

BY-LAWS

MIAMI-DADE COUNTY ASIAN-AMERICAN ADVISORY BOARD

(Adopted November 13, 2001)

(Amended November 2017)

(Ord. 112-14, November 2014 Amending the Election Date)

ARTICLE I NAME

The name of this organization shall be the Miami-Dade County Asian-American Advisory Board, (hereinafter referred to as “the Board”), an organization established by the Board of County Commissioners by Ordinance No. 97-128 on July 22, 1997.

ARTICLE II DUTIES, POWERS, AND RESPONSIBILITIES

Section 1. The Board shall have the following duties, powers, and responsibilities as established in Ordinance No. 97-128:

- a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, with respect to matters pertaining to the Asian community of Miami-Dade County.
- b) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and non-governmental agencies pertaining to the Asian community.
- c) To serve as a medium for responsible persons to utilize and consult with in attempting to understand and address the various complex issues affecting the Asian community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- d) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.
- e) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.

- f) To encourage and attract Asian businesses to Miami-Dade County, to assist Asian businesses located in Miami-Dade County, and to promote economic development, especially job creation in Miami-Dade County.
- g) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.
- h) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.
- i) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.
- j) To promote the cultural heritage of Asian Americans.
- k) To encourage and assist in citizenship registration and voter registration.
- l) To eliminate ignorance and bigotry towards Asian Americans.
- m) To conduct studies through fact-finding and analysis of issues encountered by Asian community members.
- n) The Board shall report at least annually to the Commission as to its activities, findings and recommendations.
- o) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

**ARTICLE III
MEMBERS**

Section 1. The Board shall be composed of twenty six (26) members who shall be permanent residents and electors of Miami-Dade County and who shall have a knowledge of and interest in the County's Asian Community. Each County Commissioner shall appoint two members of the Board, one of whom shall serve an initial term of one (1) year and one of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three (3) year terms.

Section 2. When the County Commissioner who appointed a Board member leaves office, the board member's term shall also expire.

Section 3. Each Board member shall serve on at least one committee, if committees are established.

Section 4. It shall be the responsibility of each Board member to attend all meetings of the Board and of the committee of his or her primary assignments. A Board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) he or she is absent from three (3) of the Board's meetings without an acceptable excuse. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the Board by a two-thirds vote of the membership, deems appropriate. Such absence shall be calculated from October 1st to September 30th.

a) By a two-thirds vote of the members of the full Board of County Commissioners, the provisions of this section may be waived.

Section 5. The Chairperson shall provide written notice to the Board member and the Board member's appointing Commissioner of the Board member's removal due to absences.

Section 6. Any Board member desiring to resign shall submit his or her resignation in writing to the appointing Commissioner, with copies to the Chairperson and the Executive Director as designated by the County.

ARTICLE IV ELECTIONS AND OFFICERS

Section 1 of ARTICLE IV. The officers of the Asian-American Advisory Board shall be Chairperson, First Vice Chairperson, Second Vice Chairperson, and Third Vice Chairperson. In addition, the Immediate Past Chairperson shall serve automatically as an officer of the Board. The position of the fourth Vice Chairperson shall be established automatically when an Immediate Past Chairperson is unavailable.

Section 2. The First Vice Chairperson shall be of active assistance to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve.

Section 3. At the regular meeting in November, the Chairperson shall open the floor for nominations, starting with the office of Chairperson. Officers shall be elected by a voice vote if there is only one nominee and, if more than one nominee, by a simultaneous written ballot to be made a part of the public record. Officers shall serve for one year or until their successors are elected, and their term of office shall begin upon results of the election. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 4. No member shall be eligible to serve more than two consecutive terms in the same office. A member can serve again in the same office after two intervening years.

Section 5. A vacancy in the office of Chairperson shall be filled by the First Vice Chairperson, a vacancy in the office of First Vice Chairperson shall be filled by the Second Vice Chairperson, and a vacancy in the office of Second Vice Chairperson shall be filled by the Third Vice Chairperson. A vacancy in the office of Third Vice Chairperson shall be filled by an election held at the first meeting following the vacancy.

Section 6. In addition to those duties prescribed by the parliamentary authority adopted by the membership, the Chairperson shall assign members to each committee with due consideration for the desire of the member and the need of the committee; shall present all reports to the Board of County Commissioners; may designate a registered parliamentarian at his or her discretion; and shall serve as the only official representative and spokesperson for the Board.

ARTICLE V MEETINGS

Section 1. The regular meetings of the Board shall be held on the 2nd Tuesday of the month at 6:30 p.m. unless otherwise ordered by the membership or by the Executive Committee. Meetings shall be at a time and place designated by the membership; and at least ten regular meetings shall be held during each calendar year.

Section 2. The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of Officers and committees and for any other business that may arise.

Section 3. Special meetings can be called by the Chairperson, a Vice-Chairperson, by the Executive Committee, or upon the written request of fourteen members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 4. A majority of those persons duly appointed to the Board shall constitute a quorum, provided that at least one half (1/2) of the full Board membership has been appointed.

ARTICLE VI THE EXECUTIVE COMMITTEE

Section 1. The Officers of the Asian-American Advisory Board shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, shall make recommendations to the membership, and shall perform such other duties as are specified in these By-Laws. The Executive Committee shall be subject to the orders of the AsianAmerican Advisory Board, and none of its acts shall conflict with action taken by the Board.

Section 3. Regular meetings of the Executive Committee shall be no less than 10 times per year, at a time and place designated by the Chairperson.

ARTICLE VII COMMITTEES

Section 1. Committees shall have the responsibility for performing such duties as are necessary to accomplish the functions, powers and purpose of the Asian-American Advisory Board as set forth in these By-Laws.

Section 2. Each committee shall meet regularly upon the call of its Chairperson, and committee meetings shall be announced and publicized.

Section 3. Comprehensive reports of committee activities shall be provided in writing at the annual meeting and at such other times as they shall be requested by the Chairperson . Copies of reports shall be distributed with the minutes of the meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Mason’s Manual of Legislative Procedure shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these ByLaws and any special rules of order that the Board may adopt.

ARTICLE IX AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting by a two-thirds vote of members present and voting, provided that the amendment has been submitted in writing at the previous meeting or has been mailed to the membership at least fifteen days prior to the meeting at which it will be considered.

