

OREGON COMMISSION ON ASIAN AND PACIFIC ISLANDER  
AFFAIRS

BYLAWS  
July, 2016

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Affairs

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## Article I

### OREGON COMMISSION ON ASIAN AND PACIFIC ISLANDER AFFAIRS

The policies and affairs of the Oregon Commission on Asian and Pacific Islander Affairs shall be managed and controlled by the Commission. The Commission has the power to make directives pursuant to the laws of the State of Oregon for the guidance of the officers and employees of the Commission. It is expressly understood that nothing contained in these Bylaws shall be deemed to limit or restrict the general authority vested in said Commission for its management, control and operation.

The duties of the Commission shall be in accordance with *ORS 185.610, .620 and .625. The Commission on Asian and Pacific Islander Affairs shall work for the implementation and establishment of economic, social, legal and political equality for Asian and Pacific Islanders in this state and to maintain a continuing assessment of the issues and needs confronting Asian and Pacific Islanders in Oregon.*

As set forth in ORS 185.610, the Commission shall be comprised of eleven (11) members. Nine (9) of the members shall be appointed by the Governor, one (1) member shall be appointed by the President of the Senate under ORS 171.562 and .565, and one (1) member shall be appointed by the Speaker of the House of Representatives. All of the members of the commission shall be residents of this state. All members are voting members. A majority of the members constitutes a quorum for the transaction of business.

## Article II

### OFFICERS OF THE COMMISSION

#### Section I — Election of Officers

- A. The officers of the Commission shall be a Chairperson and a Vice Chairperson elected from among the 11 appointees.
- B. The Commission shall elect a Chairperson and Vice Chairperson for a term of one year and shall determine the duties of the officers.
- C. Nominations for Chair and Vice Chair shall be made at the November meeting of the Commission each year.
- D. Elections of Chair and Vice Chair shall be held in January at the regular meeting of the Commission.
- E. The Commission may designate a Temporary Chairperson for a specific duration until the officers of the Commission are elected.
- F. The Commission may appoint other officers from time to time.

## Section 2 — Duties of Officers

- A. General duties: The Chair and Vice Chair represent the positions of the Commission with state and community leaders including the Governor, legislators, state agency leadership and community partners. The Chair and Vice Chair participate in regular meetings of the joint Advocacy Commission leadership to share issues and collaborate between the four Advocacy Commissions.
- B. The Commission Chairperson shall:
1. Preside at all regular and special meetings of the Commission.
  2. Call and chair all meetings of the Executive Committee.
  3. Work with staff to determine agenda items for each meeting.
  4. Appoints chairs and members of all internal committees.
  5. Performs such duties as are assigned by the Commission, as well as those customarily delegated to the office of the Chair.
  6. Directs the work of staff to the Commission.

Between Commission meetings, the Chairperson shall act for the Commission subject to Commission approval at its first subsequent meeting

C. The Commission Vice Chairperson shall, in the absence or inability of the Chairperson to act, perform the duties of the Chairperson. Should the Chairperson vacate the position of chair during his/her unexpired term, the Vice-Chairperson shall assume the position of Chairperson. The Vice-Chairperson shall also have the responsibility of coordinating and monitoring the activities of standing and program committees.

### Section 3 — Office Vacancies

A. If a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall become Chairperson of the Commission and serve until the next regularly scheduled meeting when an election is held to elect a new Chairperson.

B. If a vacancy occurs in the office of the Vice Chairperson, the office shall remain vacant until the next regularly scheduled meeting when an election is held to elect a new Vice Chairperson.

C. If a vacancy occurs in the office of the Chairperson when the office of the Vice Chairperson is vacant, the Commission shall designate one of its members to serve as Chairperson until a new Chairperson and Vice Chairperson are elected. Such election shall occur at the next regularly scheduled Commission meeting after the vacancy.

### Section 4— Absence of Officers from Meetings

If neither the Chairperson nor the Vice Chairperson is able to attend any duly-called Commission meeting, the Chairperson of the Commission shall designate a member of the Commission to serve as Temporary Chairperson for that meeting.

### Section 5 - Attendance Rules

ORS 182.010 Nonattendance of member of board or commission at meetings as forfeiting office; appointment of successor. Any member of a state board or commission appointed by the Governor who fails to attend two consecutive meetings of the board or commission, whether regular, adjourned or special, shall forfeit office unless the member is prevented from

attending by the serious illness of a member or the family of the member or for any other cause that in the judgment of the Governor constitutes a valid reason for failing to attend. The Governor shall immediately appoint a successor.

## ARTICLE III

### MEETINGS

#### Section 1 — Regular Meetings

The Commission shall hold at least 6 public meetings each year, with meetings to be scheduled at the decision of the Commission as needed to perform Commission business.

#### Section 2 – Joint meetings of the Oregon Advocacy Commissions

Along with regular meetings of the Commission, each of the four Advocacy Commissions meets at least annually in a joint meeting of the Commission on Asian and Pacific Islander Affairs, the Commission on Black Affairs, the Commission on Hispanic Affairs, and the Commission for Women to consider and act upon issues of mutual importance to the missions and statutory duties of the commissions.

#### Section 3 — Requirements of Meetings

A. All Commission and Commission Committee meetings, except executive sessions, shall be open to the public.

B. Representatives of the news media may be allowed to attend executive sessions other than those executive sessions held under the authority of ORS 192.660 (1)(d) and (2) relating to labor negotiations. The Commission may require that specified information which is considered in an executive session not be disclosed.

ORS 192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance limits. (1)

(d) The employment of the chief executive officer, other public officers, employees and staff members of any public body unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body and there has been opportunity for public input into the employment of such an officer. However, the standards, criteria and policy directives to be used in hiring chief executive officers shall be adopted by the governing body in meetings open to the public in which there has been opportunity for public comment. (2) Labor negotiations shall be conducted in open meetings unless both sides of the negotiators request that negotiations be conducted in executive session. Labor negotiations conducted in executive sessions are not subject to the notification requirements of ORS 192.640.

#### Section 4 — Subjects of Meetings

A. At regular meetings, the Commission may act on any subject within its power when presented for the first time. However, action on such a subject may be delayed until the following meeting if two or more members so request.

B. Subjects to be acted on at special meetings shall be confined to those specified in the notices of such meetings.

#### Section 5 — Place and Time of Meetings

The place and time of meetings shall be determined by the Commission.

#### Section 6 — Quorum of Business

A majority of the members of the Commission constitutes a quorum for the transaction of business and can make final decisions. Commission members may appear in person, by

phone, video or other electronic communication method. Unless otherwise agreed, commissioners may vote by being present, by email or other electronic communication means.

### Section 7 — Parliamentary Rules

Parliamentary rules according to *Roberts' Rules of Order Newly Revised* shall be observed in conducting Commission business unless modified by Commission action.

### Section 8 — Executive Sessions

A. During a duly-called meeting, the Commission may meet in executive session to consider matters set out in ORS 192.660.

B. Prior to meeting in an executive session during a duly-called meeting, the Chairperson shall identify the authorization under ORS 192.660 for the holding of the executive session.

C. If an executive session is to be held, not during a duly-called meeting, notice of such session shall be given to Commission members, and to the general public. The notice shall also state the specific provisions of law authorizing the executive sessions.

D. No executive session shall be held for the purpose of taking any final action or making any final decision.

E. The Commission may limit the minutes of executive sessions as provided in ORS 192.650(2).

### Section 9 — Special Meetings

A. Special meetings maybe called by the Chairperson or on a majority vote of the entire Commission.

B. Notice of a special meeting shall be given to Commission members and the general public at least 24 hours in advance of the meeting.

C. In case of an actual emergency, a meeting may be held on such notice as is appropriate to the circumstances.

## ARTICLE IV

### COMMITTEES

#### Section 1 — Appointment of Committees

- A. All committees shall be appointed by the Chairperson, unless otherwise ordered by the Commission.
- B. Special committees may be appointed at any meeting.
- C. The Chairperson shall appoint committee heads at the same time the committee is appointed.

## ARTICLE V

### PROCEDURE FOR AMENDING BYLAWS

Bylaw amendments are considered and approved at regular commission meetings. Notice of intent to amend bylaws is announced as part of the public meeting notice of the commission meeting in which consideration of or adoption of bylaw changes occurs. In accordance with public meeting requirements, at least ten (10) days prior to adoption, of bylaw amendments, notice and text of the proposed amendment shall be given to each Commission member and posted publicly at the Commission website. When notice and text have been given as provided in this article, Commission Bylaws may be adopted, amended or repealed by an affirmative vote of the majority of the members appointed to the Commission at a duly-called meeting, providing a quorum is present.