

**Bylaws of the
City of Bloomington Commission on the Status of Black Males**

ARTICLE I.

Members.

Section 1. Appointment. Bloomington Municipal Code (BMC) Section 2.23.070 (2) or its successors specifies the appointment mechanism. BMC Section 2.23.070 (4) or its successors specifies filling of vacancies.

Section 2. Qualifications. In addition to the qualifications stated in BMC Section 2.23.070 (3) or its successors, members are expected to attend regular monthly meetings and contribute to all programs and projects of the Commission.

Section 3. Attendance. Members shall give prior notice to the Chairperson or the Special Projects Coordinator of the Community and Family Resources Department if they are unable to attend a regular or special meeting.

Section 4. Resignation. Resignations shall be in writing by the resigning member, and shall be conveyed to the Chairperson and the appointing office of the resigning member.

Section 5. Removal. Except for appointees who serve at the pleasure of the mayor, a member of the commission may be removed for cause. Cause shall include, but not be limited to, failure to attend three consecutive regularly scheduled meetings in any twelve-month period or four regularly scheduled meetings in any twelve-month period without just cause as determined by the Commission; provided that any member may submit in writing to the appointing authority any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. Decision as to removal will be made by majority vote of the Commission at the next scheduled meeting.

ARTICLE II.

Officers.

Section 1. Positions. Officers of the Commission may include but are not limited to the Chairperson, the Vice-Chairperson, the Secretary, and/or whatever the Commission determines best carries out the functioning of the Commission. Community and Family Resources Department (CFRD) staff to the Commission is not a member of the Commission.

Section 2. Eligibility. All officers shall be members of the Commission; no member shall hold more than one office at a time; and no member shall be eligible to serve more than two consecutive terms in the same office. The Chairperson shall have been a member for at least six months prior to becoming Chairperson.

Section 3. Election. All officers shall be elected at a regular meeting by a majority of the current membership of the Commission.

Section 4. Term. Officers shall be elected to serve for one year or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected. Officers shall deliver to their successors all accounts, papers, records, and other commission property within two weeks of their expired term.

Section 5. Removal. An officer of the commission may be removed from office for cause. Cause shall include, but not be limited to, misuse of office, improper representation of the commission,

failure to carry out minimum duties of office, failure to attend three consecutive regularly scheduled meetings in any twelve month period or four regularly scheduled meetings in any twelve month period without just cause as determined by the Commission; provided, that any member may submit in writing to members of the commission any extenuating circumstances. Such written submission shall be made within five business days before the formal decision to remove is reached. A member or members of the Commission shall submit a signed statement outlining the charges to the Commission and, following the proper procedure, cause is established. Proper procedure includes distribution of the statement to all Commission members. Decision as to removal will be made by majority vote at the next scheduled meeting. Removal from office is not a vote for dismissal from the Commission.

Section 6. Vacancies. If an office becomes vacant, the term shall be filled by election at the next regular meeting. If the officer resigns from the office giving advance notice, the election shall take place at the next regular meeting after the resignation is submitted.

Section 7. Chairperson duties. The Chairperson should prepare an agenda for all meetings, preside over all meetings (except when she/he designates another person, or the Vice Chair); the Chair shall appoint a nominating committee prior to the election of officers; the Chair should prepare and distribute an annual report of the previous year's activities.

Section 8. Vice Chairperson duties. The Vice Chairperson shall serve as the Chairperson in the absence of the Chairperson; shall perform all duties that may be delegated by the Chairperson; shall aid the Chairperson on request; and shall perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Commission.

Section 9. Secretary duties. The elected Secretary shall be responsible for overseeing and maintaining the minutes of all meetings and handling correspondence of the Commission. The Secretary shall ensure that copies of all minutes, committee reports, etc. are kept on file in the Community and Family Resources Department of the City of Bloomington.

Section 10. Community and Family Resources Department staff duties. CFRD staff will provide notice of all Commission meetings as required by the Indiana Open Door Law and provide other support for Commission activities as agreed to by the Director of Community and Family Resources.

Article III. Meetings.

Section 1. Regular meetings. Regular meetings of the Commission shall be held monthly.

Section 2. Annual meetings. The regular meeting in May shall be known as the annual meeting and shall be to elect officers and for any other business that may arise.

Section 3. Special meetings. BMC Section 2.08.020 (11) or its successors specifies requirements for calling special meetings. Notice of special meetings must be given in advance, and the purpose of a special meeting shall be set forth in the notice thereof.

Section 4. Notice. Notice of each regular meeting shall be conveyed to Commission members before each meeting and shall include the agenda. The news media shall also be notified in accordance with IND. CODE 5-14-1.5-1 through 7 or its successors.

Section 5. Quorum. BMC Section 2.08.020 (7) or its successors specify requirements for a quorum.

Section 6. Votes. Each member shall be entitled to one vote. All business of the Commission shall be conducted by majority vote of those present except where otherwise specified in these bylaws.

ARTICLE IV. Parliamentary Procedure.

BMC Section 2.08.020 (8) or its successors specifies requirements for Parliamentary Procedure.

ARTICLE V. Amendment of Bylaws.

A majority of the Commission may vote to amend these bylaws only after discussing proposed amendments during at least two regularly scheduled Commission meetings that have been called with proper notice.

Bylaws of the Commission on the Status of Black Males, approved December 8, 2010.

statutory authority

2.23.070 Bloomington Commission on the Status of Black Males—Establishment.

There is created in the community and family resources department the Bloomington Commission on the Status of Black Males.

- (1) Members. The Commission shall be composed of seven members.
- (2) Appointments. Three members shall be appointed by the Mayor, two by the Common Council, and one each by the Bloomington Human Rights Commission and the Bloomington Martin Luther King, Jr., Birthday Celebrations Commission.
- (3) Qualifications. Commission members shall be residents of Monroe County. Preference for appointments may be given to people with expertise in, or representing, one or more of the following areas: education, health, employment, criminal justice, black history, the faith community and the social service community.
- (4) Terms. The terms of all members of the commission shall be for two years.
- (5) Purpose and Duties. The commission shall do the following:

(a) Develop action committees addressing problems of black males in education, health, criminal justice and employment; and

(b) Serve as a catalyst to promote positive public and private remedies to the multi-faceted problems confronting black males in our community and the resulting effects on the entire community; and

(c) Organize and convene community forums and neighborhood-based focus groups to discuss the status of black males; and

(d) Network with like-minded groups such as the Indiana Commission on the Social Status of Black Males, the African American Male National Council and local commissions throughout the state, sharing ideas, information, data and plans.

(6) Reporting Requirement. The commission shall submit identical written reports to the mayor and the common council office by the end of February of each year, describing the activities of the commission in the previous calendar year as well as future plans. Any issues or concerns regarding the commission itself, its organization or its purpose shall also be addressed in this report.

(Ord. 06-25 §§ 1, 2, 2006; Ord. 03-26 § 1, 2003; Ord. 01-03 § 1, 2001).