

BY-LAWS

Article I: **Office and authority**

Section 1. Principal Office.

The principal office of the Idaho Commission on Hispanic Affairs (Commission) shall be in Boise, Idaho.

Section 2. Authority.

These By-Laws are adopted pursuant to authority granted the Commission by Section 67-7205 (11), Idaho Code.

Article II: **Appointment and Composition of Commission**

Section 1. Appointment.

The governing board of the Commission shall consist of nine (9) members appointed in accordance with Idaho Code Section 67-7201.

Section 2. Term.

The term of office of each member of the Commission shall be three (3) years. All vacancies shall be filled for the balance of the unexpired term in the same manner as the original appointment.

Article III: **Meetings of the Commission and Quorum**

Section 1. Meetings.

There shall be no more than four (4) regular meetings of the Commission per year.

Section 2. Call of Meetings.

Regular meetings of the Commission shall be at the call of the chairman and shall be held at a location within the State of Idaho designated by the chairman. Emergency meetings may be called by a majority of the members of the Commission and shall be held at the place designated in the notice of such meeting. Regular and emergency meetings may be held by telephone conference.

Section 3. Business.

All regular and emergency meetings of the Commission, and any continued or adjourned sessions thereof, shall be open for the transaction of any business within the powers of the Commission.

Section 4. Quorum.

Five (5) members of the Commission shall constitute a quorum for the purpose of conducting business at any regular or emergency meetings.

Section 5. Majority Vote.

A majority vote of the commissioners present and voting at any regular or emergency meeting shall be required to carry any motion. The Chairman shall not vote except in the case of a tie vote.

Section 6. Open Meeting Law.

All meetings of the Commission shall be subject to the Idaho Open Meeting Law, Sections 67-2340 through 67-2347, Idaho Code.

Article IV:
Officers

Section 1. Officers.

The officers of the Commission shall be a Chairman and a Vice-Chairman, who shall be members of the Commission.

Section 2. Duties.

The Chairman shall preside at all meetings of the Commission, and shall execute all agreements, contracts, deeds, and other instruments on behalf of the Commission as authorized or directed by resolution. The officers of the Commission shall perform such other duties as the Commission may from time to time assign.

In the absence of the Chairman the Vice-Chairman shall assume the duties of Chairman.

Section 3. Election of Officers.

The Chairman and Vice-Chairman shall be elected by the Commission at a regularly scheduled meeting of the commission and shall serve a term of two years in such office. The term of office shall commence August 1st and shall end on the last day of July of the second year. There shall be no limit on the number of terms of office a commissioner may seek.

Section 4. Executive Director.

An Executive Director shall be appointed by the Commission and shall have general supervision, direction, and control of the affairs of the commission. The Executive Director, upon approval of the Commission, may, from time to time, employ such other persons as may be necessary to enable them to carry out their responsibilities. The appointment or removal of the executive director shall be upon a two-thirds vote of the members of the commission present and voting at a scheduled meeting of the commission.

Article V:
Records of the Commission

All records kept by the Commission shall be subject to the Idaho Public Records Act, Section 9-337 through 9-350, Idaho Code.

Article VI:
Committees

The Chairman, and/or the Commission, may from time to time, appoint committees composed of Commissioners, employees of the Commission, and such others as they may designate whenever deemed necessary or desirable, in carrying out the business of the Commission.

Article VII:
Fiscal Year and Effective Date

Section 1. Fiscal Year.

The fiscal year of the Commission shall commence on the first day of July and shall end on the last day of the following June.

Section 2. Effective Date.

These By-Laws shall take effect immediately upon adoption.

Article VIII:
Amendment

These By-Laws may be altered, amended, or replaced, with two (2) weeks notice, at any regular scheduled meeting of the Commission.

The foregoing By-Laws were adopted at a regular meeting of the Idaho Commission on Hispanic Affairs on 2014.