

DENVER AMERICAN INDIAN COMMISSION

BY-LAWS

ARTICLE I

NAME

The name of this Commission shall be the Denver American Indian Commission (herein after “Commission” or “DAIC”).

ARTICLE II

STATEMENT OF MISSION AND PURPOSE

Mission Statement

The Mission of the Denver American Indian Commission is to enhance present and future communications between the Denver American Indian Community and the City and County of Denver, to advocate for social and cultural awareness and to promote economic and political equality.

Assume an active role in local public policy that enhances the social, economic and political quality of life of the Community, including legislation, ordinances and regulations at the local, state and federal levels.

Represent and advocate for local public policy with policy-makers, related organizations and agencies, and the public.

Purpose

Section 1 - It shall be the policy of this commission, in the execution of all endeavors, to contribute to the growth and influence of American Indians and Alaska Natives in all pertinent activities which establish and maintain an inclusive AI/AN presence and to support the livelihood of AI/AN in the Denver Metropolitan Area.

Section 2 - We shall hold workshops and programs to educate interested individuals in the cultural history and current issues of concern to AI/AN people.

Section 3 - We shall assist City organizations and departments in establishing relationships with AI/AN organizations and individuals of the Native American Community.

Section 4 - We shall support the mission of the Denver Human Rights and Community Partnership Office/Commission.

Section 5 - We shall maintain a positive relationship with all city entities and cultural groups in disseminating information through interagency activities.

FOCUS AREAS:

Enhance public awareness, education, involvement and civic responsibility among AI/AN's

Promote public awareness of the social and political status of tribal nations through media education.

Promote AI/AN involvement in city wide programs and activities whether they are cultural, educational, social and/or political in nature.

Identify issues of concern to AI/AN and pursue solutions through the democratic process.

ARTICLE III: MEMBERSHIP

Membership of the Commission shall consist of no less than seven (7) and no more than twenty-one (21) local Community leaders appointed by the Mayor of the City & County of Denver and confirmed by City Council action.

- a) Number - The Commission shall consist of no less than 11 appointed members.
- b) Commissioners and Staff Liaison shall make a good faith effort to assure the membership of the Commission represent the diversity of the Denver Community including gender, age distribution, sexual orientation, political affiliation, and geographic demographics.
- c) Each member appointed to the Commission shall serve a two-year term. The terms shall be staggered so that approximately one-half of the Members are appointed each year. The Term of office of the Commission Member shall expire two years after the date of appointment.
- d) In the event of the death or resignation of a member, his/her successor shall be appointed in the manner provided for original appointment, to serve for the unexpired portion of the term for which such member has been appointed.
- e) A member may resign his or her membership at any time by providing written or e-mail notice to the Director of Boards and Commissions of the City & County of Denver and to the Commission Co-Chairs.
- f) The Agency for Human Rights and Community Partnerships may provide staff liaisons who shall be ex-officio, non-voting members of the Commission.
- g) With the exception of staff liaisons appointed pursuant to paragraph (f) of this Article, 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.

h) Regular participation is expected. Any commission member with three or more unexcused absences in one year from scheduled commission meetings may be referred to the Administrative Committee and Co-Chairs for removal from the Commission.

ARTICLE IV: OFFICERS

a) Officers of the Commission shall consist of: two Co-Chairs, elected by the Commission.

b) Only members of the Commission are eligible to hold office.

c) Election of the Co-Chairs by the Commission Membership shall occur in December or January each year, unless otherwise necessary to fill a vacancy in accordance with paragraph (i) of this Article. Election of the Co-Chairs is subject to confirmation by the HRCP executive director.

f) The Co-Chairpersons:

a. Preside at meetings of the Commission.

b. Establish standing committees, subcommittees and task forces consisting of one or more individuals, and designate their members and chairpersons.

c. Serve as an ex officio member of all committees.

d. Represent the Commission in their capacities as officers of the Commission.

e. Supervise the implementation of Commission decisions.

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(i) All terms of office shall be for one year from the date of election. Officers may serve for more than one term, except for the Co-Chairs, who shall serve no more than two (2) consecutive one-year terms. In the event of a vacancy in the office of Co-Chairs, the Vice Chair shall immediately assume the duties of the Co-Chair until such time as a new Co-Chair is elected. In the event of a vacancy of the Vice Chair, the Commission shall elect a replacement to serve the remainder of the unexpired term. The Commission shall nominate candidates for Co-Chairs, Vice Chair, and Secretary as needed to fill a vacancy. Nominations also may be made from the floor from the Commission at the time of election. If the Co-Chair is unable to fulfill his or her duties due to illness or other incapacity, the Vice Chair shall have the authority to fulfill the duties and shall exercise all of the rights and powers of the Co-Chair during the Co-Chair's incapacity. If the Vice Chair is unable to fulfill his or her duties due to illness or other incapacity,

the Co-Chair shall have the authority to appoint a member who shall fulfill the duties and shall exercise all of the rights and powers of the Vice Chair during the Vice Chair's incapacity.

i) The Co-Chairs preside at meetings of the Commission and perform all duties prescribed by these bylaws. The Co-Chairs shall appoint members to attend the meetings of committees, work groups, and task forces, as well as other meetings or gatherings of organizations at the local or state level as may be necessary to represent the interests of the Commission. The Co-Chairs shall also be the direct liaisons to the Agency for Human Rights and Community Relations.

j) The Vice Chair serves as Co-Chair in the absence or incapacity of a Co-Chair. The Vice Chair is responsible for ensuring that the bylaws are followed.

k) The Secretary is responsible for reviewing and ensuring the maintenance of records of Commission meetings, Commission actions, and official correspondence. The Secretary shall record official minutes of the meetings. If the Secretary is unavailable to record minutes at a meeting, an appointee by the Co-Chairs shall record the official minutes of the meeting.

l) Limitations. No officer shall serve more than two consecutive one year terms. Officers shall consider the amount of time left on their appointment before being named Co-Chair, Vice-Chair or Secretary.

ARTICLE V: MEETINGS AND QUORUM

a) The DAIC Commission shall meet at least eight times a year and ten times a year for subcommittees.

b) The presiding officer shall call the meeting to order.

c) Notice of Meetings. Notice of each meeting of the Commission shall be given not less than seven (7) days prior thereto to each Commission member personally, by mail or e-mail. The notice of all meetings shall state the place, day and hour of the meeting and the agenda for the meeting.

d) Special meetings may be called at such times and places as may be determined necessary by the Co-Chair, Administrative Committee, and/or Commission.

e) Written notice and agendas for all meetings of the membership shall be transmitted to all members via e-mail in advance of the meetings.

f) All meetings are open to the public.

g) Sub committees shall meet as necessary as per Article IV-A via e-mail and/or in person.

h) A quorum is defined as two-thirds of the duly appointed, voting members 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.

ARTICLE VI: DECISION-MAKING

Voting shall take place for issues as determined by the Commission Co-Chairs or the Commission.

- a) Each appointed commission member has one vote.
- b) Decisions shall be made by a consensus of the Commission as evidenced by the quorum present and voting at a meeting. In the absence of consensus, the question may be called by the Co-Chairs or upon motion of a member and voting will ensue. A two-thirds majority vote of the quorum present at a meeting shall determine the matter at hand.
- c) The Co-Chairs may direct that a vote by mail, e-mail, fax, or telephone be taken on matters requiring immediate decision. All members must be notified at least 24 hours prior to this action and a two-thirds majority vote of the Commission is required to carry official action under this procedure, except for changes to the bylaws as discussed in paragraph (d) of this Article. The Commission shall maintain a record of any such vote taken under this paragraph.
- d) Changes to the bylaws shall require an affirmative vote of two-thirds of the Commission membership at a meeting for which notice of bylaw changes was duly given.
- e) Any member of the Commission may bring an issue forward for action by the membership.

ARTICLE VII: COMMITTEES AND DELEGATES TO THE ADVISORY BOARD

- a) The Administrative Committee shall be a standing committee consisting of the Co-Chairs, Vice Chair, Secretary, the Delegate to the Advisory Board, and one member at-large elected by the Commission. The Administrative Committee shall facilitate expeditious decision making on time-sensitive matters before the Commission; establish the agenda for full Commission meetings; and serve as the official liaison to the City & County of Denver.
- b) The Commission shall elect one member as its primary Delegate, and one member as its Alternate Delegate to the HRCP Advisory Board. Election of the primary Delegate and the Alternate Delegate shall occur in June, unless otherwise necessary to fill a vacancy. The term of the Delegate to the Advisory Board shall be two (2) years. If the primary Delegate cannot attend a scheduled meeting or perform his or her required duties, the Alternate Delegate shall attend scheduled meetings and perform duties at the primary Delegate's request.
- c) Election of one at-large member to serve on the Administrative Committee shall occur in June, unless otherwise necessary to fill a vacancy.
- d) The Commission shall nominate candidates for primary Delegate, Alternate Delegate, and at-large member of the Administrative Committee as needed to fill a vacancy. Nominations also may be made from the floor from the Commission at the time of election.

e) A task force or ad hoc committee may be established as needed by the Co-Chairs, Administrative Committee and/or Commission to carry on the work of the Commission. Such task forces or ad hoc committees shall provide recommendations and report to the Commission. A task force or ad hoc committee shall not take action on behalf of the Commission without Commission approval.

f) The Chair shall appoint task force or ad hoc committee members, as well as chairs if deemed necessary.

g) All task forces and committees shall report to the Commission at the Commission's regularly scheduled meeting.

h) All task force and ad hoc committee terms may have an indefinite or stated term relative to function.

i) A task force may include participants who are not Commission members. Such non-Commission member participants shall not have the power to vote.

ARTICLE VIII: RATIFICATION

Ratification of these bylaws shall require an affirmative vote of two thirds of the quorum present at a meeting of Commission for which notice of bylaw ratification was duly given.

ARTICLE IX: AMENDMENTS

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 all Commission members in advance with the meeting notice.

a) The bylaws may be altered, amended, or repealed, or new bylaws adopted, by the affirmative vote of two-thirds of the Commission membership.

b) Notice of intent to amend the bylaws shall be communicated to each member with the agenda for the regular meeting where the vote occurs.

c) The bylaws shall be amended as needed to conform with City and County law and Agency for Human Rights and Community Partnerships policy.

d) These By Laws, including any amendments thereto, are subject to the approval of the HRCP executive director.