

Commerce City Diversity, Equity, and Inclusion Commission Bylaws

ARTICLE I. NAME

The name of this organization shall be the Commerce City Diversity, Equity and Inclusion Commission, hereinafter referred to as the Commission.

ARTICLE II. PURPOSE

The purpose of this Commission shall be to:

- Serve as a resource for the City government and the community by providing information, education, and communication that facilitates a better understanding and celebrates the differences of residents and businesses. The commission shall assist City staff with planning and operating inclusionary events and activities, as requested, and solicit feedback and information from the community on diversity and inclusion issues.
- Advise the City Council and City Manager regarding;
 - Opportunities to address issues of diversity, promote diversity programs, and provide guidance to create a more equitable, accessible, safe, welcoming and inclusive government and community;
 - Practices for conducting outreach, public engagement, removing barriers, and increasing access in a diverse community;
 - Events and activities relevant to promoting inclusion in the community;

ARTICLE III: GOALS

Goal

The goal of the DEI Commission is to bring forth ideas, programs, policies and changes to increase the inclusivity of the community:

Educate the community about current events and legislation, community resources, DEI principles, and culture.

Advocate for and support diverse voices, community awareness, legislation, kindness, and inclusive practices.

Collaborate with community partners to achieve common goals.

ARTICLE IV. MEMBERSHIP

Section 1. Composition

The commission shall be comprised of up to 11 members. Members shall be, to the extent possible, from diverse economic groups, age groups, genders, nationalities, and city wards.

Members shall serve without compensation. Each member shall be a resident of the city, an employee of a business in the city, or an owner of a property in the city. City employees and council members, their immediate family members, and other elected officials are not eligible for membership. Members will serve a three-year term. Two councilpersons will be appointed by the current mayor and council to the commission.

Section 2. Membership Privileges

All active members shall have the right to vote, to hold office, and to serve on and/or chair committees.

Section 3. Attendance

If a commission member has been absent for 3 months within a calendar year, the chair can send the member an email to suggest a self-resignation to make space for additional community members who are interested in joining the commission.

Section 4. Vacancies (amended on 1.26.22)

If any member or elected officer wishes to resign their position on the Commission, they must provide written notice to the City staff liaison. Written notice may be provided in physical form or in digital form via email. In the event of a resignation, the commission member will send notice of vacancy to the Staff Liaison.

The Staff Liaison will forward notice-to the City Clerk who will post the position. Interested parties would follow the appointment process outlined by the Commerce City City Council Resolution.

ARTICLE V. OFFICERS

Section 1. Elected Officers

The elected officers of the Commission shall be Chair and Vice Chair. These officers constitute the Executive Committee of the DEI Commission and perform the duties prescribed by these bylaws.

Section 2. Elections

Elections shall be conducted every eighteen months for all offices. The officers of the Commission shall be voted upon either at a membership meeting or through electronic voting held during [when] of an election year. Officers shall be elected by a majority vote of all votes cast by active members present at said electoral meeting or participating in the electronic voting process. The process for electronic voting shall be determined by the chair of an election committee with approval of the executive committee.

Section 3. Terms of Office

The commission officers shall serve a term of eighteen months.

Section 4. Vacancies (amended on 1.26.22)

If any elected officer wishes to resign their position as an elected officer, they must provide written notice to the City staff liaison. Written notice may be provided in physical form or in digital form via email. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed to that office. After succeeding to office, the new Chair shall serve out the equivalent to the balance of their term started when elected Vice Chair.

The Chair shall fill other vacancies with the majority approval of the Commission. Members who are elected to fill vacancies as an Elected Officer shall serve out the equivalent to the balance of the vacating officer's term.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. Duties

Officers of the Commission shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Commission. All officers shall remain active members during their term of office.

Section 2. The Chair shall:

- A. Preside at all meetings of the Commission;
- B. Serve as Chair of the Executive Committee;
- C. Serve as chief spokesperson for the Commission; and
- D. Appoint officers, with the majority approval of the Executive Committee, in the event of vacancies prior to the elections

Section 3. The Vice Chair shall:

- A. Perform all duties of the President in the absence of that officer;
- B. Assumes parliamentary duties (e.g. is responsible for responding to all procedural issues arising within the Commission.); and

Section 5. Vacancies

In the event that an elected officer must resign, the officer should send a written notice to vacate office to the staff liaison.

ARTICLE VII. MEETINGS

Section 1. Membership Meetings

Regular membership meetings of the Commission shall occur on the last Wednesday of each month from 5:30-7:30pm - 10 times a year with recession in July and December. Special meetings may occur as deemed necessary by the Executive Committee. Members of the Commission shall receive notification of the date, time, and place of all meetings.

Section 2. Voting

Votes, other than officer elections and bylaw amendments, shall be carried by a simple majority of those voting at the meeting. The Chair shall vote in the event of a tie. Appointed councilpersons are voting members of the commission. Quorum is half of the number of commissioners.

Section 3. Meeting Attendance

Each representative will attend all DEI Commission meetings. Members who may not be able to make it to a meeting should send notice to the staff liaison. If a member finds that they are unable to commit to regularly attending meetings, the member should follow procedures in these bylaws to announce the resignation from the Commission.

Section 4. Meeting Minutes

Minutes will be recorded by the staff liaison at each commission meeting and distributed to each commission member at least one week prior to the next scheduled meeting. Minutes of each commission meeting will be made available to the public. Boards and Commissions archives on their website. All information, reports and recommendations of the commission will be included in the minutes. The minutes will also identify committee members who were in attendance and who were excused or absent from each committee meeting.

ARTICLE VIII. COMMITTEES

Section 1. Executive Committee

The administrative responsibility of the DEI Commission shall be vested in the Executive Committee composed of the elected officers.

Section 2. Ad Hoc Sub Committees

- The Chair shall appoint subcommittees as the DEI Commission or the Executive Committee deem necessary to carry on the work of the DEI Commission.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of *Bob's Rules of Order* shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE X. AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended by a two-thirds majority of active members voting provided that each amendment shall have been proposed in writing to the staff liaison. The staff liaison shall distribute proposed amendments to the active members one week prior to voting.

Section 2. Only active members may present proposed amendments to these bylaws.

Section 3. To abolish these bylaws Article XI Section 1 and Section 2 must be followed.

Drafted: May 13, 2021

Adopted: August 25, 2021

Amended: September 29, 2021