ARTICLE I. NAME AND OFFICES

Section 1. The name of this committee shall be the Mayor's Hispanic/Latino Committee (hereinafter "Committee").

Section 2. The principal office of the organizational committee shall be located in Neighborhood Improvement Services Department (807 E. Main St., Durham, NC 27701).

Section 3. The Committee shall be liaised by designated staff of Neighborhood Improvement Services.

ARTICLE II. MISSION AND FUNCTIONS

Section 1. The mission of the Committee shall be: To improve the opportunities and quality of life of Hispanic/Latinos in the city of Durham through civic engagement by promoting the interests and needs of the Community at large, and to serve as liaison and consultative body between the Hispanic/Latino residents and City government officials in order to further promote and protect equal opportunities for all.

Section 2. To meet the mission, the Committee will function:

(a) To serve as a communication channel between Hispanic/Latino community groups and individuals living, working, and/or playing in Durham and City government, including, but not limited to, the Mayor and City Council.

(b) To advise and inform the Mayor and City Council regarding any concerns of specific impact to the Hispanic/Latino Community and the broader Durham community at large.
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{c) To advise and inform the Mayor and City Council about the Committee's recommendations with regards to said issues and concerns.

{d) To help establish collaborative efforts to improve services and outreach to the Hispanic/Latino Community in the areas including, but not limited to, fair and equitable housing opportunities, economic development, civil rights and justice, culture, recreation and fine arts, and public safety.

{e) To provide a regular and open forum for the discussion of issues pertaining to Hispanic/Latino community members living, working and/or playing in the city of Durham.

ARTICLE III. NON-POLITICAL/NON-PROFIT/NON-SECTARIAN ORGANIZATION

Section 1. The Committee shall not discriminate in its practices of membership on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, immigration status, age, or disability.

ARTICLE IV. MEMBERSHIP

Section 1. The Committee shall consist of eleven (11) members:

{a) Members shall be residents of Durham

{b) Representatives of non-profit organizations, small businesses and agencies doing business in the city of Durham (hereafter referenced as "agency"), can be appointed as ex-officio members by Committee members

{c) Three (3) elected officers: Chair, Vice-Chair and Secretary.
Section 2. At least 6 members shall be Hispanic/Latino individuals of Hispanic/Latino descent.

Section 3. Each member shall attend a minimum of nine (9) regular meetings per calendar year. Any member absent for more than two consecutive regular meetings or more than three regular meetings in a calendar year shall be deemed as having an excess of absences and recommendation will be made to City Council for removal from the Committee.

Section 4. Agencies that serve the Durham Hispanic/Latino community in a meaningful or substantial way are encouraged to be ex-officio members and appoint a representative to attend meetings. The Committee will invite and approve ex-officio member agencies during an annual vote to be conducted in January of each year. During this vote, the Committee will also elect its officers.

Section 5. Members shall serve a two-year term. Initial Council Appointments shall be staggered with five (5) members receiving an initial one-year term and six (6) members receiving a two-year term. Interested residents will apply through the City Clerk’s office and will be appointed by City Council.

In the event that a new member or officer has to be chosen at any other point during the year, the Committee will recruit members to submit applications to the City Clerk’s office.

Section 6. Employees of the City may not serve as a member of the Committee, but are encouraged to participate if his or her official duties include serving the Hispanic/Latino community.
ARTICLE V. OFFICERS

Section 1. The Officers of the Committee shall be the Chair, the Vice-Chair, and the Secretary. Officers, as well as the chairs of the standing subcommittees, are to be elected each year during the month of January. Officers and the chairs of the standing subcommittees shall comprise the Executive Committee.

Section 2. The Executive Committee shall serve in a planning and steering capacity for the Committee. When necessary, it shall also make decisions for the Committee between regular meetings of the organization and report these decisions to the full body at the next regularly scheduled meeting. If the decision involves an issue that pertains to a particular subcommittee, the chairperson of the subcommittee or taskforce shall take part in the decision-making process.

Section 3. CHAIR RESPONSIBILITIES

(a) The Chairperson shall be responsible for presiding at the Committee meetings, including planning and presenting an agenda. The agenda must be shared at least one week before the meeting to the Committee.

(b) The Chairperson shall be the primary liaison between the Committee and the Mayor.

(c) The Chairperson shall be responsible for presiding and convening the Executive Committee on a monthly basis or as needed.

(d) The Chairperson shall also be responsible for representing the board at ceremonial functions.
Section 4. VICE CHAIR RESPONSIBILITIES
(a) The Vice Chair shall assume all the powers and responsibilities of the Chair in the event the Chair resigns or is removed from office.
(b) The Vice Chair shall be responsible for maintaining order of the Committee meetings in the absence of the Chair.
(c) The Vice Chair shall be responsible for spearheading a one-day retreat to determine the Committee's advocacy and organizational priorities and recommendations.

Section 5. SECRETARY RESPONSIBILITIES
(a) The Secretary shall be primarily accountable to the Committee for maintaining accurate and sufficient documentation to meet all Committee policies and ensure an agenda has been distributed prior to the Committee meeting.
(b) The Secretary shall be responsible for ensuring that accurate minutes are taken and approved. The minutes are to document the date, time and location of the meeting, a list of members present and absent, a summary of items discussed, and a summary of reports presented.
(c) The Secretary shall track year-long attendance of Committee members present and absent at each regular, special and subcommittee meeting.
(d) The Secretary shall be responsible for ensuring that a current copy of the bylaws is available at all Committee meetings.

ARTICLE VI. SUBCOMMITTEES AND AD HOC COMMITTEES
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Section 1. The Chairperson, immediately following elections, shall appoint a chair for the following subcommittees: Culture, Recreation and Fine Arts, and Social Justice and Public Safety.

Section 2. Each subcommittee shall meet monthly and will make an annual report as determined by the board.

Section 3. Subcommittees are tasked to perform the duties as indicated below:

_Culture, Recreation, and Fine Arts:_
The Culture, Recreation and Fine Arts Subcommittee focuses on initiatives to increase participation of Hispanic/Latino voices and perspectives in the areas of culture, recreation and fine arts. This subcommittee seeks to ensure that Hispanic/Latino artists also thrive and progress. This subcommittee will also promote Hispanic/Latino presence in City-sponsored events and keep a bank of cultural, recreational or arts-related events. The subcommittee can work in collaboration with the Department of Parks and Recreation and other City departments or outside agencies with a similar focus or mission. The subcommittee is tasked with focusing on the following areas:

a. Culture
b. Recreation
c. Fine Arts

_Social Justice & Public Safety:_
The Social Justice and Public Safety Subcommittee's goal is to cultivate the trust and participation of the Hispanic/Latino community with public safety and other government entities and monitoring systems of power and their impacts on the
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Hispanic/Latino community...This subcommittee will work to promote healthy and equitable relationships between institutions and city, county and state agencies and members of the community. It also identifies issues, provide recommendations and support initiatives affecting the safety of Hispanic/Latino communities in order to educate agencies about those issues. The subcommittee is tasked with focusing on the following areas:

a. Environmental Justice
b. Housing
c. Civil Rights
d. Economic Development
e. Education

Section 4. Ad hoc committees, which may also be referenced as a "task force," may be created by the Committee upon majority vote to perform a specific goal or serve a specific purpose. The chair of the ad hoc committee shall be a member of the Committee. Ad hoc committee participation is open to non-Committee members.

ARTICLE VII. MEETINGS

Section 1. Regular Committee meetings shall occur once a month at a time and place to be determined by the Committee. A Special meeting may be called as necessary, and with proper public notice.

Section 2. The Chairperson will send an agenda, via e-mail, to each member twenty-four (24) hours prior to each Regular and Special meeting. All meetings will be open to the public and will be pre-announced through the City Clerk's Office. Non-members
wishing to be heard may do so and the amount of time each individual will be allotted will depend on the number of persons wishing to be heard at any given meeting. The Chair will decide if time permits for non-members to speak during the "open items" and/or "announcements" portion of the agenda.

Section 3. A quorum shall consist of one plus one-half of the number of members at any regular or special meeting. Quorum shall be determined at the beginning of each meeting. Once a quorum is met, it shall be considered met for the duration of the meeting even if members depart prior to adjournment. If quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may be held for informational purposes and no formal action can be taken.

ARTICLE VIII. FUNDS AND RESOURCES

Section 1. Members may receive stipends for their services.

Section 2. Funds and donations may be solicited to support the activities of the Committee.

Section 3. The City will administer any donated funds and maintain a financial record.

Section 4. No part of funds collected, raised, donated, or awarded to the Committee from any source shall benefit any officer or member thereof or other private individual.

ARTICLE IX. AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Committee by a majority vote of those members present, providing that a notice of the proposed amendments shall be distributed to all members at least ten days prior to the meeting.