



Bylaws

ARTICLE I. NAME

- A. The name of this Commission shall be the Denver Lesbian, Gay, Bisexual, Transgender, & Queer (LGBTQ) Commission.
- B. The principal office of the Commission shall be the Agency for Human Rights and Community Partnerships of the City & County of Denver located at 201 W. Colfax Avenue, Dept. 1102, Denver, CO 80202.
- C. The contact person for the Commission shall be the Agency for Human Rights and Community Partnerships (hereinafter referred to as HRCP) at (Phone) 720-913-8450; (FAX) 720-913-8470.

ARTICLE II. MISSION AND PURPOSE

- A. Mission. The Denver LGBTQ Commission partners with the community to advance social, economic, and political equity for lesbian, gay, bisexual, transgender, and queer people using our unique position within the City and County of Denver.
- B. Purpose. The purposes of the commission are to:
 - a. Advise the Human Rights and Community Partnerships (HRCP) Executive Director and the Mayor on the critical issues and opportunities facing the LGBTQ community.
 - b. Recommend necessary procedures, programs, legislation, or administrative action and to promote equal rights and opportunity for the people of the city to the executive director.
 - c. Support efforts to organize, educate, and mobilize the LGBTQ community through coalition building and coordination with allied individuals, groups, and organizations.

- d. Develop and present goals and objectives of the Commission to the executive director and the advisory board annually.
- e. Develop and adopt bylaws concerning internal affairs, including, without limitation, membership qualifications, governance, and operation of the Commission.
- f. Provide, as requested by the agency, input to office directors regarding annual goals, priorities, and objectives. (Ord. No. 283-12, § 1, 6-11-12)
- g. Respond to state or local legislative issues impacting the LGBTQ community by advising the Mayor on suggested political positions and policies. (Commissions are not able to take public positions on legislation (state or local) themselves).

ARTICLE III. MEMBERSHIP

- A. Number. The Commission shall consist of no fewer than seven (7) and no more than twenty-one (21) members. All members of the Commission (commissioners) shall be appointed by the Mayor and confirmed by Council acting by resolution.
- B. Composition. Appointments to the Commission shall mirror, as much as possible, the demographics of the population of Denver County. These include ethnicity, gender, race, age, sexual orientation, political viewpoints and affiliations, disability, and geographic location. The Commission will track relevant demographics and skills on a diversity matrix to be used to identify areas of targeted recruitment.
- C. Application, Nomination and Selection
 - a. Interested individuals from the Denver LGBTQ Community are required to complete the application process for Commission Members.
 - b. Applications should include questions on an applicant's background, a history of involvement, interest, and access to the diverse LGBTQ communities of Denver.
 - c. The membership of the LGBTQ Commission shall widely announce any Commission openings, and actively recruit applicants for Commission membership.
 - d. All Commission Members shall be appointed by the Mayor of the City & County of Denver and confirmed by City Council.
- D. Terms. The terms of the members shall be two (2) consecutive years. No commissioner may serve more than three (3) consecutive terms. The terms shall be staggered so that one-half (1/2) of the commissioners are appointed each year. In the event of the death, resignation, or removal of any commissioner, their successor shall be appointed in the manner provided for the original appointment to serve for the unexpired portion of the term for which such commissioner has been appointed.
- E. Resignation or Removal. A commissioner may resign their membership at any time by providing written or email notice to both the Director of Boards and Commissions of the

City and County of Denver and the Chair of the Commission. A commissioner may be removed by the Mayor for cause (see Code of Conduct) or for missing three (3) or more official meetings per calendar year, upon recommendation of the Commission.

- F. Commitment. In addition to regular attendance at monthly full Commission meetings, commissioners have the following expectations and responsibilities:
- a. **Commission Events & Meetings**
 - i. Monthly subcommittee meetings
 - ii. Commission Partnership Day
 - iii. New Commissioner Orientation
 - iv. Additional meetings or events as determined by the Commission
 - b. **Community Outreach**
 - i. Commissioners will be responsible for representing the Commission at community events and engaging the constituents in both problem identification and problem-solving.
 - ii. Commissioners will not use the Commission's or the Mayor's Office's communications, logos, or other materials for personal use without prior approval from HRCP staff.
 - iii. Commissioners will not conduct political and/or fundraising activities using the Commission's or the Mayor's Office's communications, logos, or other materials for personal use without prior approval from HRCP staff.
 - iv. If commissioners represent the Commission at external events, they should get prior approval from the Staff Liaison and the Chair to ensure consistent messaging and/or prevent misrepresentation of the Commission and the Mayor's Office.
 - c. **Code of Conduct**
 - i. Commissioners will treat one another with courtesy and decency and will demonstrate a commitment to the equitable treatment of individuals and an appreciation for diversity in all actions.
 - ii. Threats or acts of violence will not be tolerated and will be cause for immediate removal.
- G. Staff Liaison. The HRCP staff liaison or any other city agency liaison shall be an ex-officio, non-voting member of the Commission.
- H. Compensation. With the exception of staff liaisons, no member shall receive any compensation for serving in such office, except that Commission members may be reimbursed for expenses incurred in connection with the work of the Commission in accordance with the charter and code, executive orders, fiscal rules, and city policies as approved by the HRCP executive director.

ARTICLE IV. MEETINGS AND QUORUM

- A. Number. The Commission shall meet at least eleven (11) times per year.
- B. Open Meetings & Sunshine Law. All meetings will be in accordance with the Colorado Sunshine Law. This includes the following requirements:
- a. Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice forty-eight (48) hours in advance of such meeting to the public.
 - i. Such public notice shall include prominent posting on the Commission webpage.
 - ii. The contents of the public notice shall include but shall not necessarily be limited to the date, time, and place of the meeting and a general description of the subject to be discussed.
 - iii. The posting shall include specific agenda information where possible.
 - b. All meetings, defined as “any kind of gathering, convened to discuss public business, in person, telephone, electronically, or by other means of communication,” will be open to the public.
 - c. The minutes must be promptly recorded and are considered public record open to inspection. The minutes will be posted on the commission webpage.
 - d. All meetings at which there is a quorum or three (3) or more members of any local public body, whichever is fewer, wherever any public business is discussed or at which any formal action may be taken, are declared to be public meetings open to the public at all times. This includes subcommittee meetings if three (3) or more members are present. While all meetings of public bodies must be open to the public, certain topics may be discussed in executive, or closed session.
 - e. Special meetings may be called at such times and places as may be determined necessary by the Chair, Vice Chair, Executive Committee, and/or Commission.
- C. Parliamentary Authority. If deemed necessary by the Chair to provide an orderly process in which to conduct the business of the Commission, the rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Commission in all cases to which they are applicable and not inconsistent with these Bylaws or any special rules of order the Commission may adopt.
- D. Participation. A commissioner may fully participate in a meeting of the Commission through the telephone or conferencing service, as long as all members participating in the meeting can hear each other during the meeting.
- E. Quorum. A majority of the commissioners of record shall constitute a quorum at a meeting of the Commission. A quorum is presumed to exist unless called; however, in no event shall any official business take place with less than one-half of voting members present. In the absence of the quorum as stated, the Chair may adjourn the meeting for

up to thirty (30) days without further notice.

- F. Voting. Each appointed commission member has one vote. The only members permitted to vote are appointed commissioners. 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.
- a. The Chair may direct that a telephone ballot be taken on matters requiring immediate decision. All Members and the public must be notified of the call-in number and time at least forty-eight (48) hours prior to this action, and a majority of all Members is required to carry official action under this procedure. A record of this vote shall be maintained.

ARTICLE V. OFFICERS

- A. Composition. Officers of the Commission shall consist of a Chair, Vice-Chair, Secretary, Advisory Board Delegate and Alternate, and an At-large member.
- B. Elections. The annual election of officers shall take place at the January meeting of the Commission. Officer terms shall run from February to January of the following year. A vacant office may be filled by election at any regular meeting of the Commission. Only appointed members of the Commission are eligible to hold office.
- C. Election Process.
Nominations will be submitted in advance to the commission staff liaison to be presented on a ballot to be voted on by appointed commissioners.
- D. Terms. All officers shall be elected for one-year terms of office, subject to confirmation by the HRCP Executive Director. Officers may be elected for two successive terms to their same offices. In the event that a commissioner fills the position of an office due to a mid-term vacancy, the commissioner will still be eligible to serve up to two full one-year terms in the same office.
- E. Officers.
- a. Chair. The Chair shall preside at meetings of the Commission, and facilitate discussion and official business, encouraging the participation of all members. They shall serve as an ex officio member of all committees. They may appoint members to represent the Commission on an ad hoc basis to represent the Commission for special purposes. The Chair will also supervise the implementation of Commission decisions. Any current Commissioner who has served at least one year may be elected as chair.
- b. Vice Chair. The Vice Chair shall perform such duties and possess such powers as

from time to time assigned by the Commission or by the Chair. In the absence or inability of the Chair, the Vice Chair shall perform the duties of the Chair.

- c. Secretary. The Secretary shall give, or cause to be given, notice of all Commission meetings and shall attend all such meetings and keep a record of their proceedings. The Secretary shall perform such other duties as from time to time may be assigned by the Commission or by the Chair.
- d. At-large Member. The Commission shall elect an at-large representative to the Executive Board to offer additional voice and perspective. The At-large member will also help with communications, special events, planning meetings, and will perform other duties as assigned in the absence of other elected Executive Committee members.
 - a. Advisory Board Delegate & Alternate. The Commission shall elect a delegate to the HRCP Advisory Board and one (1) individual as their alternate delegate. The alternate delegate shall attend in the event that the primary delegate cannot attend a scheduled meeting or perform their duties.
 - b. Legislative Delegate. The Commission shall identify a Commission legislative delegate to participate in designated meetings with the Commission Legislative Committee, and report legislative information to and from the Commission as needed.

ARTICLE VI. COMMITTEES

- A. Executive Committee. There shall be an Executive Committee of the Commission consisting of the Chair, Vice Chair, Secretary, Delegate to the HR/CP Advisory Board, and At-large member. The Executive Committee may exercise all of the authority delegated to it by the Commission by resolution except as otherwise prescribed by law. Only members of the Commission shall be voting members of the Executive Committee.
- B. Other Committees. The Commission may designate such other committees, including task forces and special projects, as deemed necessary or appropriate and shall prescribe the duties, functions, and duration by resolution. All Commissioners must participate in at least one committee.
 - a. Each standing committee will elect a chair who will be responsible for the conduct of the committee's activities.
 - b. Membership in the standing committees is not limited to appointed commissioners. Members of the community may be invited to join at the invitation of the committee with the exception of the Executive Committee.

ARTICLE VII. AMENDMENT

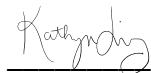
- A. The bylaws of the Commission shall be subject to alteration, amendment, or repeal, and new bylaws may be adopted, by the affirmative vote of a quorum of the members of the Commission at any regular or special meeting. Notice of proposed changes, edits, or

updates will be provided to Commissioners in advance with the meeting notice.

- B. The bylaws shall be amended as needed to conform with City and County law and Agency for Human Rights and Community Partnerships policy.
- C. Any amendments or repeals of these bylaws or adoptions of new bylaws shall be submitted to the Executive Director of HRCPC for approval.
- D. These bylaws shall take effect and supersede any previously adopted bylaws as of the effective date of the approval by the Executive Director of HRCPC.

These By-Laws are approved this 11th day of April, 2023.

Attest:



Kathryn Ling, Chair