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BY-LAWS

I. Name

By Resolution of the Minneapolis City Council the Advisory Committee will be called the Hispanic Advisory Committee to the Mayor and to the City Council of Minneapolis.

II. Purposes

- A. Advise the Mayor and the City Council on the nature of issues and disabilities confronting the Spanish speaking people in this city.
- B. Address the needs of Chicanos/Latinos in Minneapolis and convey them to the Mayor and the City Council.
- C. Provide important communications between the city government and the Hispanic community.
- D. Provide direction to the city government in employment opportunities for Hispanic people.
- E. Provide assistance in evaluating city programs as they pertain to the Hispanic community.
- F. Provide input in the City's long range planning.
- G. Promote economic, cultural and social development for the Hispanic community.
- H. Promote the visability of the Hispanic, the long standing contributions of the Hispanics, and provide a positive image to the majority community.
- I. Serve as a referral to assist the Hispanic community secure access to city agencies and programs.
- J. Provide documentation, advice and suggestions to the appropriate city departments, Mayor and the City Council on the Hispanic Community.

III. Membership

- A. The Committee will consist of approximately 15 active members.
- B. Active membership will include representation of individuals from various level positions in career areas of the Hispanic community representing the wards of the city and the surrounding areas.
- C. The term of appointment will be concurrent to that of the Mayor.
- D. The membership year begins upon appointment.
- E. Members may be reappointed for succeeding terms.
- F. Each individual's participation, involvement and commitment is needed for an effective committee, hence members should attend all meetings; therefore
- G. Three consecutive unexcused absences will be cause for dismissal, after written notification by the ^{Chair}~~Secretary~~.

IV. Officers

- A. The officers will consist of a Chairperson, Vice Chairperson and Recording Secretary.
- B. These officers will be elected at a meeting duly called for that purpose.
- C. All active members qualify for office and voting.
- D. Officers will serve for two year term.
- E. Officers may be re-elected.
- F. Vacant offices will be filled by election by the full Committee for the remainder of the term.

V. Duties of Officers

A. Chairperson

- 1. Sets Agenda for meeting
- 2. Conducts all meetings
- 3. Appoints sub committee chairpersons
- 4. Serves as chairman of Executive Committee
- 5. Calls Executive Committee meeting
- 6. Shall be the spokesman for this body at public meetings and functions
- 7. Shall be the liaison to the City Government structure.

B. Vice Chairperson

1. Assumes responsibilities of Chairperson in his/her absence or upon request of Chairperson
2. Serves as member of Executive Committee

C. Secretary - In conjunction with the staff provided:

1. Full and accurate minutes of all meetings shall be taken
2. Makes minutes available to all members in time for meetings
3. Serves as member of Executive Committee

D. Executive Committee

1. Includes all officers
2. Develops plan of work with final approval of all Advisory Committee
3. In between the meetings of the full Committee, it shall make decisions for the body.

E. Sub-Committees

1. Advisory Committee Chairman will appoint the Chair of the Sub-Committee
2. Sub-Committees will report its decisions and recommendations to the Advisory Committee

VI. Meetings

- A. Eleven meetings will be held each year.
- B. Regularly scheduled meetings will be set as soon as by laws adopted.
- C. A quorum will consist of 50% of membership.
- D. Roberts Rules of Order will be used at all meetings.
- E. All resolutions and recommendations are to be recorded.

VII. Policy Operation Guidelines

- A. The Executive Committee will plan and operate under an annual plan of work.
- B. The Plan of Work will include objectives, tasks and time schedule for completing activities.
- C. The Plan of Work will include short and long range goals.

- D. Proposals by the Advisory Committee members and others will be considered by the Executive Committee in organizing the Plan of Work.
- E. Recommendations/Resolutions will be recorded and presented to the Mayor and to the City Council.
- F. The community is welcome at Advisory Committee meetings.
- G. An annual report will be filed with the Mayor and the City Council. It should reflect Advisory Committee activities for the year and include Advisory Committee recommendations.