

# **Leesburg Diversity Commission Bylaws**

## **ARTICLE I Name and Purpose**

- A. The name of the organization shall be the Leesburg Diversity Commission, hereafter referred to as the Commission.
- B. The purpose of the Commission shall be to advise the Leesburg Town Council on policies and activities that help foster diversity and inclusion within the community at large. Specifically, the Commission's powers and duties are:
  - a. To make recommendations to the Town Council that potentially enhance the Town of Leesburg government's ability to communicate with and to deliver services more effectively to minority residents and business owners within the Town,
  - b. To work with the Leesburg Economic Development Commission and town staff on a regular outreach effort to the minority business community in order to increase awareness of town services, and to understand potential opportunities to do business with the town, and
  - c. To make recommendations to the town council that provide the Town of Leesburg with the opportunity to enhance and celebrate the town's diverse community.

## **ARTICLE II Membership**

- A. The Commission shall consist of seven members, appointed by the Leesburg Town Council, according to the membership requirements set forth in the Leesburg Town Code.
- B. Non-voting members may include the Councilmanic appointee and liaisons from other Town or County boards and commissions.

## **ARTICLE III Officers**

- A. The officers shall consist of a Chair and a Vice Chair, selected from among the appointed voting members at the annual meeting of the Commission. The annual meeting shall be held as soon as practicable in January of any given year.
- B. Election will be by majority vote of the Commission members present.
- C. Officers shall serve a one (1) year term of office, or until a successor is elected.

- D. Vacancies in either office shall be filled by election. Successors will fill the remainder of an expired term.
- E. The Chair shall preside at all meetings of the Commission and shall:
  - a. Ensure the orderly conduct of all meetings.
  - b. Receive official communications on behalf of the Commission and report the same at the next meeting.
  - c. Provide a written summary and attendee list for each regular meeting of the Commission to the Clerk of Council and staff liaison to the Commission.
  - d. Provide an annual report of the Commission's activities to the Town Council.
  - e. Perform all other duties normally associated with the office of Chair.
- F. The Chair will act as the Commission's spokesperson with the Town Council, and at other venues, when so authorized by a vote of the Commission.
- G. The Vice-Chair, in the event of the absence or disability of the Chair, or a temporary vacancy in that office, shall assume and perform the duties of Chair.

#### **ARTICLE IV - Meetings**

- A. Regular meetings of the Commission shall be held at least monthly, at a date, hour, and location set in advance by the Commission.
- B. The annual meeting shall be held in January or as soon as practicable each year.
- C. Special meetings may be called by the Chair, or at the request of two (2) members with notice to the Chair, for the transaction of business as stated in the call for the special meeting. The members shall receive notice of the special meeting pursuant to Virginia Code Section 2.2-3707.
- D. A quorum for the transaction of business and to exercise voting privileges shall consist of a simple majority of voting members.
- E. Decisions of the Commission will be made by a majority vote of members present.
- F. Failure to attend three consecutive meetings, or four within a calendar year, for any reason, will necessitate automatic removal of the Commissioner, per the Town Council's adopted attendance policy for Boards and Commissions.
- G. Proceedings of all meetings shall be governed by Robert's Rules of Order.

- H. Summary minutes shall be prepared for each meeting of the Commission, reflecting the actions and recommendations of the Commission. Minutes shall be forwarded to all Commission members before the next regular meeting.
- I. The Commission may form ad hoc or standing subcommittees.
  - a. Each subcommittee may consist of up to two Commission members, appointed by the Chair.
  - b. Subcommittees may invite non-commission members in the work of the subcommittee; however, non-commission members shall be considered advisors to the subcommittee and shall not vote on any recommendations of the subcommittee to the full Commission.
  - c. Each subcommittee chair shall submit a subcommittee report to the full Commission at the first regular Commission meeting following each subcommittee meeting. Subcommittee reports shall be included in the meeting minutes for the full Commission.

#### **ARTICLE V - General**

- A. All electronic communications concerning the activities of the Commission shall include the use of the Commissioners' official Town of Leesburg email accounts.