BYLAWS

DENVER AFRICAN AMERICAN COMMISSION (DAAC)
DENVER AFRICAN AMERICAN COMMISSION

ARTICLE I: NAME
The name of this organization is the Denver African American Commission (henceforth referred to as “DAAC” or the “Commission”).

Offices and Contact
a) Principal Office: The principal office of the DAAC Commission shall be with the Department of Human Rights and Community Partnerships of the City & County of Denver at 201 W Colfax Avenue, Dept. 1102, Denver, CO 80202. The Commission may keep and maintain such other offices as the Commission may designate or as the business of the Commission may require.

b) Meeting Office: The Commission shall meet once a month at locations designated by the Administrative Committee or as the business of the Commission may require.

c) Contact: The contact person for the Commission shall be the Department of Human Rights and Community Partnerships at: (Phone) 720-913-8459; (FAX) 720-913-8470

ARTICLE II: MISSION AND PURPOSE
DAAC is a Mayoral appointed commission under the Agency for Human Rights & Community Partnerships and confirmed by Denver City Council.

"The mission of the Denver African American Commission is to advise the Mayor and to partner with Denver City Council, and the community; as to all matters of public policies that influence or otherwise impact the Denver African American community."

To support this mission, the DAAC shall:

a) Promote public policy leadership in the Community.

b) Assume an active role in local public policy that enhances the social, economic and political quality of life of the Community.

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

d) Support effective local public policy-makers for the purpose of enhancing the social, economic and political quality of life of the Community through such efforts as participation in the development and implementation of local standards and/or laws.

e) Actively contribute to the development of local public policy leadership.

f) Represent the Community’s local public policy on a statewide basis and build
coalitions with other related statewide organizations and associations.

g) Provide and communicate information and ideas in order to keep the Community informed and current.

h) Foster innovation in local public policy through the exchange of ideas and consultation among local public officials and Community organizations.

ARTICLE III: MEMBERSHIP
Membership of the Commission shall consist of no more than twenty-one (21) local Community leaders appointed by the Mayor of the City & County of Denver.

a) While the intent is to fully represent the diversity of the Community, the Mayor of the City & County of Denver will make actual designation of membership.

b) The term of the commissioners shall be (1-2) year appointments. Commissioners may be reappointed to serve no more than (6) year’s total.

c) 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 Chair.

d) The Office of the Mayor and the Agency for Human Rights and Community Partnerships may provide staff liaisons who shall be an ex-officio, non-voting members of the Commission.

e) With the exception of staff liaisons appointed pursuant to paragraph (c) of this Article, no member shall receive any compensation for serving in such office.

f) DAAC will follow the HRCP Advisory Board Absentee Attendance Policy.

ARTICLE IV: MEETINGS AND QUORUM

a) The DAAC shall meet at least once a month.

b) Special meetings may be called at such times and places as may be determined necessary by the Chair, Administrative Committee, and/or Commission. Written notice and agendas for all meetings of the membership shall be transmitted via electronic medium in advance of the meetings. All meetings are open to the public.

c) Committees and task forces shall meet as necessary via electronic medium and/or in person.

d) A quorum is defined as 50% + 1 of the total number of duly appointed, voting members of the Commission.
ARTICLE V: DECISION-MAKING
Voting shall take place for issues as determined by the Commission Chair or the Commission.

a) Each appointed commission member has one vote. The only members permitted to vote are appointed commissioners.

b) Decisions shall be made by a majority of the Commissioner’s voting, as evidenced by the quorum present and voting at a meeting. Once a quorum has been established, business may be conducted based on the majority of members remaining.

c) A commissioner may participate in a meeting of the Commission or a committee thereof through the use of any means of communication, such as telephone, by which all members participating in the meeting can hear each other during that meeting. A member participating in a meeting in this manner is deemed to be present in person. This is an exception to the rule, all commissioner are expected to attend meetings in person.

d) Any member of the Commission may bring an issue forward for consideration by the membership.

ARTICLE VI: OFFICERS
Officers of the Commission shall consist of a Chair, a Vice Chair, and Secretary, and Parliamentarian elected by the Commission.

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

b) Election of the Chair shall occur in January, unless otherwise necessary to fill a vacancy.

c) Election of the Vice Chair shall occur in January, unless otherwise necessary to fill a vacancy.

d) Election of the Secretary shall occur in January, unless otherwise necessary to fill a vacancy.

e) Election of two at-large members to serve on the Administrative Committee shall occur in January, unless otherwise necessary to fill a vacancy.

f) All terms of office shall be for one year from the date of election. Officers may serve two consecutive terms in the same office.

g) In the event of a vacancy in the office of Chair, the Vice Chair shall immediately assume the duties of the Chair until such time as a new Chair is appointed. In the event of a vacancy of the Vice Chair, the Commission shall elect a replacement to serve the remainder of the unexpired term.
h) The Commission shall nominate a slate of candidates for Vice Chair and at-large executive Committee members as needed to fill a vacancy on the Administrative Committee. The nominations also may be made from the floor for the Commission at the time of election.

i) If the 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 incapacitated Chair during her or his incapacity. If the Vice Chair is unable to fulfill his or her duties due to illness or other incapacity, the 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 incapacitated Vice Chair during her or his incapacity.

j) The Chair presides at meetings of the Commission and performs all duties prescribed by these bylaws. The Chair shall appoint members to attend committees, work groups, task forces and other meetings or organizations at the local or state level as may be necessary to represent the interests of the Commission and shall be the direct liaison to the Department of Human Rights and Community Partnerships.

k) The Vice Chair serves as the Chair in the absence or incapacity of the Chair and is responsible for monitoring to see that the bylaws are followed.

l) The Secretary is responsible for reviewing and assuring maintenance of records of Commission meetings, Commission actions, and official correspondence. The Secretary shall record official minutes of the meetings.

m) The Parliamentarian is responsible for ensuring that meetings are held according to Roberts Rules of Order.

ARTICLE VII: COMMITTEES

a) The Administrative Committee shall be a standing committee. The Administrative Committee shall enable quick decision-making of time sensitive items before the Commission, shall establish the agenda for full Commission meetings, and shall serve as the official liaison to the City and County of Denver. The Administrative Committee shall consist of the Chair, Vice Chair, Secretary, Parliamentarian, and two members at-large elected by the Commission.

b) A task force or ad hoc committee may be established as needed by the Chair, Administrative Committee and/or Commission to carry on the work of the Commission. This task force or ad hoc committee shall provide recommendations and report to the Commission, and shall not take action for the Commission without Commission approval.
c) The Chair shall appoint task force or ad hoc committee members, as well as chairs if deemed necessary.

d) All committees shall report to the Commission at its monthly scheduled meeting.

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

f) A task force may include representatives who are not Commission members who may participate without a 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 one month notice of bylaw ratification is given.

ARTICLE IX: AMENDMENTS
Changing of Commission bylaws will be followed through the following guidelines:

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

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

These By-Laws approved on the 1st day of July, 2015.

By: Denver African American Commission
   Voradel M. Carey, Chair