

Budget and Fiscal Year

Section 1. The fiscal year of this commission shall begin October 1 and end September 30.

Section 2. Annually, the budget shall be developed and approved at the October meeting.

