# **Community Multicultural Commission**

# **BYLAWS**

# ARTICLES 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 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 it deems necessary to govern its actions and meeting. 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 of all citizens in the City of Garland by identifying issues and making recommendations to Council concerning the City's changing demographic composition and diverse needs.

- Section 1. The primary focus of this Commission is to serve as an advisory commission, addressing the needs and concerns of the citizens and City Council in the city of Garland and 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 and in that capacity provide insight in the following areas:
  - A. Communicating, Learning, Educating and Understanding
  - B. Economic Opportunities
  - C. Health and Community Services
  - D. Public Safety
  - E. Transportation and Mobility

# **ARTICLE III**

### **Members**

- Section 1. The CMC shall consist of thirteen (13) members of various cultures and ethnic backgrounds representative of the city demographics and appointed by the City Council. The City Council members may each appoint one member with the exception of the Mayor, who may make five (5) appointments. Each member shall serve a term to coincide with that of the appointing member of the City council. Members shall serve without compensation.
- Section 2. Qualifications: Each member of the Commission 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 Commission ceasing to reside in the City of Garland, or if convicted of a felony, shall immediately forfeit his office.
- Section 3. Ex-officio Members: The City Manager (or his designated representative) shall be an ex-officio member of the Commission, and shall have the right to discuss any matter that is under consideration by the Commission, but shall have no vote.
- Section 4. No member shall act or speak independently on issues relating to this Commission without the consensus of the Commission, nor shall a member act or speak independently in the name of the Commission.

# **Code of Conduct**

- Section 5. Member of the CMC shall be trained on Roberts Rules of Order and The Texas Open Meetings Act within 60 days of appointment.
- **Section 6.** CMC member shall attend a majority of all regularly scheduled meetings of the CMC.
- Section 7. Members of the CMC shall surrender all documents, properties and material one said member leaves office or resigns position to the CMC Secretary.
- **Section 8.** Members of the CMC shall serve on at least one other Subcommittee.

# **ARTICLE IV**

### **Officers**

**Section 1.** The CMC shall elect one of its members as Chairperson and one as vice Chairperson at its regular November meeting annually.

- Section 2. Duties of Chairperson: It shall be the duty of the Chairperson to preside at all meetings of the Commissions; 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 Commission in all formal communication with the City Council; and to perform such other duties as may be enjoined upon him/her by the Commission.
- Section 3. Duties of the Vice-Chairperson: It shall be the duty 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 4. Duties of the Secretary: The City Manager or his designated representative shall appoint the secretary. It shall be his/her duty to be present at all meetings of the Commission, or in his/her duty to be present at all meetings of the Commission, or in his/her absence a duly authorized representative shall attend; shall notify members of all meetings; shall be responsible for posting of notification of meetings in accordance with Open Meeting Law; keep an accurate record of all official proceedings of the Commission; present at each regular meeting the minutes of the preceding regular, special and Commission meetings; 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 Commission; prepare and submit to the proper City officials recommendation or resolutions of the Commission as required; maintain proceedings of all Commission meetings in a permanently bound minute book on file in the office of the City Manager or his designated representative; call special meetings upon request of the Chairperson or three (3) members of the Commission; and provide Commission members with a copy of the policy manual an all additions and revisions.

#### 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 Commission action.
- Section 3. Special meetings may be called by the Chairperson, any three (3) members of the Commission, or by the City Manager (or his designated representative). Seventy-two (72) hours notice in writing or by telephone shall be required to conduct a special meeting.
- Section 4. Notification of meeting: The secretary for the Commission designated by the City Manager (or his designated representative) shall give three (3) days notification of an upcoming meeting.
- **Section 5.** A majority, or seven (7) members of the Commission will constitute a quorum to conduct business. At any time during a Commission meeting when a quorum is lost, the meeting shall be adjourned.

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- **Section 6.** Procedures for Addressing Issues: The procedure of the CMC accepting and addressing issues shall be made through one or more of the following:
  - 1. City Council Request
  - 2. CMC Member's Request
  - 3. Citizen's Comments at CMC Meetings
  - 4. Written Signed Request From Citizens

#### **ARTICLE VI**

### **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 committee meetings.
- Section 2. Ad hoc: The Commission 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 committee meetings. All members of an Ad Hoc Committee shall be current members of the CMC.
- **Section 3.** Liaison Person: Shall be appointed by the Chairperson as needs arise and report back to the body of the CMC.

# ARTICLE VII

# **Parliamentary Authority**

The conduct of 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 Commission and the City Manager (or his designated representative). The agenda shall be typed by the secretary and then delivered at least three (3) days prior to the meeting.
- **Section 2.** Generally, the order of business will be:
  - 1. Call To Order
  - 2. Approval of Minutes
  - 3. Chairperson's Report

- 4. Committee Reports
- 5. Briefings
- 6. Unfinished Business
- 7. New Business
- 8. Citizen Comments (5 minute time limit)
- 9. Announcements
- 10. Future Agenda Items
- 11. Signing of Minutes
- 12. Adjourn

**Section 3.** City Council House Rules: The City Council adopts house rules each year and asks that all Councils and Boards adopt these rules.

# **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 Commission. Any member 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 Commission present as required by Robert's Rules of Order Newly Revised.
- Section 4. The Chair of the CMC shall appoint the nominating committee. The Nominating Committee shall consist of a Chair and 2 other members for a total of 3 committee members.
- **Section 5.** The nominating committee will bring forth its slate of officers at the regularly scheduled October meeting.
- **Section 6.** The Election of officers shall be held during the regularly scheduled November meeting.
- Section 7. Election of officers shall be held by ballot.
- Section 8. Newly elected officers shall assume office immediately.

# **ARTICLE X**

# **Amendment of Bylaws**

These Bylaws may be amended or new Bylaws adopted by two-thirds (2/3) vote, or at least nine (9) members of the entire Commission, provided the proposed amendments or new Bylaws shall have been introduced into the record at the previous CMC meeting.