

Hispanic Advisory Committee Bylaws

ARTICLE I: PURPOSE AND RESPONSIBILITIES

SECTION 1: PURPOSE

The purpose of this Committee shall be to advise the City Manager on the nature of issues and needs confronting the Hispanic community in the city; provide assistance in evaluating city programs as they pertain to the Hispanic community; provide input to the community and serve as a referral to assist the Hispanic community to secure access to city agencies and programs to make the city system more accessible to the Hispanic community.

SECTION 2: RESPONSIBILITIES

The Committee shall have the following responsibilities:

- (A) To assist in identifying ways to efficiently communicate with members of the Hispanic Community.
- (B) To identify, prioritize and help to solve problems that may result in barriers to programs and services for members of the Hispanic community.
- (C) To assist the City administration in developing outreach efforts and avenues that provide access to programs and services.
- (D) To advise and otherwise aid the City Manager on the nature of issues facing the Hispanic community in Newport News.
- (E) To provide assistance in evaluating City programs and services as they pertain to the Hispanic community.
- (F) Review and comment to the City Manager and city departments concerning adequacy of city programs for services to the Hispanic community.
- (G) To provide input to the City's long-range planning as it pertains to the Hispanic community.
- (H) To serve as a referral to assist Spanish-speaking people to secure access to city agencies and programs and to make the city systems more accessible to the Hispanic community.

ARTICLE II: APPOINTMENT TO THE COMMITTEE

SECTION 1: MEMBERS AND QUALIFICATIONS

The Committee shall consist of up to twelve (12) members appointed by the City Manager who are of Hispanic descent and/or have extensive knowledge and interest in the Hispanic community.

SECTION 2: VACANCY

When a vacancy occurs in its membership, the Committee shall notify the City Manager's Office to prepare a notice of vacancy; including a description of the position(s), the time left of the term and other information.

SECTION 3: RESIDENCY

Each member of the Committee must work or reside in the City of Newport News, or work for an organization that provides services to the Hispanic community of Newport News.

SECTION 4: TERMS

Each member shall be appointed by the City Manager through a voluntary application process. In the initial appointments, six (6) members shall serve two-year terms and six (6) members shall serve three-year terms. Subsequent terms shall be two-year terms with a maximum of two consecutive terms.

SECTION 5: ATTENDANCE

Three (3) unexcused absences during a twelve-month period shall be cause for dismissal from the Committee. Dismissal shall be automatic after the third 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 6: CONFLICT OF INTEREST

The Hispanic Advisory Committee to the City Manager 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 interests. 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 committee 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 from 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.

ARTICLE III: COMMITTEE MEETINGS

SECTION 1: SCHEDULE

The Committee shall meet monthly to conduct its business and establish goals and objectives and advise on policies. The meeting shall be held on the first Tuesday of each month, unless the Committee selects an alternate date

SECTION 2: NOTICE OF MEETING

Written or electronic notice shall be sent to all members stating the place, day and hour of all regular meetings of the full Committee.

SECTION 3: SPECIAL MEETINGS

Special meetings of the Committee may be called anytime upon request of the Chair, or the City Manager or upon written request to the Chair by any five members of the Committee. The meeting shall be called by the Chair within ten calendar days of the receipt of 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 meeting.

SECTION 4: QUORUM

A quorum shall consist of 1/2 plus one member of the Committee who are present and voting. Members dismissed under Article II, Section 5, 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 members are expected to participate. Members of the City Manager's Working Group and guests shall be welcome to attend and make presentations as deemed necessary.

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

ARTICLE IV: DUTIES OF OFFICERS

SECTION 1: OFFICERS

The officers will consist of a chairperson and vice-chairperson.

SECTION 2: ELECTIONS

Officers shall be elected at the Annual Meeting in February of each 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 will report the Committee's findings and progress to the City Manager as requested.

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: BY-LAW AMENDMENT/SUSPENSION

SECTION 1: AMENDMENTS

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 two-thirds majority vote of the Committee members present.