Denver Asian Pacific American Commission Bylaws

ARTICLE I

NAME

1. The name of this Commission shall be the Denver Asian Pacific American Commission (hereinafter referred to as the "DAPA Commission" or as the "Commission").

2. The principal office of the Commission shall be the Agency for Human Rights and Community Relations of the City & County of Denver located at 201 W. Colfax Avenue, Dept. 1102, Denver, CO 80202.

3. The contact person for the Commission shall be the Agency for Human Rights and Community Relations (hereinafter referred to as HRCR) at (Phone) 720-913-8450; (FAX) 720-913-8470.

ARTICLE 11

STATEMENT OF MISSION AND PURPOSE

MISSION STATEMENT
The Denver APA Commission serves as a support liaison and facilitator between the APA community in Denver, the Agency for Human Rights and Community Relations, and the Office of the Mayor of Denver. Further, it is the Commission's objective to act as a catalyst, educator, collective voice, and respond to issues and/or advocate based on community assessment of need, and create awareness and visibility of APA community to the community at large.

STATEMENT OF PURPOSE
The purpose of the Commission is to link the APA community and the Mayor's Office, Agency for Human Rights and Community Relations and other City Agencies and Offices and to respond to emerging issues of importance to the Denver APA communities in areas most critical including but not limited to education, mental health, cultural acculturation, immigration and integration.

ARTICLE 111

MEMBERSHIP

1. Number. The Commission shall consist of no less than seven (7) and no more than twenty-one (21) Members.

2. Term. The term of the Commission Member shall be 2 years. The terms shall be staggered so that approximately one-half of the Members are appointed each year. The term of office of Commission Member shall expire two years after the date of appointment. In the event of the death or resignation of any Member, his/her successor shall be appointed in the manner provided for in the original appointment, to serve for the unexpired portion of the term for which such Member has been appointed.

3. Application, Nomination and Selection.
    a. Interested individuals from the Denver Asian Pacific American Community (hereinafter known as the APA Community) are required to complete the application process for Commission Member.
    b. Applicant Requirements - Preferred applicants should have background, a history of involvement, interest and access to the diverse APA communities of Denver. The membership of the Commission shall make a good faith effort to represent the ethnic, gender, racial, age distribution, sexual orientation, geographic distribution, and political viewpoints and affiliations of the Asian Pacific American Community.
        i. The membership of the DAPA Commission shall widely announce DAPA Commission openings, and actively recruit applicants for Commission membership.
    c. All Commission Members shall be appointed by the Mayor of the City & County of Denver and confirmed by City Council.
        1. A Nominating Committee shall forward all applications received to the Director of Boards and Commissions.

4. Composition
    a. The Membership of the Commission shall make a good faith effort to fully represent the diversity of the Asian Pacific American Community.
    b. The Office of the Mayor and HRCR may provide staff liaisons that shall be non-voting, ex-officio Members of the Commission. HRCR staff liaisons are not term limited.
    c. No Member of the Commission shall receive any compensation for serving on the Commission.

5. Termination of Office Commission Members are expected to participate on a regular basis. Any Commissioner with three or more unexcused absences from scheduled Commission meetings or for cause shall be referred to the Executive Committee and the HR/CR for potential disciplinary action which may include a recommendation to the Mayor for termination. Only the Mayor has the responsibility for removing a member of the Commission. A member may resign his or her membership at any time by providing written or email notice to the Director of Boards and Commissions and to the Commission Chair.

6. Limitations.
No officer shall serve more than two consecutive terms.

7. Advisory Board Member. The Commission shall elect one (1) delegate to the HRCR Advisory Board and one (1) individual as the alternate delegate. The alternate delegate shall attend in the event that the primary delegate cannot attend a scheduled meeting or perform their duties as Advisory Board Member.

ARTICLE IV

EXECUTIVE COMMITTEE

The Commission Executive Committee shall consist of :

1. Chairperson
    a. Shall ensure the Commission abides by and adheres to the Commission ByLaws
    b. Shall preside at and facilitate meetings of the Commission.
    c. Establish standing committees, subcommittees and task forces consisting of one or more individuals, and designate their Members and chairpersons.
    d. Supervise the implementation of Commission decisions.
    e. Appoint Members to represent the Commission on an ad hoc basis when necessary.
    f. Shall serve a two year term, staggered with the Chairperson Elect who shall succeed in this office at the end of the two year term.
    g. Serve as an ex officio Member of all committees.
2. Chairperson Elect
    a. Shall succeed the Chairperson upon completion of the Chairperson's term.
    b. Shall serve a two year term, staggered with the Chairperson.
    c. Shall preside at and facilitate meetings in the event the Chairperson is absent.
    d. Shall assist the Chairperson in implementation of Commission decisions.
3. Secretary
    a. Shall record minutes of meetings and make available to Commission Members.
    b. Shall give notice of Commission meetings, agendas and pertinent information relating to the Commission.
    c. The HRCR liaison to the Commission may serve as Secretary.
4. Public Relations Officer
    a. Shall act as media liaison to and with the APA Community
    b. Shall collect APA calendar events, seminars, activities etc. and disburse such information to the Commission through the Secretary.
    c. Shall collect all Commission approved information and disburse such to the APA Community.
    d. Shall assist development of website communication.
5. Advisory Board Member (See above Article III, Section 7)
6. Advisory Board Alternate (See above Article III, Section 7)

ARTICLE V

MEETINGS

1. Number. The Commission shall meet at least 10 times a year. Special meetings may be called at any time by the Chairperson for any purposes.

2. Meeting Location. Commission meetings shall be held at such place or places within the City and County of Denver as may be designated.

3. Quorum. A majority of the Commission Members of record shall constitute a quorum at a meeting of the Commission. In the absence of the quorum as stated, the Chairperson may adjourn the meeting for up to thirty (30) days without further notice.

4. Voting. Each Commissioner shall be entitled to vote. No voting by proxy shall be allowed. When a quorum is present at any meeting, the affirmative vote of a majority of those present shall decide any question brought before such meeting unless a different vote is required by ordinance or these bylaws, in which case such express provision shall control. The Chairperson may direct that a mail, electronic mail, fax or telephone ballot be taken on matters requiring immediate decision. All Members must be notified at least 24 hour prior to this action and a majority of all Members is required to carry official action under this procedure. A record of this electronic vote shall be maintained.

5. Participation. A Commissioner may participate in a meeting of the Commission or a committee thereof through the use of any means of communications, such as telephone, by which all Members participating in the meeting can hear each other during the meeting. A Member participating in a meeting in this manner is deemed to be present in person.

6. Rules of Procedure. All regular and special meetings of the Commission and its committees shall be open to the public.

ARTICLE VII

POWERS AND DUTIES

The Commission shall:

1. Advise the Mayor on the special issues and opportunities of constituency groups.

2. Recommend necessary procedures, programs, legislation or administrative action to promote equal rights and opportunities for the Asian Pacific American Community.

3. Annually recommend goals and objectives of the Commission.

4. Perform other duties and functions as requested by the Mayor.

ARTICLE VIII

AMENDMENT

The bylaws of the Commission shall be subject to alteration, amendment or repeal, and new bylaws may be adopted, by the affirmative vote of a majority of a quorum of the Members of the Commission. Notice of proposed changes, edits or updates will be provided to Commission Member in advance with the meeting notice. These By-laws shall be amended as needed to conform with City and County law and Agency for Human Rights and Community Relations' Policy.

ARTICLE IX

EFFECTIVE DATE: APPLICABILITY

These bylaws shall take effect and supersede any previously adopted bylaws as of the effective date of the approval by the Executive Director of the Agency for Human Rights and Community Relations

ARTICLE X

CERTIFICATION

The undersigned hereby certifies that she or he is the duly elected, acting and hereunto authorized Secretary of the Commission and that the foregoing bylaws constitute a true and complete copy of the duly adopted bylaws of the Commission presently in full force and effect.

APPROVED THIS _____ DAY OF _____

_____
Name
Title