**City of Aurora**

**Aurora Immigrant and Refugee Commission By-Laws**

Amended: February 8th, 2022

**ARTICLE I**

**Name**

The name of the Commission shall be the Aurora Immigrant and Refugee Commission (AIRC) **Article ll**

**PURPOSE**

“To promote the integration of the local immigrant and refugee communities into Aurora’s civic, economic and cultural life.”

**ARTICLE lll**

**Duties**

1- Advise the city council on issues of common concern to immigrant and refugee communities.

2- Support city efforts in the area of immigrant integration.

3- Work with the Office of International and Immigrant Affairs in the development and implementation of the Comprehensive Strategic Plan

4- Promote recognition of the contributions of the foreign-born to the economic and cultural vitality of Aurora.

**ARTICLE lV**

**Membership**

1- The AIRC is composed of eleven members appointed by the city council. 2- Commission’s members serve for a term of two years.

3- Members are allowed to serve a maximum of three two-year terms. A term limited member must wait one full term before reapplying unless they are applying to fill a vacancy of an unexpired term.

4- The membership of the commission shall make a good faith effort to fully represent the diversity of the immigrant and refugee community.

5- An individual commission member may not act in an official capacity except through the action of the commission.

6- A commissioner who is absent for three consecutive regular meetings, or one-third of all regular meetings in a “rolling” twelve months timeframe, will be evaluated for removal by Chair and Vice-Chair. This shall not apply to an absence due to illness or injury of the board member. The Chair and Vice-Chairs have a discretion regarding other excuses or situations of the members of the commission.

7- At each meeting, each commission member shall sign an attendance sheet. Failure to sign the sheets results in the member being counted as absent and his/her votes are not counted.

8- A member who seeks to resign from the commission shall submit a written resignation to the Chair and Vice-Chair of the commission. If possible, the resignation should allow for a 30 day notice so the city council can appoint a replacement.

9- Service Requirement

AIRC members are expected to attend 3 of commission sponsored events as well as at least 3 community events that are not commission affiliated events.

**ARTICLE V**

**Officers**

1. **Chairman**
	1. A Chairman shall be elected from the voting members of the Commission Upon the resignation of the previous Chairman or upon expiration of the term of office. The member so selected shall serve as Chairman for the duration of her/his term of office as a member.
	2. The Chair shall preside at board meetings, represent the board at ceremonial functions and approve each final meeting agenda. In case of absence of the Chair, the Vice-Chair shall preside the meetings and carry out any other official functions. The Chair shall act as the official spokespersons for the Commission to the media, Mayor, City Council, government entities and other organizations.
2. **Vice Chairman**
	1. A Vice Chairman shall be elected from the voting members of the Commission at the first meeting of each year or at the time a new Chairman is selected.
3. The officers of the commission shall consist of the Chair and Vice-Chair.
4. Officers shall be elected annually by a majority vote of the board At the first meeting of the year

3- The Chair shall preside at board meetings, represent the board at ceremonial functions and approve each final meeting agenda. In case of absence of the Chair, the Vice-Chair shall preside the meetings and carry out any other official functions.

4- The Chair shall act as the official spokespersons for the Commission to the media, Mayor, City Council, government entities and other organizations.

**ARTICLE VI**

**Application, Nomination & Selection**

1- Interested individuals from the Aurora immigrant and refugee community are required to complete the application process for a commission membership.

2- Applicant requirements: Preferred applicants should have a documented, history of involvement, interest and access to the diverse immigrant and refugee communities in Aurora.

3- Applicants need to provide proof of residence in Aurora.

4- Applications will be provided by the city staff liaison. All qualified applicants will be reviewed and interviewed by the entire AIRC board. The final candidates will be sent to the city council for final review and approval.

**ARTICLE Vll**

**Meetings**

1- Regular meetings of the Commission shall be held at least 10 times a year. Special meetings may be called at any time by the commission officers for any purpose. 2- Commission meetings shall be held within the City of Aurora facilities or at designated locations as appropriate.

3- Regular commission meetings are open to the public and shall be advertised a minimum of one week prior to the meeting date.

4- A majority of commission members constitutes a quorum for the purposes of a commission meeting. In the absence of the quorum the chairperson may adjourn the meeting for up to thirty days without further notice.

5- Each commission member shall be entitled to vote.

6- Commission actions must be adopted by a majority vote.

**Virtual Meeting Provision:** Members of AIRC may participate in regular meeting by means of conference telephone or similar communications equipment. Participation in a meeting by such means shall be considered present at the meeting. The following conditions must be met for members to be permitted to attend AIRC meetings virtually:

• Members must give 24-hour notice by emailing the OIIA and AIRC Chair. • To encourage physical attendance, members can only take advantage of this provision 2 time per year. Additional request must be proved by AIRC Chair and Vice –Chair.

**ARTICLE IX**

**Amendment of By-Laws**

A bylaw amendment is not effective unless approved by the majority of the commission.

**ARTICLE X**

**Staffing and City Liaison**

1- The Office of International and Immigrant Affairs shall provide staff support and meeting facilities for the Aurora Immigrant and Refugee Commission to enable it to carry out necessary functions. In addition, the head of this office will serve as a city liaison to the AIRC.

2- The contact for the commission shall be the Office of International and Immigrant Affairs at (303) 739-7521.