

LATINO COMMISSION

BY-LAWS

ARTICLE I

NAME

The name of this commission shall be the **Latino Commission** (hereinafter “**Commission**”)

ARTICLE II

STATEMENT OF MISSION AND PURPOSE

1. MISSION STATEMENT

To identify, research, oversee, recommend, and propose methods for removing obstacles to the effective delivery of governmental services to the Louisiana Latino community, and submit its proposals to the appropriate governmental entity or entities.

2. STATEMENT OF PURPOSE

To support this mission, the Commission shall:

- a. **Legislative Issues:** Respond to state or local legislative issues impacting the Latino community by identifying the issues from the constituency, identify pro and con arguments, identify key stakeholders to assess the impact of the legislation and advise the Governor on suggested political positions.
- b. **Governor’s Agenda:** Respond to emerging issues identified by the Governor on a timely basis by understanding the issues and their potential impact, identify the views of interested parties, and develop an analysis for the Governor that is both responsive to the Governor and the constituency.
- c. **Latino Groups, Organizations, and Initiatives:** Respond to new or existing Latino issues/initiatives by communicating with the interested parties and serving as a sounding board to understand their issues/initiatives, identify areas of common ground related to their issues/initiatives, and take positions to relay to the Governor in support of common goals identified and agreed upon.
- d. Develop a values statement and a process for reviewing, analyzing, and recommending public policy to the Governor.

ARTICLE III

MEMBERSHIP

- 1. Number.** The Commission shall be comprised of those members as provided by R.S. 49:1222.
- 2. Composition and Selection.** All members shall be appointed by the Governor.

 - a. The membership of the commission shall make a good faith effort to represent the diversity of the Latino community including gender, age distribution, sexual orientation, political affiliation and geographic demographics.
 - b. The office of the Governor may provide staff liaisons who shall be non-voting members of the commission.
 - c. No member of the Commission shall receive any compensation for serving on the Commission.
- 1. Advisory Board Member.** The Commission shall elect a primary delegate and an alternate to the Governor Advisory Board or office of his choice. The alternate delegate shall attend in the event that the primary delegate cannot attend a scheduled meeting or perform his/her duties.
- 2. Removal.** Any commission member with three (3) or more absences per calendar-year from scheduled commission meetings shall be referred to the Executive Committee (defined in Article VI, 1 herein) and may include recommendation to the Governor for termination. Only the Governor 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 e-mail notice to the Governor and to the Commission Chair.
- 3. Limitations.** No officer shall be serving such office more than two consecutive one-year terms.

ARTICLE IV

OFFICERS

1. The officers of the Commission shall be Chairperson, Vice-Chairperson, Recording Secretary, Treasurer and Corresponding Secretary. The officers shall be elected annually from among its commissioner members, except that they shall remain in office until a

successor has been elected. Term limits are for two (2) consecutive one-year terms. There must be one (1) year before eligibility is restored to hold the same office. Vacancies shall be filled for the remaining time of term vacated.

2. The commission may elect a member to serve as a delegate to the Governor Advisory Board. Said delegate will serve for a three-year term, and may be re-elected. An alternate delegate may be appointed by the chairperson for the same term.
3. **The Chairperson shall:**
 - a. Preside at all meeting 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. Appoint members to represent the Commission on and ad-hoc basis when necessary.
 - e. Supervise the implementation of Commission decisions.
 - f. Sign all official actions and transmittals of the Commission.
4. **Vice-Chairperson.** Shall preside in the absence of the Chairperson. In the event of a prolonged absence of the chairperson, the Vice-Chairperson shall exercise all powers and duties of the Chairperson.
5. **Recording Secretary.** The Secretary shall give, or cause to be given, notice of all commission meetings and attend all such meetings and record and keep a record of all the Commission meetings. The Secretary shall perform such other duties as from time to time may be assigned by the Commission or by the Chairperson. If the Secretary is a Government staff person, the person serves as an ex-officio member.

ARTICLE V

MEETINGS

1. **Number.** The Commission shall meet at least eight (8) times a year. These meeting will be held the third Tuesday of each month at 10:00 a.m. unless otherwise scheduled. Special meetings may be called at any time by the Chairperson or by special committees upon petition to the Chairperson.

2. **Notice of Meetings.** Notice of each meeting of the Commission shall be given no less than seven (7) days prior thereto to each commissioner 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.
3. **Place of Meeting.** Meeting of the Commission shall be held at such place or places within the City of New Orleans, Cities and/or Parishes as may be designated. All meetings of the Commission shall be public. Executive meetings may be scheduled as requested by the Chairperson or commissioners.
4. **Quorum.** A majority of the Commissioner of record shall constitute a quorum at a meeting of the Commission. In the absence of quorum at any such meeting, a majority of the Commission present may adjourn the meeting for up to thirty (30) days without further notice. The Commissioners present at a duly constituted meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Commissioners to leave less than a quorum. Recommendations shall be voted upon only when a quorum is present and will be decided by majority vote.

ARTICLE VI

COMMITTEES

1. **Executive Committee.** There shall be an Executive Committee of the Commission consisting of Chair, Vice Chair, Secretary, Treasurer. 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 are allowed to vote.
2. **Nominating Committee.** The Commission will appoint a Nominating Committee, which will be charged in assisting reviewing and recommending potential members for the Executive Committee, as well as potential member organizations for the Commission to the Governor.
3. **Other Committees.** The Commission may designate such other committees including task forces and special projects, as deemed necessary or appropriate and shall prescribe their duties, functions and duration by resolution.

ARTICLE VII

POWERS AND DUTIES

1. The Commission may include:

- a. Develop unified policy and plan of action to serve the needs of this State's Hispanic/Latino people.
 - b. Elect one individual as their delegate to the Governor's Advisory Board and one individual as their alternate delegate.
 - c. Advise the governor, the legislature, and the appropriate offices concerning the coordination and administration of state programs serving Hispanic/Latino people.
 - d. Make recommendations to the governor and legislature regarding changes in state programs, statutes, and policies.
 - e. Advise the governor and legislature of the nature, magnitude, and priorities of the problems of Hispanic/Latino people.
 - f. Review and recommend approval of grants to be made from federal, state, or private funds that are administered by the appropriate offices.
 - g. Review and advise the governor and the legislature on the state's policies concerning Hispanic/Latino affairs.
 - h. Secure appropriate recognition of Hispanic/Latino accomplishments and contributions to this state.
 - i. Assist with the planning and implementation of a Hispanic/Latino heritage month celebration.
 - j. Assist with the planning and implementation of Hispanic/Latino holiday celebrations. Perform other duties and functions as requested by law.
2. Other staff support may also be provided by the Governor.

ARTICLE VIII

AMENDMENT

The By-laws of the Commission shall be subjected to amendments or restatement, and new By-laws 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 Commissioners in advance with the meeting notice. These By-laws shall be amended as needed to conform to State law and Agency for Human Rights and Community Relations' Policy.

ARTICLE IX

EFFECTIVE DATE: APPLICABILITY

These By-laws shall take effect and supersede any previously adopted By-laws as of the effective date of the approval by a quorum of the majority of the Commissioners.

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 By-laws constitute a true and complete copy of the duly adopted bylaws of the Commission presently in full force and effect.

APPROVED THIS ____ DAY OF August 2011

Name

Title