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BYLAWS OF THE HISPANIC CULTURAL CENTER SUBCOMMITTEE

The Hispanic Cultural Center Subcommittee (hereinafter referred to as "Subcommittee") hereby adopts these bylaws. The purpose of these bylaws is to provide general guidance to the Subcommittee in the performance of the duties for which the Subcommittee was created, not inconsistent with the charter and ordinances of the City. These bylaws shall be supplementary to the regulations governing the Subcommittee within the Resolution adopted on March 17, 2015 establishing the committee (the "Resolution"), as may be amended by the El Paso City Council. No action of the Subcommittee, which is otherwise valid, shall be invalidated solely by reason of the Subcommittee's failure to follow these bylaws.

ARTICLE I – Membership

1. The members of the Subcommittee shall be those members appointed by the Mayor, City Council, and the Bond Oversight Advisory Committee in accordance with the Resolution.
2. The Subcommittee shall consist of nineteen members selected in accordance with the Resolution.
3. All terms shall expire on December 31, 2015, when this Subcommittee sunsets per the Resolution.

ARTICLE II – Officers

1. The officers of the Subcommittee shall be the Chair and Vice-Chair. Their duties shall be those usually pertaining to presiding over meetings. The officers shall be regularly appointed members of the Subcommittee.
2. The officers shall be elected annually by a simple majority vote of the members present at the first regular meeting in April. The term of office shall begin upon election.
3. The Chair shall preside at all meetings of the Subcommittee, but if for any reason the Chair is absent or unable to act, then the Vice-Chair shall preside at such meetings and at such times shall exercise all of the powers and discharge the duties of the Chair. Upon the arrival of the Chair, the acting Chair shall immediately relinquish the chair upon the conclusion of the item of business then pending before the Subcommittee. If both the Chair and Vice-Chair are absent, an alternate Chair shall be elected by a simple majority of the Subcommittee for the instant meeting.
4. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the Subcommittee, shall state questions coming before the Subcommittee, as necessary for clarity, and shall announce the decision of the Subcommittee, on all subjects.
5. All questions of order shall be decided by the presiding officer with the right of appeal from his decision to the Subcommittee that is then present. A majority of the Subcommittee may override his decision.

6. When an officer vacancy exists, the position shall be filled by the next succeeding officer.
7. The Chair shall call for an election from the membership of the Subcommittee to fill any officer vacancy then created at the first available meeting of the Subcommittee.

ARTICLE III – Meetings

1. Regular meetings of the Subcommittee shall be held at least monthly. Meeting times may be changed by a majority vote of the members present at a meeting of the Subcommittee.
2. Special meetings may be called by the Chair in accordance with Open Meetings regulations and in coordination with staff liaisons.
3. All meetings shall be open to the public. Any meeting may be adjourned, recessed or continued from time to time without additional notice.
4. When a member is absent from three consecutive meetings, the Chair or Vice- Chair may report this fact to the Mayor and City Council so that consideration may be given regarding removal of such member.
5. All questions on matters of procedure shall be referred to the City Attorney or his/her designee.
6. Members may request that items be posted for a future agenda by submitting such request to the City staff designated as Secretary no later than one week prior to the scheduled meeting. Such requests shall clearly relate to the Duties of the Subcommittee listed in the Resolution. If an item is unable to be posted on the next Agenda, the City Staff shall notify the requesting member prior to the meeting. All items so requested shall also be approved by the Chair

ARTICLE IV – Quorum

A quorum of the Subcommittee shall be nine members.

ARTICLE V – Voting

1. Each member of the Subcommittee, including the Chair, shall be entitled to vote on matters before the Subcommittee unless he/she has a conflict of interest, such as personal or financial, in the matter. Recusal from the Subcommittee for this purpose shall be shown in the minutes in which case, the member shall recuse self from discussion and vote on the matter.
2. The concurring vote of a simple majority of the members present and voting shall be necessary to decide in favor or against any matter on which the Subcommittee wishes to pass.

3. Proxies shall not be allowed.
4. A member may change his/her vote after the roll has been completed and before announcement of the result, but not thereafter unless the item has been reconsidered.

ARTICLE VI – Decorum and Debate

1. When a member desires to speak or make a motion, he/she shall address himself/herself through the Chair. Upon being recognized by the Chair, he/she may address the membership.
2. When more than one member addresses the Chair, the Chair shall name the person who is to speak, recognizing the person who first addressed the Chair.
3. No member shall interrupt another, except to call to order.

ARTICLE VII – Participation by Employee and Public

1. No person shall interrupt the proceedings of the Subcommittee.
2. Orderly procedure requires that each person shall proceed without interruption from the audience, that all arguments shall be addressed to the Subcommittee, and that there be no questioning or arguing between individuals.
3. When an officer or an employee of the City desires to speak, he/she shall address the Chair, and upon being recognized, shall state his/her name and position with the City and then speak.
4. Any member of the public shall have a reasonable opportunity to be heard on agenda items being heard by the Subcommittee, provided that such comments are germane and relative to the agenda item being discussed. A person desiring to speak shall address the Chair. Upon being recognized, such person shall state his/her full name. The time allowed for comments before the Subcommittee may be limited to a fixed number of minutes at the discretion of the presiding officer. Members of the public will usually be granted three (3) minutes to present their position on the agenda item. Time will be kept by the City staff designated as Secretary in accordance with the Resolution. Members of the Subcommittee may move to grant additional time to speakers. Such extended time will be determined by a simple majority vote of the Subcommittee, present and voting. Once a member of the public has been given an opportunity to be heard on the agenda item, then the same person may not comment again on that agenda item, except that the Subcommittee, by simple majority, may allow additional comments.
5. Personal attacks are not permitted. Members of the public should address their questions to the Subcommittee, not to the staff. The Subcommittee may in turn ask staff to provide input.

ARTICLE VIII – Records

A written record of all meetings shall be kept. The proceedings of the Subcommittee shall show the passing or failure of actions and the members absent or failing to vote, indicating such fact. The written records shall be public records and shall be available for inspection at the main office of the Museums and Cultural Affairs Department.

ARTICLE IX – Work Groups

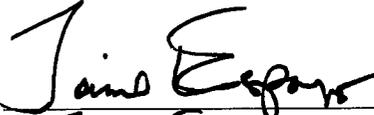
The Subcommittee may establish work groups appointed by the Chair for the purpose of providing in depth study of issues of concern as outlined in the Resolution. Work groups will provide recommendations to the Subcommittee as a whole for final action. A clear purpose and ending outcome for the work groups must be identified.

ARTICLE X – Amendment

The Hispanic Cultural Center Subcommittee may adopt, amend and rescind these rules and regulations by a simple majority.

ADOPTED THIS 15 DAY OF April, 2015, BY THE HISPANIC CULTURAL CENTER SUBCOMMITTEE AT A MEETING OF ITS MEMBERS.

ATTEST:



Jaime Esparron, Chair

CITY CLERK DEPT.
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