

Passed September 28, 2016

Mayor's International Advisory Commission

By-Laws

Preamble

This Commission was created by the "Lexington Fayette Urban County Government" (LFUCG) Ordinance No. 61-2015, dated June 11, 2015, and it is to be known as the "Mayor's International Advisory Commission" (IAC).

Applicability of law

All relevant LFUCG ordinances and State and Federal law shall apply in the appointment of members to the Commission and in carrying out the work of the Commission.

Article 1

Purpose and Mission

1. Purpose

The Commission is established for the purpose of providing information and advice to the Mayor and the Urban County Council concerning issues affecting foreign-born residents of Lexington-Fayette County as well as international issues that affect the community-at-large. The Commission shall be an advisory group of community leaders who will encourage civic engagement, multicultural artistic expression, education, public safety, economic development, and access to services which are appropriate and necessary to protect and enhance the quality of life of Lexington's international citizens and residents and to advance overall advocacy, community services, amity and knowledge related to today's global environment for the greater good.

2. Mission

To support the Urban County Government and its residents, individually and collectively, to thrive in today's global environment through the deliberate encouragement of civic engagement, mutual understanding, and international economic and artistic diversity.

Article 2

Assistance to the Urban County Government

The Commission shall, as permitted by law:

- (1) Advise the Mayor and Council on international affairs and issues impacting the foreign born residents and citizens of Lexington in order to promote mutual understanding, civic engagement and international economic and artistic diversity.
- (2) Review and make recommendations on aspects of the urban county budget pertaining to the duties and purpose of the Commission;

Passed September 28, 2016

- (3) Support, assess, recommend, stimulate, endorse and/or participate in Lexington's Global Engagement Center (GLOBAL LEX) and its projects and programs in both the public and private sector which have a bearing on the mission of the Commission and the representation, engagement, and welfare of Lexington's international communities;
- (4) Apply for, receive and disburse funds and contracts with any state, federal, public or private agency for the purpose of carrying out its duties as set forth herein, utilizing staff made available to or employed by it;
- (5) Work with the Mayor, Urban County Council, LFUCG Departments and/or Divisions, and other appropriate agencies, including the private sector in assessing the availability, accessibility, and effectiveness of information or services provided to international persons and communities including making recommendations for adjustments to programs, or implementation of new programs or services;
- (6) Solicit and receive contributions, prepare surveys and studies, conduct conferences, promote cultural events, sponsor educational/promotional programs related to services and needs of international persons and communities, and engage in other activities appropriate to the goals of the Commission; and
- (7) Provide technical assistance and coordination to both the public and private sectors concerned with issues, services, programs and opportunities related to international persons, diverse cultures, or international business.

Article 3

General Powers

The Commission may enter into contracts, expend such funds as may become available to it, and adopt bylaws, rules and regulations as are necessary to carry out its duties and purposes as set forth in this article. The Commission shall not acquire any interest in any real property without the expressed prior approval of the mayor and the urban county council.

Article 4

Membership

1. The Commission shall consist of twenty-three (23) members, seventeen (17) of whom shall be appointed by the mayor, subject to confirmation by a majority of the urban city council members. Of the seventeen (17) members to be appointed, two (2) members shall be selected from the membership of the Lexington- Fayette County Urban County Council; Ten (10) members shall be selected from Lexington-Fayette County foreign born residents who shall be from and represent the following geographical areas: two (2) representatives from Africa, two (2) representatives from Asia, two (2) representatives from Europe, two (2) representatives from the Americas, and two (2) representatives from the Middle East respectively; and five (5) members shall be from the community-at-large from academia or other organizations which specialize in or have specific interest in, or competencies in global business, immigration, refugees, or international affairs. Six (6) members shall be the following urban county government officers or their designees: the Chief Administrative Officer, Commissioner of General Services, the Commissioner of Public Safety, the Commissioner of Social Services, the Chief Development Officer, and the Multicultural Affairs Coordinator. The six (6) members of the Urban county Government shall be non-voting ex-officio members.

Passed September 28, 2016

2. Terms of appointment

The members of the Commission, other than ex officio members, shall serve a term of four (4) years from the date of appointment, provided the terms of those originally appointed shall be staggered in the following manner: seven (7) members shall be appointed for two (2) years and eight (8) members shall be appointed for four (4) years. Any member may be reappointed for additional terms, provided that members of the commission may only serve two (2) consecutive terms. Members who have served two (2) consecutive terms shall not be able to succeed themselves until the lapse of twelve (12) months from the end of said term. Vacancies shall be filled for an unexpired term in the manner prescribed for the original appointment. The membership of the two (2) urban county council members and the other ex officio members shall be deemed to have terminated upon their leaving office as members of the urban county council or as officers of the urban county government.

3. Compensation

The members of the Commission shall serve without compensation but the Commission may authorize reimbursement of reasonable expenses incurred by the members in the performance of their duties.

4. Attendance

Commission members are expected to make every effort to attend all meetings. Notification of absences should be made in advance to the Chair of the Commission. Failure to attend three (3) successive Commission meetings, without giving prior notification to the Chair or Vice Chair of the member's inability to attend or without reasonable cause, shall constitute cause for removal from the Commission.

5. Resignation and Removal of Members

Any member of the Commission may resign at any time by delivering a written resignation to the Chairperson. In the event of resignation of the Chair of the Commission, the Vice Chair will immediately assume the responsibilities of the Chair for the remainder of the unexpired term of office.

Any member may be removed from the Commission by a majority vote of the Urban County Council for inefficiency, neglect of duty, malfeasance, or conflict of interest. If a member misses three (3) successive regular scheduled meetings, without reasonable cause, his/her record of attendance shall be submitted to the Mayor and Urban County Council for their consideration regarding removal of the member of the Commission, after a majority vote of the Commission.

Article 5

Officers

The officers of the Commission shall consist of a chairman, vice-chairman and secretary elected by the members of the commission to serve for terms of two (2) years. They shall take office at the first meeting of the Commission after their election. The duties of the officers shall

Passed September 28, 2016

be as specified in the bylaws. Other officers may be elected from the membership as set forth by the bylaws. The Commission shall determine its own rules and order of business and so provide for keeping a record of its proceedings.

1. Chair

The Chairperson of the Commission shall be responsible for providing meeting notices and also be the Chair for all meetings of the Commission membership, with the responsibility of discharging such duties as customarily attached to the office of Chairperson.

2. Vice-Chair

The Vice-Chairperson shall chair all meetings of the Commission in the absence of the Chairperson and shall act as Chairperson when the Chairperson has resigned or is incapacitated.

3. Secretary

The Secretary shall be responsible for taking minutes, preserving Commission records, and performing such other duties as the Commission may prescribe. Some or all of the duties may be delegated to members of the Commission with the Secretary's approval and ultimate responsibility.

4. Financial Officer

The Financial Officer shall be an employee of LFUCG and keep full and accurate account of all receipts and disbursements in books belonging to the Commission and shall deposit all monies and other valuable effects in the name of and to the credit of the Commission in such depositories as may be designated by LFUCG/the Commission. The Financial Officer shall render quarterly financial reports at each meeting of the Commission.

Article 6

Conduct of Meetings

1. Time and date of meetings

Meetings of the Commission shall be held on a quarterly basis, at such times and places to be determined at the first quarterly meeting of each year. In the event special or extraordinary circumstances indicate an additional Commission meeting is advisable, the Chair of the Commission may call such a meeting and shall ensure compliance with appropriate public notice requirements. Committee meetings of the members of the Commission may be held for the transaction of such other business as may properly come before the Commission. Committee chairs will advise the Commission Chair and Secretary of the times and places their specific committee plans to meet.

2. Parliamentary Procedures

Unless otherwise specified herein, the current edition of Robert's "Rules of Order" shall govern the proceedings at the meetings.

Passed September 28, 2016

3. Quorum

A majority of the voting members of the commission present shall constitute a quorum for transaction of business at any meeting of the commission. The acts of a majority of those members at any regular or special meeting of the Commission shall be the acts of the Commission. Both regular and special meetings shall be open to the public except meetings which may be closed pursuant to KRS 61.805- 61.850.

Article 7

Committees

1. Executive Committee

The executive committee shall consist of the chair, vice-chair, secretary, financial officer and mission specific committee chairs. The urban county government may provide staff assistance to the Commission as needed.

2. Mission Specific Committees

The Commission may establish committees from time to time, with such powers and duties, and for such periods of time as needed. Participation in committees is open to non-Commissioners by invitation of committee chairs. The chair of such committees shall be selected from Commission members only by a vote of the Commission members of said committees.

Article 8

Amendment of By-Laws

Except as otherwise provided in these by-laws, these by-laws may be amended or repealed and a new and a new by-law or by-laws may be enacted by a majority of the members of the Commission present at any duly constituted meeting of the members of the Commission if at least fourteen (14) days written notice is given to the members of the intention to amend or repeal, or to adopt such new by-laws at said meeting stating time, place and containing a copy of the proposed change(s).

These By-Laws are effective beginning September 28, 2016.

We verify that the above is a true and correct copy of the By-Laws of the Mayor's International Affairs Advisory Commission that were adopted, after review and discussion, by a majority vote of the quorum present at a regularly scheduled meeting on September 28, 2016 in Lexington, Kentucky.

Signed _____ Date _____

Signed _____ Date _____

Passed September 28, 2016

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Formatted: Line spacing: Multiple 1.15 li