

**BYLAWS OF
THE MINORITY AFFAIRS COMMITTEE
CITY OF MADISON, WISCONSIN**

ARTICLE I.

Name and Authority

The name of this Committee shall be the Minority Affairs Committee (hereafter referred to as MAC.) It is authorized by Madison General Ordinance sec.33.27.

ARTICLE II.

Purpose

The purpose of MAC shall be to address the concerns of racial/ethnic minorities employed by the City of Madison.

ARTICLE III.

Membership

Section 1. The membership of MAC shall be not less than five (5) and not more than twenty (20) active members.

Section 2. An Active member shall be any employee appointed by the Mayor. An active member must attend meetings on a regular basis, to maintain his/her status as an active member, as set forth in the bylaws. An active member has voting rights.

An Associate member shall be any employee who chooses to attend meetings. An Associate member is not appointed by the Mayor and does not have voting rights.

Active membership shall be established as follows: (a) MAC submits the name of an associate member to the Director of the Department of Civil Rights (DCR) for approval; (b) the Director of DCR approves the nominee, and then submits the nominee's name to the Mayor for final approval; (c) the Mayor approves the nominee in writing to the Director of DCR. Active membership appointment shall be for a period of three (3) years from the date of the Mayor's appointment. All terms to end on May 31st.

Section 3. Active members of MAC shall demonstrate commitment by regular attendance and participation in meetings. An active member who has a valid excuse for an absence must notify one of the Executive members. If an active member misses three consecutive regular meetings without a valid excuse, a written notice shall be sent to that member. If the member fails to

respond to the notice within two weeks from the date of the letter, the Chairperson shall instruct the Secretary to write a letter (for his/her signature) to the Director of DCR requesting that the absent member be dropped from membership and, when appropriate, replaced with a new active member.

If the active member does respond to the notice within two weeks, the matter shall be placed on the agenda of the next MAC meeting and the active member shall be invited to attend and present information to the MAC. The remaining active members of MAC shall determine if the reasons provided for excessive absences by the active member justify continuation in or removal from active membership.

Section 4. The Mayors Office will notify Department/Division Heads of active membership. This notification authorizes employees to attend the MAC meetings.

Section 5. Any member desiring to resign from MAC shall submit a written resignation to the Chairperson.

ARTICLE IV.

Recruitment

Recruitment shall be by open letter extending an invitation to MAC meetings. The letter will state that prospective members will have to attend two (2) consecutive meetings before MAC will recommend nominations to the DCR. Recruitment shall be continuous and open to all City employees.

ARTICLE V.

Officers

Section 1. The officers of MAC shall be a Chairperson, Vice-Chairperson, Recording Secretary. The officers shall perform duties prescribed by these bylaws and by the parliamentary authority adopted by MAC. These officers shall comprise the Executive Committee.

Section 2. No member shall hold more than one office at a time.

Section 3. The Chairperson shall preside over all meetings of MAC and shall decide all points of procedure subject to reversal by a majority of the members of MAC. The Chairperson shall act as an ex-officio of all Standing and Sub Committees. The Chairperson shall appoint members to Standing and Sub Committees. The Chairperson shall prepare agenda. The Chairperson shall serve on the Executive Committee. The Chair shall submit names for membership to DCR.

The Vice-Chairperson shall preside over meetings and take the responsibilities of the Chairperson in his/her absence. The Vice-Chairperson shall serve on the Executive Committee.

The Secretary shall record minutes. The Secretary shall prepare correspondence for the Chair's signature. The Secretary shall serve on the Executive Committee and ensure that meetings are properly posted.

ARTICLE VI.

Election and Scheduled Meetings

Section 1. The election of officers shall be held during the first regular meeting in October for the purpose of electing officers and for any other business that may arise.

Section 2. The Officers shall be elected by open ballot where one or more names are placed in nomination for an office. Officers shall serve a three (3) year term, or until their successors are elected. Their term of office shall begin at the completion of the election.

Section 3. No member shall hold more than one office at a time, no member shall be eligible to serve more than three (3) consecutive terms in the same office.

Section 4. The regular meeting of MAC will be scheduled once per month.

Section 5. Any meetings other than the regularly scheduled meetings can be called by the Chairperson, or the Executive Committee, or an officer and two or more members. A twenty-four (24) hour notice should be given.

Section 6. Quorum shall be attendance by half+ one of the active members of MAC.

ARTICLE VII.

The Executive Committee

Section 1. The officers of MAC shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of MAC between its regular business meetings, fix the hour and place of meetings, make recommendations to MAC, and shall perform such other duties as are specified by the Committee. The Executive Committee shall be subject to the orders of the MAC, and none of its acts shall conflict with actions taken by the Committee.

Section 3. Meetings of the Executive Committee shall be called by the Chairperson or by two members of the Executive Committee.

Section 4. The meeting in January shall be the designated date to review the previous years goals and accomplishments of MAC. This review shall be presented by the Executive Committee to the membership of MAC.

ARTICLE VIII.

Sub Committees

Such subcommittees, standing or special, shall be appointed by the Chairperson. The Executive Committee shall, when necessary, carry on the work of MAC. The Chairperson shall be an ex-officio member of all sub committees.

ARTICLE IX.

Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED, shall govern MAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order MAC may adopt.

ARTICLE X.

Amendment of Bylaws

The bylaws can be amended at any regular meeting of MAC by a two-thirds vote of the Active members present, provided that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XI.

Monies

MAC has no established budget or financing. MAC receives limited financial support from DCR for special projects, as needed.

Adopted this _____ day of _____, 2008.

Recording Secretary, MAC