

Commission on Asian and Pacific Islander Community Development

Bylaws

August 4, 2015

Operating Procedures

100 **Purpose**

- 100.1 The establishment of the District of Columbia Commission on Asian and Pacific Islander Affairs (Commission) is to advise the Mayor, the Council, the Director of the Office on Asian and Pacific Islander Affairs (OAPIA), and the public on the views and needs of the Asian American and Pacific Islander (AAPI) communities in the District of Columbia.
- 100.2 The Commission shall work closely with OAPIA to support its efforts to achieve success in advocacy, community engagement, intergovernmental affairs, and policy and research which are important to the AAPI community.
- 100.3 These rules prescribe the operating procedures for the Commission, created by Mayoral Order 86-130, August 12, 1986, and as amended on December 2, 2014.

101 **Officers**

- 101.1 The officers of the Commission shall be a Chair, a Vice Chair, and a Secretary.
- 101.2 The Chair shall be appointed by the Mayor. The Vice Chair shall be appointed by the Chair. 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 meeting.
- 102.3 Each officer shall hold office for one year and until a successor has been appointed 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 AAPI 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.

104 **The Vice Chair**

104.1 The Vice Chair 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 of 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 required, 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 the Vice 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.

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 posted to the DC Register on a rolling base by Thursday at Noon of the week prior to the meeting submitted in Word 1997-2003 format. Commission meetings will be added to the Board of Ethics and Government Accountability (BEGA) Meeting Calendar at least two days prior to the scheduled meeting date. A notice will be provided 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, no fewer than two business days.
- 106.4 If a majority of the Members agree to postpone a meeting, notice of such postponement shall be provided 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 and posted in accordance to the Open Meetings Act as prescribed in Section 106.2.
- 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 provided to each Member as prescribed in Section 106.2.
- 109.2 Notice of a meeting shall include:
- (a) The date, time, location, and proposed agenda;
 - (b) Whether the meeting or a portion thereof shall be closed to the public; and,

(c) The contact information 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 as outlined in 106.2-3.

110 Quorum, Manner of Acting, and Adjournment

110.1 The presence of a majority plus one of the total number of Public Voting Members (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 by a quorum 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 and Executive Sessions

111.1 All meetings of the Commission shall be open to the public.

111.2 The Chair or any member of the Commission may call for an Executive Session, in accordance with D.C. Code § 2-575 and 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 the Commission at a public meeting by making a request to the Chair either prior to or at the next scheduled 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 public distribution.
- 113.4 Public distribution of minutes shall take place only after approval by the Commissioners.
- 113.5 Detailed minutes of each meeting shall be available to the public within three business days of the prior Commission meeting in accordance to the Open Government Act.

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 approved by a quorum 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 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 Community Development.
- (c) "Director" means the Director to the Mayor's Office on Asian and Pacific Islander Affairs.
- (d) "Commissioner" means a member of the Commission on Asian and Pacific Islander Community Development appointed by the Mayor of the District of Columbia;