

**COMMISSION ON ASIAN & PACIFIC  
ISLANDER AFFAIRS**

**BYLAWS**

JULY 13, 1993

## OPERATING PROCEDURES

### 100 PURPOSE

100.1 These rules prescribe the operating procedures for the District of Columbia Commission on Asian and Pacific Islander Affairs (CAPIA) created by Mayoral Order 86-130, August 12, 1986.

### 101 OFFICERS

101.1 The officers of the Commission shall be a Chair, a Chair-designate, and a Secretary.

101.2 The Chair and Chair-designate shall be appointed by the Mayor. The Secretary shall be elected by the majority of the Commissioners.

101.3 The officers shall have such authority and perform such duties as determined by these Operating Procedures.

### 102 TERM OF OFFICE

102.1 The officers shall be appointed/selected by December 31 of each year.

102.2 If the Secretary's position becomes vacant, the Commission may elect another Secretary at any other meeting.

102.3 Each officer shall hold office for one year and until a successor has been duly selected or until the Commissioner resigns or has been removed in the manner provided in Sections 107.1 and 107.2.

102.4 No two offices may be held by the same person.

### 103 THE CHAIR

103.1 The Chair shall:

(a) Have and exercise general charge and supervision of the affairs of the Commission, subject to the approval of the Commission;

(b) Preside, when present, at all meetings of the Commission;

(c) Sign, execute and acknowledge on behalf of the Commission instruments authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission to some other officer or agent of the Commission;

(d) Conduct meetings with officials of public and private agencies and advise the Commission of said review;

(e) Submit an annual report to the Mayor, the Council of the District of Columbia, and the Asian Pacific community about the work and accomplishments of the Commission;

(f) Serve as an ex-officio member of any and all standing and Ad Hoc committees; and

(g) Perform such other duties as assigned by the Commission.

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**THE CHAIR-DESIGNATE**

104.1

The Chair-designate shall:

(a) Have such powers and perform such duties as the Chair may from time to time prescribe, consistent with any such determination of the Commission; and

(b) In the absence of and upon delegation by the Chair, perform the duties of the Chair and when so acting, shall have all the powers of, and shall be subject to all restrictions placed upon, the Chair.

105

**THE SECRETARY**

105.1

The Secretary shall:

(a) Ensure that all notices are duly given in accordance with the Mayor's Order and these operating procedures;

(b) Keep, or cause to be kept, in books provided for that purpose, minutes of the meetings of the Commission;

(c) Ensure that the books, reports, statements, and all other documents and records required by law are properly kept and filed;

(d) Sign such instruments as require the signature of the Secretary;

(e) In general, perform all the duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Chair; and

(f) In the absence of and upon delegation by the Chair and Chair-designate, perform the duties of the Chair and when so acting, shall have all the powers of, and shall be subject to all restrictions placed upon the Chair.

**106 MEETINGS**

106.1 Meetings of the Commission shall be held at least every other month.

106.2 Except as provided in 106.3, notice of a meeting shall be mailed to each Member of the Commission at least seven (7) days before the date of the meeting, or shall be provided at least five (5) days before the date of the meeting.

106.3 If a majority of Members determines that the Commission business requires a meeting on fewer than the specified days notice, notification shall be provided at the earliest practicable time.

106.4 If a majority of the Members agree to postpone a meeting, notice of such postponement shall be mailed to each member at least five (5) days before the scheduled date for such meeting or notification provided at the earliest practicable time.

**107 ABSENTEEISM**

107.1 The names of Commission members with three consecutive absences shall be forwarded to the Mayor with a recommendation for removal.

107.2 The names of Commission members with three consecutive absences shall receive a letter from the Chair asking for their resignation.

108 **AGENDA**

108.1 For each meeting, the Chair shall prepare a working agenda of matters to be discussed at the meeting, and shall include the agenda in the notice of the meeting required to be sent to all Members by 106.2 of these Rules of Procedure.

108.2 Any matters appearing on the agenda which the Chair believes should be discussed in an executive session in accordance with Section 111 shall be noted.

109 **GENERAL NOTICE**

109.1 Except as otherwise specifically provided in the operating procedures, general notice of any meeting of the Commission shall be mailed to each member as prescribed in Section 106.2.

109.2 Notice of a meeting shall include:

(a) The time, place and subject matter of the meeting;

(b) Whether the meeting or a portion thereof shall be closed to the public; and,

(c) The name and telephone number of a person designated to respond to requests for information about the meeting.

109.3 An amended announcement shall be issued of any change in the information provided by a general notice in accordance with the requirements of these Operating Procedures, and shall be given in the manner prescribed in these Operating Procedures and at the earliest practicable time.

109.4 General notice shall be filed for publication with the media.

110 QUORUM, MANNER OF ACTING, AND ADJOURNMENT

- 110.1 The presence of one third of the Commissioners shall constitute a quorum for an official meeting and administrative businesses of the Commission.
- 110.2 All policy decisions of the Commission are to be conducted on a quorum of a majority of the Commissioners.
- 110.3 Except as otherwise specifically provided by law or these Operating Procedures, the vote of a majority of the Commissioners present at the time of a vote, shall be the act of the Commission.
- 110.4 A majority of the Commissioners present at a duly convened meeting may adjourn the meeting.
- 110.5 If a meeting is temporarily adjourned to a date not more than five business days following such adjournment, it shall not be necessary to give any notice of the adjourned meeting or of the business to be transacted thereat otherwise than by an announcement at the meeting at which such adjournment is taken.
- 110.6 Each Commissioner shall be entitled to one vote.

111 PUBLIC MEETINGS: EXECUTIVE SESSIONS

- 111.1 All meetings of the Commission shall be open to the public unless the meeting is declared to be a General Executive session.
- 111.2 The Chair of the meeting shall announce the general subject of the executive session prior thereto.
- 111.3 No final official action shall be taken, however, except in public session.

112 PUBLIC PARTICIPATION

- 112.1 Members of the public may address a meeting of the Commission upon invitation of the Chair of the meeting, under terms and conditions established by the Commission.

112.2 Members of the public may seek to be invited by the Chair to address a meeting by written request in advance of the meeting.

113 **MINUTES**

113.1 The minutes of each meeting of the Commission, including any executive session, shall contain the names of the members present, the actions taken and the result of each vote, and record the vote of each Commissioner if there is a division on a vote.

113.2 Minutes shall reflect discussions held in executive session, including as much information as possible about those discussions without compromising the purpose for which such meeting was closed to the public.

113.3 A copy of the minutes of each meeting shall be supplied to each Commissioner in advance of the meeting and shall be presented for approval by the Commission at such meeting.

113.4 Public distribution of minutes shall take place only after approval by the Commissioners.

113.5 The minutes of each meeting shall be available for inspection by the public in the form approved by the Commissioners.

114 **ACTION BY COMMISSIONERS WITHOUT A MEETING**

114.1 Any action which may be taken at a meeting of the Commission may be taken without a meeting if consent in writing, setting forth the action to be taken, is signed by 2/3 of the Commissioners.

114.2 Any such action so taken shall be included on the agenda of the next meeting of the Commission in order for it to be documented as part of the Commission's official record.

115 ESTABLISHMENT AND APPOINTMENT OF COMMITTEES

115.1 The Commission by resolution of a majority of the Commissioners in office may establish (and therefore dissolve) such other executive, standing, or Ad Hoc committees, task forces, or retain, with or without financial compensation, the services of consultants, as the Commission may deem appropriate to perform such functions as it may from time to time designate.

115.2 The authority of any such committee shall expire at the time specified in such resolution.

115.3 The Commission shall appoint Members to serve on such committees, including one to serve as chairperson. Non-Commission members may serve on committees.

115.4 A person appointed as a member of a committee shall serve as such only at the pleasure of the Commission.

115.5 Each committee shall consist of two or more members. Committee resolutions must be submitted in writing by the beginning of each commission meeting and signed by the committee members.

116 AMENDMENTS

116.1 These Operating Procedures may be amended by a majority of the Commissioners in office, provided that:

(a) Such amendment is not inconsistent with the Mayor's Order;

(b) The notice of the meeting at which such action is taken shall have stated the substance of the proposed amendment;

(c) The notice of such meeting shall have been mailed or provided to the members at least five (5) days before the date of the meeting; and,

(d) Whenever feasible, all interested parties shall have been afforded a reasonable opportunity to comment thereon.

117           **PARLIAMENTARY AUTHORITY**

117.1        The rules contained in Robert's Rules of Order Revised shall govern the Commission in all cases in which they are not inconsistent with these procedures.

118           **DEFINITIONS**

118.1        As used in these Operating Rules, except where the context otherwise requires:

(a) "Mayor's Order" means Mayor Order 86-130, August 12, 1986.

(b) "Commission" means the D.C. Commission on Asian and Pacific Islander Affairs.

(c) "Special Assistant" means the Special Assistant to the Mayor for Asian and Pacific Islander Affairs.

(d) "Commissioner" means a member of the Commission on Asian and Pacific Islander Affairs appointed by the Mayor of the District of Columbia;