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RESOLUTION 2020-73

A RESOLUTION OF THE BOARD OF SUPERVISORS OF COCONINO COUNTY, ARIZONA REPEALING FORMER BYLAWS OF THE AFRICAN DIASPORA ADVISORY COUNCIL, COCONINO HISPANIC ADVISORY COUNCIL AND THE INDIGENOUS PEOPLES ADVISORY COUNCIL; ADOPTING A CONSOLIDATED AND UNIFIED SET OF BYLAWS FOR THE COUNCILS AND IMPLEMENTING MEMBERSHIP CHANGES TO CONFORM WITH THE BYLAWS AS APPROVED BY THIS RESOLUTION.

WHEREAS, Coconino County has created three (3) Diversity Councils – the African Diaspora Advisory Council (ADAC), Coconino Hispanic Advisory Council and the Indigenous Peoples Advisory Council (IPAC) – to advise the Board of Supervisors on matters of interest and concern to the relative diversity communities of each council and to engage as representatives with and to the community; and

WHEREAS, each of the Councils is governed by the applicable state law and a set of bylaws, as approved by the Board of Supervisors and is provided administrative and staff support by the Public Affairs department; and

WHEREAS, Public Affairs began a project in November of 2019 to create a consolidated and uniform set of bylaws for all three councils to streamline and expedite governance, membership and administrative matters for the Councils to improve and expand the Councils productive time for focus on mission and connection to the community; and

WHEREAS, each of the Diversity Councils has reviewed the proposals in depth, proposed changes or offered suggestions, and discussed the matter with the other Councils in a process from November of 2019 to October of 2020;

NOW, THEREFORE BE IT RESOLVED, that consolidated and unified bylaws of the African Diaspora Advisory Council, Coconino Hispanic Advisory Council and the Indigenous Peoples Advisory Council dated October 6, 2020 be adopted; and

BE IT FUTHER RESOLVED, the current six-year membership terms of members of ADAC and IPAC remain in place and will expire on December 31 of the sixth calendar year following their appointment; and

BE IT FURTHER RESOLVED, that the current membership terms of members of CHAC are extended and will expire on December 31 of the fourth calendar year following their appointment; and

BE IT FURTHER RESOLVED, that all prior individual bylaws of each Diversity Council are repealed and are without force.

PASSED AND ADOPTED by the Coconino County Board of Supervisors on this 6th day of October, 2020.

AYES: 3
NOS: 0
ABSENT: 2



COCONINO COUNTY BOARD OF SUPERVISORS

A handwritten signature in blue ink, appearing to read "Elizabeth C. Archuleta", written over a horizontal line.

Elizabeth C. Archuleta, Chair, Board of Supervisors

ATTEST:

A handwritten signature in blue ink, appearing to read "Lindsay Daley", written over a horizontal line.

Lindsay Daley, Clerk of the Board

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Rose Winkeler", written over a horizontal line.

Rose Winkeler, Deputy County Attorney

- b. Act in an advisory capacity to the Chairperson and perform such functions as assigned by the Chairperson.

**ARTICLE IX
COUNCIL MEETINGS**

1. Each Council shall conduct at least eight (8) meetings in a calendar year.
2. Meetings of each Council shall be noticed and held pursuant to the Arizona open meeting law (ARS §§38-431 through 38-431.09 as amended). Minutes of the meetings shall be filed with the Clerk of the Board of Supervisors.
3. A majority of the members of each Council shall constitute a quorum for that Council
4. A period of fifteen minutes after the noticed meeting time will be allowed for establishment of a quorum.
5. Members of the Councils are subject to the Arizona conflict of interest laws (ARS §§38-501 through 38-511 as amended).

**ARTICLE X
SUPPORT OPERATIONS FOR THE COUNCILS**

1. The Coconino County Public Affairs department shall provide staff support for the secretarial, financial agent and community engagement and communications roles of the Councils consistent with County policy as set by the Board of Supervisors.

**ARTICLE XI
LIMITATION OF POWERS**

1. No Council nor any member of a Council may incur governmental expenses without the prior authorization of the Board of Supervisors. The Councils do not have the power to obligate Coconino County.

**ARTICLE XII
AMENDMENTS**

1. Recommended amendments to these bylaws may be proposed at any regular meeting of any Council by two-thirds vote of those present and voting, provided notice of the proposed amendment has been given at least one week prior to the meeting at which voting takes place. Amendments to these bylaws proposed by a Council shall be submitted to the other councils for a review period of not more than thirty (30) days. The recommended amendments and comments from the Councils will be submitted to the Board of Supervisors and will not be valid nor take effect until ratified by the same. Notwithstanding this article, the Board of Supervisors may amend the bylaws of the Councils in a manner they choose.

ADOPTED: October 6, 2020

**ARTICLE VII
COUNCIL OFFICERS**

1. The officers of each Council shall include the Chairperson and the Vice-Chairperson.
2. A quorum of the members of each Council who are appointed and qualified must be present to hold election of officers.
3. The term of each elected officer shall be two (2) years. Terms of elected officers shall end in December of even-numbered years and elections of officers for each council shall be conducted in January of odd-numbered years.
 - a. There shall be no term limit for officers in ADAC.
 - b. No officer may hold the same office for more than three (3) consecutive terms in IPAC or CHAC. An officer's term limit may be excepted by majority of a Council provided that the total number of active, appointed members to the same council is four or less.
5. Each elected officer shall hold office until a successor is elected and qualified. In the event that an officer's position should become vacant before the completion of the term of office, a nominating committee shall be formed to nominate a replacement. The successor shall serve in that office for the remaining portion of the officer's term.
6. Each Council may, by a two-thirds (2/3) vote of those Council members appointed and qualified at any one time; remove any officer from office for reasonable cause. Such cause may include, but is not limited to malfeasance, misfeasance or nonfeasance.

**ARTICLE VIII
DUTIES OF COUNCIL OFFICERS**

1. The Chairperson of each Council shall:
 - a. Preside at all meetings of the Council and ensure meetings are in compliance with these bylaws and all other laws governing the Council.
 - b. Ensure that standing committees and other committees are established and chaired, and their tasks are expeditiously and effectively performed.
 - c. Serve as an ex-officio member of all committees except for a nominating committee.
 - d. Be a spokesperson for the Council.
 - e. Take responsibility to implement the functions of the Council.
2. The Vice-Chairperson of each Council shall:
 - a. Perform the duties of the Chairperson during the Chairperson's absence.

- d. Recommend to the Board studies and analysis of current needs of their identified diversity community in Coconino County including the status of the same community and report the findings to the Board.
- e. Recommend to the Board of Supervisors community forums as needed to educate the community about their identified diversity community issues and concerns.
- f. Provide to other boards, commissions, committees and other bodies the names of persons who understand the issues concerning their identified diversity community for appointment of those persons to such other boards, commissions, committees or other bodies.
- g. Request funding from the Board of Supervisors for projects and activities by each Council as approved by the Board.

ARTICLE V
MEMBERSHIP, APPOINTMENTS AND QUALIFICATIONS

1. Numbers: Each Council shall be composed of not more than fifteen (15) members.
2. Appointment: The Coconino County Board of Supervisors will appoint all members of each Council.
3. Qualifications: Members must be persons who reside in Coconino County and have an interest in and knowledge of issues and concerns of importance to the identified diversity community within Coconino County of the Council a member thereof.
4. Geographic Representation: The goal of the County is to provide for geographic representation of the entire County on the diversity councils. Each Council, the Board of Supervisors and County staff are committed to recruiting members to the Councils that represent the multicultural and diverse communities of the County.

ARTICLE VI
MEMBERSHIP TERMS, VACANCIES, AND REMOVALS

1. Terms: The terms of members of the Council shall be four (4) years which shall end on December 31st of the fourth calendar year after appointment. A person may be re-appointed to consecutive terms. An appointment for a vacant position shall be for the remaining portion of the term.
 - a. No more than five (5) members of a council may hold a term that expires in the same calendar year. The Board of Supervisors may appoint a member to a term that is less than or exceeding four (4) years should it so desire to conform appointments to this standard.
2. Vacancies: Vacancies on the Council shall be filled by appointment in the same manner in which members are initially appointed. Appointments to fill vacancies caused by the expiration of terms shall be filled no more than sixty (60) days after the expiration of the term. Appointments to a vacated position shall be for the remaining portion of the term.
3. Removals: A member of the Council who misses three (3) consecutive meetings in an unexcused manner or fails to attend is automatically removed from the Council. Absences reported by a member to an officer of their council shall be considered "excused" and not counted for purposes of removal.

ARTICLE I
NAMES OF THE COUNCILS

1. There are created and named three separate Diversity Councils of the County, each which shall be separate organizations.
 - a. The first council's name shall be the Coconino County African Diaspora Advisory Council (referred to in these bylaws as "ADAC" or collectively with the other two councils as the "Councils").
 - b. The second council's name shall be the Coconino County Hispanic Advisory Council (referred to in these bylaws as "CHAC" or collectively with the other two councils as the "Councils").
 - c. The third council's name shall be the Coconino County Indigenous Peoples Advisory Council (referred to in these bylaws as "IPAC" or collectively with the other two councils as the "Councils").

ARTICLE II
LEGAL AUTHORITY OF THE COUNCILS

1. These Councils will function under the authority of the resolution of the Board of Supervisors of Coconino County (referred to in these bylaws as the "Board") that established the Councils.

ARTICLE III
IDENTIFIED DIVERSITY COMMUNITIES RELATING TO THE COUNCILS

1. The three Diversity Councils of this County shall relate to a designated diversity community for the purposes of the function and purpose of each individual council.
 - a. ADAC shall relate to the African American and African Diaspora communities and people of Coconino County
 - b. CHAC shall relate to the Hispanic and Latinx communities and people of Coconino County
 - c. IPAC shall relate to the Indigenous and Native-American communities and people of Coconino County

ARTICLE IV
FUNCTION AND PURPOSE OF THE COUNCILS

1. The Councils may do any or all of the following:
 - a. Review and make recommendations to the Board of Supervisors concerning existing and proposed city, county, state, federal and tribal legislation affecting their identified diversity community.
 - b. Review and make recommendations to the Board of Supervisors concerning city, county, state, federal and tribal policies in the areas of employment, education, housing, health services, community services, the justice system, recreation and land development as they affect or relate to their identified diversity community issues in Coconino County.
 - c. Assist with cultural and historical activities and events related to their identified diversity community.