

By-Laws Of
MAYOR'S HISPANIC/LATINO COMMITTEE
ARTICLE I. NAME AND OFFICES

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

Section 2. The principal office of the committee shall be located at Neighborhood Improving Service, 807 E. Main St., Durham, NC 27701

ARTICLE II. Section 1. MISSION:

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. To serve as a liaison and consultative body between Hispanic/Latino residents and City government officials in order to further promote and protect equal opportunities for all.

Section 2. FUNCTIONS:

- (a) To serve as communication channel between Hispanic/Latino groups and individuals living or working in Durham and City Government, including, but not limited to the Mayor, City Council and County leaders.
- (b) To advise and inform the Durham City Council, regarding any concerns of specific impact to the Latino community.

- (c) To advise and inform the Durham 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 of fair housing; economic development; civil rights and justice; culture, recreation fine arts; and public safety.
- (e) To provide a regular and open forum for the discussion and identification of issues pertaining to Hispanic/Latino community members residing and/or working in the City of Durham.

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

Section 1. The committee shall be non-political, shall not support any political party or candidate for public office, and shall NOT take positions on matters of governmental policy or legislation, except for those relevant to its purposes. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. The committee shall be a non-profit, non-sectarian organization. No part of net earnings, contributions, funds or other property shall be used for the benefit of any member, officer, or other private persons. No officer or member shall be remunerated for services, other than the reimbursement for expenses actually incurred in

the discharge of official duties by members of the organization.

Section 3. The committee shall not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, age, or disability.

ARTICLE IV. MEMBERSHIP

Section 1. The committee shall consist of a total of 20 members including:

- 15 members
- 4-elected officers
- 1 City Government Liaison member to be appointed by the Human Relations Division

Section 2. At least 50% of the membership shall be comprised of individuals Hispanic/Latino descent

Section 3. Members are required to attend a minimum of nine meetings per year. Members may have excused absences, as long as an alternate representative attends on their behalf.

Section 4.

The initial committee members will be chosen by the steering (organizational) committee members from a list of public and private entities serving the Durham Hispanic/Latino community in a meaningful or substantial way. These entities will be invited to nominate a member, and, an alternative member, to represent the entity at committee meetings. Committee members shall serve for terms to be decided by the committee as they see fit. During subsequent years, the full Committee will be charged with the task of

approving any new participating entities and members during a yearly vote to be conducted in January of each year. During this vote, the committee will also elect its executive members.

Fifteen day notice must be provided in the event that a new member or officer must be chosen at any other time during the year. This vote may be held at any regular or special meeting and decided by a two-thirds vote of those members present.

ARTICLE V. OFFICERS

Section 1. The elected officers of the committee shall be the Chairperson, the Vice Chairperson, Secretary, and Treasurer, to be elected every two years.

Section 2. The duties of the elected officers shall be the normal duties pertaining to the committee.

ARTICLE VI. EXECUTIVE COMMITTEE

The executive committee shall be comprised of the four elected officers and a City Government Liaison member. It shall serve in a planning and steering capacity for the committee. When necessary, it shall also make decisions for the committee between regular meetings. These decisions shall be reported to the committee at its next scheduled committee meeting. If the decision involves an issue that pertains to a particular subcommittee, the chairperson of the subcommittee shall take part in the decision-making process.

ARTICLE VII. SUBCOMMITTEES

Section 1. The Chairperson, immediately following elections, shall appoint the following subcommittees to perform the duties as indicated below:

Fair Housing:

The Fair Housing Committee works in collaboration with the City of Durham Human Relations Division and accepts housing complaints from citizens who feel that they have been discriminated against because of their race, color, religion, national origin, gender, familial status (families with children) or disability (physical or mental). The Committee seeks to educate tenants, homeowners, housing providers and the community about their rights and duties under local, state and federal fair housing and fair lending laws.

Civil Rights and Justice:

The Civil Rights and Justice Committee works to prevent discrimination, prejudice and oppression targeted against Hispanics/Latinos based on their national origin. The Committee will promote initiatives that enhance equality and civil engagement through education and inclusion. The Committee will also conduct research to identify current social issues affecting the Hispanic/Latino community within the City of Durham.

Economic Development: The Economic Development Committee identifies ways to increase Hispanic/Latino participation in economic development initiatives in the City of Durham. It will promote the health and growth of businesses serving and supporting Hispanics/Latinos throughout the City. As the City continues to grow and expand, this committee will identify ways in which the City may increase participation of Hispanic/Latino-owned businesses in a variety of business areas such as construction, hospitality, technology, health, education, sports, health, entertainment and more. This committee will work in collaboration with both the Equal Opportunity Assurance and Equity

Department (EOEA) and the Office of Economic and Work Force Development (OEWD).

Culture, Recreation and Fine Arts: The Culture, Recreation and Fine Arts Committee focuses on initiatives to increase participation of Hispanic/Latino voices and perspectives in the areas of culture, recreation and fine arts. As Durham continues to increase its position as a major entertainment hub, this committee seeks to ensure that Hispanic/Latino singers, dancers, painters, writers, entertainers and other artists will share all available stages and forums. The committee will also promote Latino/Hispanic presence in City-sponsored events. This committee will work in collaboration with the Department of Parks and Recreation.

Public Safety: The Public Safety Committee's goal is to cultivate the trust and participation of the Hispanic/Latino community with local law enforcement. This Sub-Committee will work with City law enforcement officials to promote healthy relationships between police and members of this community. It also identifies issues affecting the safety of Hispanic/Latino communities in order to educate agencies about those issues. This committee will work in collaboration with the Durham Police Department.

ARTICLE VIII. MEETINGS

Section 1. Committee meetings/forums will occur once a month on the first Friday of every month at 11:00 AM

Section 2. Members will receive the agenda via e-mail, prior to the monthly meeting. All meetings will be open to the public and will be pre-announced through the City Clerk Office. Individuals wishing to be heard may do so and the amount of time each individual will be

allotted will depend on the amount of persons wishing to be heard at any given meeting.

ARTICLE IX. FUNDS

Section 1. Funds and donations may be solicited to support the activities of the committee.

Section 2. The committee shall maintain a non-for-profit status.

Section 3. The treasurer will administer the funds and maintain a financial record.

Section 4. Prior to any change in the office of treasurer, the outgoing treasurer will conduct an audit along with the treasurer-elect, and a member appointed by the committee.

Audits may be conducted at other times at the discretion of the chairperson.

Section 5. No part of funds collected, raised, donated, or awarded to the treasury of the committee from any source shall benefit of any officer or member thereof or other private individual.

ARTICLE X. AMENDMENTS

These By-Laws may be amended at any regular or special meeting of the committee by a two-thirds vote of those members present, providing that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting.