

# **Denver Asian American Pacific Islander Commission Bylaws**

## **ARTICLE I**

### **NAME**

1. The name of this Commission shall be the Denver Asian American Pacific Islander Commission (hereinafter referred to as the “DAAPIC” or as the “Commission”).
2. 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.
3. 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**

### **STATEMENT OF MISSION AND PURPOSE**

#### **MISSION STATEMENT**

DAAPIC serves as a support liaison and facilitator between the Asian American Pacific Islander Community (hereinafter known as the AAPI Community) in Denver, the Agency for Human Rights and Community Partnerships, and the Office of the Mayor of Denver. Further, it is the Commission’s objective to act as a catalyst, educator, collective voice, and respond to issues and/or advocate based on community assessment of need and create awareness and visibility of the AAPI community to the community at large.

#### **STATEMENT OF PURPOSE**

The purpose of the Commission is to link the AAPI community with the Mayor’s Office, the Agency for Human Rights and Community Partnerships and other City Agencies and Offices, and to respond to emerging issues of importance to the Denver AAPI community in areas most critical including but not limited to education, awareness, visibility, and other issues based on community assessment of need.

## **ARTICLE III**

## MEMBERSHIP

1. Number. The Commission shall consist of no less than seven (7) and no more than twenty-one (21) Members.
2. Term. The term of the Commission Member shall be two (2) years. The terms shall be staggered so that approximately one-half of the Members are appointed each year. The term of office of Commission Member shall expire two years after the date of appointment.
3. Application, Nomination and Selection.
  - a. Interested individuals from the Denver AAPI Community are required to complete the application process for Commission Members.
  - b. Applicant Requirements - Preferred applicants should have a history of involvement, interest, and access to the diverse AAPI communities of Denver.
    - i. The membership of DAAPIC shall widely announce DAAPIC openings, and actively recruit applicants for Commission membership.
  - c. All Commission Members shall be appointed by the Mayor of the City & County of Denver and confirmed by City Council.
    - i. The Director of Boards & Commissions shall forward all applications received to the DAAPIC Commission liaison.
4. Composition
  - a. The Membership of the Commission shall make a good faith effort to fully represent the diversity of the Asian American Pacific Islander Community.
  - b. The Office of the Mayor and HRCP may provide staff liaisons that shall be non-voting, ex-officio Members of the Commission. HRCP staff liaisons are not term limited.
  - c. No Member of the Commission shall receive any compensation for serving on the Commission.
5. Termination of Office. Commission Members are expected to participate in the Commission's business on a regular basis including through attendance and active participation in regular Commission meetings, committee meetings, events, or business conducted using other means such as meetings and email correspondence. Any Commissioner for cause shall be referred to the Executive Committee and HRCP for potential disciplinary action which may include a recommendation to the Mayor for termination. Cause shall include, but is not limited to, three (3) or more unexcused absences from scheduled Commission meetings. Only the Mayor has the ability to remove a Member of the Commission. A Member may resign their membership at any time by providing written or email notice to the DAAPIC Commission Liaison.
6. Limitations. No Member of the Executive Committee shall serve more than two (2) consecutive terms unless there is no interest from other Commission Members in serving in executive roles.
7. Advisory Board Member. The Commission shall elect one (1) Commission Member to serve as delegate to the HRCP Advisory Board and one (1) Commission Member to serve as the

alternate delegate. The alternate delegate shall attend in the event that the primary delegate cannot attend a scheduled meeting or perform their duties as Advisory Board Member.

## ARTICLE IV

### EXECUTIVE COMMITTEE

The Commission Executive Committee shall be elected in accordance with Article 5 of these bylaws. The Commission Executive Committee shall consist of :

1. Chair
  - a. Shall ensure the Commission abides by and adheres to the Commission Bylaws.
  - b. Shall preside at and facilitate meetings of the Commission.
  - c. Shall establish standing committees, subcommittees, and task forces consisting of one or more individuals, and designate their Members and chairpersons.
  - d. Shall supervise the implementation of Commission decisions.
  - e. Shall serve a two-year term, staggered with the Vice-Chair who shall succeed in this office at the end of the two-year term.
  - f. Shall serve as an ex-officio Member of all committees.
2. Vice-Chair
  - a. Shall succeed the Chair upon completion of the Chair's term.
  - b. Shall serve a two-year term, staggered with the Chair.
  - c. Shall preside at and facilitate meetings in the event the Chair is absent.
  - d. Shall assist the Chair in implementation of Commission decisions.
3. Secretary
  - a. Shall record minutes of meetings and make available to Commission Members.
  - b. Shall give notice of Commission meetings, agendas and pertinent information relating to the Commission.
4. Treasurer
  - a. Shall create Commission budget.
  - b. Shall monitor Commission budget.
  - c. Shall advise the Executive Board on financial strategy and fundraising.
5. Advisory Board Member (See above Article III, Section 7)
6. Advisory Board Alternate (See above Article III, Section 7)

## ARTICLE V

### MEETINGS

1. Number. The Commission shall meet at least ten (10) times a year. Special meetings may be called at any time by the Chair for any purposes.
2. Meeting Location. Commission meetings shall be held at such place or places within the City and County of Denver as may be designated, or may be held using technology that permits participants and members of the public to communicate in real-time.

3. Quorum. A majority of the Commission Members of record shall constitute a quorum at a meeting of the Commission.
4. Voting. Each Commission Member shall be entitled to vote. 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. The Chair may direct that a mail, email, phone, or virtual vote be taken on matters requiring immediate decision. All Members must be notified at least 24 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.
5. Participation. A Commission Member may participate in a meeting of the Commission or a committee thereof through the use of any means of communications, such as telephone or video conference, by which all Members participating in the meeting can hear each other during the meeting.
6. Rules of Procedure. All regular and special meetings of the Commission and its committees shall be open to the public.

## **ARTICLE VII**

### **POWERS AND DUTIES**

The Commission shall:

1. Advise the Mayor and HRCP's Executive Director on the special issues and opportunities of the AAPI community.
2. Recommend necessary procedures, programs, legislation, or administrative action to promote equal rights and opportunities for the AAPI Community.
3. Annually recommend goals and objectives of the Commission.
4. Perform other duties and functions as requested by the Mayor or HRCP's Executive Director.

## **ARTICLE VIII**

### **AMENDMENT**

The bylaws of the Commission shall be subject to alteration, amendment or repeal, and new bylaws may be adopted, by Commission action as set forth in Article V, Paragraph 4 above, and the approval of the Executive Director of the Agency for Human Rights and Community Relations. Notice of proposed changes, edits or updates will be provided to Commission Members in advance with the meeting notice. These bylaws shall be amended as needed to conform with City and County law and Agency for Human Rights and Community Relations' Policy.

**ARTICLE IX**

**EFFECTIVE DATE: APPLICABILITY**

These bylaws shall take effect and supersede any previously adopted bylaws as of the effective date of the approval by the Executive Director of the Agency for Human Rights and Community Relations.

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

**APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_**

\_\_\_\_\_  
**Name**  
**Title**