



DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR

COMMISSION ON MINORITY AFFAIRS

BY-LAWS

Introduction:

The Nevada Commission on Minority Affairs, pursuant to NRS 232.850 – 232.866, consists of nine members appointed by the Legislative Commission.

The Commission shall, within the limits of available money:

1. Study the matters affecting the social and economic welfare and well being of minorities residing in the State of Nevada;
2. Collect and disseminate information on activities, programs and essential services available to minorities in the State of Nevada;
3. Study the:
 - (a) Availability of employment for minorities in the State, and the manner in which minorities are employed;
 - (b) Manner in which minorities can be encouraged to start and manage their own businesses successfully; and
 - (c) Availability of affordable housing for minorities
4. In cooperation with the Nevada Equal Rights Commission, act as a liaison to inform persons regarding;
 - (a) The laws of this State that prohibit discriminatory practices; and
 - (b) The procedures pursuant to which aggrieved persons may file complaints or otherwise take action to remedy such discriminatory practices;
5. To the extent practicable, strive to create networks within the business community between business that are owned by minorities and businesses that are not owned by minorities;
6. Advise the Governor on matters relating to minorities and of concern to minorities; and
7. Recommend proposed legislation to the Governor

ARTICLE I – MISSION

The mission of the Commission on Minority Affairs is to advocate for and to provide a voice to minorities residing in the State of Nevada in matters relating to areas including, but not limited to, education, housing, employment, civil rights, health, political empowerment, and economic development.

ARTICLE II –PURPOSE

The purpose of the Commission on Minority Affairs is to be the central advisory body coordinating discussion and study of issues affecting minority Nevadans. These areas include, but are not limited to, education, housing, employment, civil rights, health, political empowerment, and economic development. As well as to consider and facilitate legislation, funding sources, and community organizations geared toward making measurable improvements, in those areas which will raise the quality of life among Nevada's minority communities.

ARTICLE III – MEMBERSHIP

The Chairman of the Commission may, with approval of the Commission, appoint committees from its members to assist in carrying out any of the functions or duties of the Commission. A vacancy occurring in the membership of Commission on Minority Affairs must be filled in the same manner as the original appointment. The Commission, upon a majority vote, may recommend a member to fill a vacant position.

ARTICLE IV – OFFICERS

DUTIES:

1. Executive Secretary:
 - Prepares the agenda with input from Commission Chairman and Vice Chairman
 - Advisory to the Commission on Minority Affairs
 - Notifies Commission member of upcoming meetings and other communications
 - Records, publishes and disseminates minutes of Commission meetings
 - Makes necessary accommodations for Commission members
 - Communicates with Commission and other advocates for minorities in the State of Nevada
 - Prepare, maintain, and present the Commission budget as necessary
2. Chairperson: Conducts the Commission on Minority Affairs business and the Commission meetings.
3. Vice Chairperson: Acts on behalf of the Chairperson in the Chairperson's absence.

ARTICLE V – OFFICER or MEMBER REMOVAL

After just cause has been determined by the membership of the Commission on Minority Affairs, an official recommendation, to the appointing authority may be made to remove and replace an appointed member.

ARTICLE VI – MEETINGS and TRAVEL

The Commission on Minority Affairs may meet quarterly unless otherwise determined by the Chairman.

A meeting agenda will be prepared by the Executive Secretary for each meeting. Members may request in writing to the Executive Secretary items to include on the agenda. An opportunity to add or delete agenda items will be provided at the start of each meeting. Once the meeting has started the agenda may not be changed. Meetings will be conducted under Roberts Rules of Order and in compliance with Nevada's Open Meeting Law requirements. Decisions requiring a vote will be decided by a simple majority vote.

Minutes of each meeting will be recorded by the Executive Secretary. Meeting minutes will be published and disseminated in draft form to Commission members as soon as possible after each meeting for review of content accuracy. Meeting minutes in final form will then be presented for Commission approval at the next regularly scheduled Commission meeting.

Provided funds are available, Commission member business travel expenses for attending quarterly committee meetings will be reimbursed at the State of Nevada rates.

ARTICLE VII – AMENDMENTS

These by-laws may be amended, repealed, or replaced by new by-laws adopted by majority vote of the Commission members present at a regularly scheduled meeting. There must be at least a thirty (30) day written notice to Commission members and a first reading at regularly scheduled meeting of all changes to the by-laws before the by-laws can be amended, repealed, or replaced.

Whenever any amendment or new by-laws is adopted, it shall be permanently recorded as an update to the original by-laws. If any by-laws are repealed, the fact of repeal with the date of the meeting which the repeal was enacted shall be stated in the minutes of that meeting and included in the by-laws. Whether any provisions of the by-law is either amended or repealed, a marginal note shall be made thereon indicating the place or page where the amendment or repeal may be found. By-laws submitted for approval and ratification by the Nevada Commission on Minority Affairs at a board meeting duly held on August 8, 2008.

ARTICLE VIII – COMMITTEES

Committees established with the approval of the Commission on Minority Affairs must report in writing to all Commission members.