

**Bylaws of the
Bloomington Commission on Hispanic and Latino Affairs**

ARTICLE I.

Members.

Section 1. Appointment. Bloomington Municipal Code (BMC) Section 2.23.080 (2) or its successors specifies the appointment mechanism. BMC Section 2.23.080 (4) or its successors specifies filling of vacancies.

Section 2. Qualifications. In addition to the qualifications stated in BMC Section 2.23.080 (3) or its successors, members are expected to attend regular monthly meetings and contribute to all programs and projects of the Commission.

Section 3. Attendance. Members shall give prior notice to the Chairperson and the staff liaison if they are unable to attend a regular or special meeting.

Section 4. Resignation. Resignations shall be in writing by the resigning member, and shall be conveyed to the Chairperson, the staff liaison and the appointing office of the resigning member.

Section 5. Recommendation for Removal If a member of the Commission engages in behavior that could be grounds for removal from the Commission for cause as defined by Section 6, the Commission may, in concert with staff liaison, submit a report to the appointing office, recommending that the member be removed. The recommendation may include substantiation of the basis for the recommendation and statements by members of the Commission.

Section 6. Removal. *Except for appointees who serve at the pleasure of the mayor, a member of the commission may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings or four regularly scheduled meetings without notification within a twelve month period (twelve month period commences from date of commission appointment), that any member may submit in writing to the appointing authority (City Council) any extenuating circumstances. Such written submission shall be made within five business days before formal action on the removal is scheduled. Decision as to removal will be made by majority vote of the CHLA at the next scheduled meeting.*

After one absence without notice, an email shall be sent to follow up with the commissioner as to why the meeting was missed. If after one week the commissioner does not respond, a request for resignation should be sent. If they do not respond to the letter by the next commission meeting they can be removed.

Following an unannounced absence, the staff liaison will contact the commission appointee and commission chair within 48 hours of the missed meeting. Should the appointee fail to respond within five business days the staff liaison will send a request for resignation. Should the appointee fail to respond to the request for resignation, the commission may recommend the appointee be removed from the commission at the next regularly scheduled meetings

ARTICLE II.

Officers.

Section 1. Positions. Officers of the Commission may include but are not limited to the Chairperson, the Vice-Chairperson, the Secretary, and/or whatever the Commission determines best carries out the functioning of the Commission. Community and Family Resources Department (CFR) staff to the Commission is not a member of the Commission.

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson. An individual must have been a member of the commission for at least six months in order to be an eligible chairperson. Should circumstances be such that all Commission members not meet the six month prerequisite, the most senior person will be eligible to be Chairperson.

Section 3. Election. All officers shall be elected at the annual meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer of the commission may be removed from office for cause. Cause shall include, but not be limited to, misuse of office, improper representation of the commission, failure to carry out minimum duties of office, failure to attend three consecutive regularly scheduled meetings in any twelve month period or four regularly scheduled meetings in any twelve month period;; provided, that any member may submit in writing to members of the commission any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. A member or members of the commission shall submit a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members. Decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson shall prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair) the Chair shall appoint a nominating committee prior to the annual election of officers; the Chair shall prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. The elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFRD staff will provide notice of all Commission meetings as required by the Indiana Open Door Law and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

Article III. Meetings.

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly.

Section 2. Annual meetings. *The regular meeting in October shall be known as the Annual Meeting. Officers shall be elected at the Annual Meeting.*

Section 3. Special meetings. BMC Section 2.08.020 (11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda. The news media shall also be notified in accordance with Indiana Open Door Law or its successors.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum.

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV.
Parliamentary Procedure.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Procedure.

ARTICLE V.
Amendment of Bylaws.

A majority of the Commission may vote to amend these by-laws only after consulting with the City of Bloomington Legal Department and discussing proposed amendments during at least two regularly-scheduled Commission meetings that have been called with proper notice.

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Adopted August 5th, 2009; revised *February 2, 2023*.