



1 **BYLAWS OF THE LATINO AND PUERTO RICAN AFFAIRS COMMISSION**

2  
3 **Article I. The Commission**

4  
5 Section 1-Name of Commission

6  
7 The name of this Commission shall be the Latino and Puerto Rican Affairs Commission,  
8 hereinafter referred to as "the Commission" or "LPRAC".  
9

10 Section 2-Logo of the Commission

11  
12 The Logo of the Commission shall bear the name of the Commission both in English and  
13 Spanish with the state seal in both burgundy and green.  
14

15 Section 3-Office of the Commission

16  
17 The office of the Commission shall be at 18-20 Trinity Street, second Floor, in the City of  
18 Hartford, Connecticut, where all Commission records will be kept, or at such other place as  
19 the Commission may determine. The Commission may hold its meetings at such other place  
20 as it may designate.  
21

22 **Article II. Authorization**

23  
24 Section 1 - Authorization

25  
26 The Commission is authorized by § 2-120, as amended by Public Act 09-07 of the  
27 Connecticut General Statutes.  
28

29 Section 2 - State Agency

30  
31 For purposes of administration, the Commission is an agency of the State of Connecticut  
32 under the Legislative Management Committee of the General Assembly.  
33

34 **Article III. Duties**

35  
36 Section 1 - Statutory Duties

37  
38 The duties of the Commission shall be:  
39



- 40 1. Focus its efforts on the following quality of life desired results for the Latino and Puerto  
41 Rican population of the state:
- 42 a) That all members of the Latino and Puerto Rican population of the state are healthy;
- 43 b) That all members of the Latino and Puerto Rican population are safe;
- 44 c) That all members of the Latino and Puerto Rican population of the state achieve  
45 educational success;
- 46 d) That all members of the Latino and Puerto Rican population of the state are economically  
47 self-sufficient; and
- 48 e) That all members of the Latino and Puerto Rican population of the state are free from  
49 discrimination.
- 50 The commission shall meet regularly to review matters pertaining to the achievement of the  
51 desired results described in subparagraphs a) to e), inclusive, of this subdivision and, not  
52 later than January first, annually, shall submit a status report concerning such desired results  
53 to the joint standing committee of the General Assembly having cognizance of  
54 appropriations. The commission shall develop:
- 55 i) Appropriate population-level indicators of the state's progress in achieving such  
56 desired results, and
- 57 ii) Strategies that are intended to improve progress on such indicators through a process  
58 that is inclusive of all relevant partners, including, but not limited to, state and local  
59 government agencies, the faith community, the business sector, nonprofit  
60 organizations, advocacy groups and philanthropic organizations;
- 61 2) Make recommendations to the General Assembly and the Governor for new or enhanced  
62 policies, programs and services that will foster progress in achieving the desired results  
63 described in subdivision 1) of this subsection;
- 64 3) Review and comment on any proposed state legislation or recommendations that may affect  
65 the Latino and Puerto Rican population of the state and provide copies of any such comments  
66 to members of the General Assembly;
- 67 4) Advise the General Assembly and Governor concerning the coordination and administration  
68 of state programs that affect the Latino and Puerto Rican population of the state;
- 69 5) Gather and maintain current information regarding the Latino and Puerto Rican population  
70 of the state that can be used to better understand the status, condition and contributions of



71 such Latino and Puerto Rican population. Such information shall be included in the annual  
72 report described in subsection (d) of this section and shall be made available to legislators  
73 and other interested parties upon request;

74 6) Maintain a liaison between the Latino and Puerto Rican population of the state and  
75 government agencies, including the General Assembly; and

76 7) Conduct educational and outreach activities intended to raise awareness of critical issues for  
77 the Latino and Puerto Rican population of the state.

78

79 **Article IV. Membership**

80

81 Section 1 - Regular Members

82

83 The Commission shall consist of twenty-one members appointed in accordance with §§  
84 2-120b and 9-167a of the Connecticut General Statutes. The terms of the members shall  
85 be for two-year from February first in the year of their appointment, unless they are  
86 fulfilling the remainder portion of a member who resigned or was removed from the  
87 Commission.

88

89 Section 2 - Responsibilities

90

91 a) Appointed Commission members shall:

92

93 b) Attend all Commission meetings.

94

95 c) Serve as an officer or working member of at least one standing committee.

96

97 d) Participate in hearings called by the Commission.

98

99 e) Represent the Commission as requested by public invitation with prior approval of the  
100 executive committee.

101

102 Section 3 - Resignation

103

104 Any person absent from (A) three consecutive meetings of the commission, or (B) fifty per  
105 cent of such meetings during any calendar year shall be deemed to have resigned from the  
106 commission, effective immediately.

107

108 Section 4 - Vacancy



109  
110 Vacancies in the Commission membership shall be filled by the original appointing authority  
111 for the balance of the unexpired term, as set forth in §2-120b of the Connecticut General  
112 Statutes.

113  
114 Section 5 - Expenses

115  
116 Members shall receive no compensation for services, but shall be reimbursed for necessary  
117 expenses incurred in the performance of their duties.

118  
119 Section 6 – Removal of a Commissioner

120  
121 If a Commissioner is involved in a inappropriate conduct at a committee or any board  
122 meeting (regular, special, or executive), or any other conduct unbecoming a Commissioner,  
123 he/she may be recommended for removal from the Commission by his/her appointing  
124 authority with cause upon resolution adopted by the Commission by a two-thirds vote of the  
125 total Commission membership present. Due process, including written notice and an  
126 opportunity to be heard, shall be observed whenever possible.

127  
128 **Article V. Officers, Nominations and Duties**

129  
130 Section 1 - Officers

131  
132 The officers of the Commission shall be a Chairperson, a Vice-Chairperson, a Secretary, and  
133 a Treasurer.

134  
135 Section 2 - Chairperson

136  
137 The Chairperson shall:

- 138  
139 (a) Preside at meetings.  
140  
141 (b) Prepare the agenda conferring with committee chairpersons, the Executive Director, the  
142 Executive Committee and other members as appropriate.  
143  
144 (c) Appoint committee chairpersons and assign members to committees, as directed by the  
145 Executive Committee.  
146  
147 (d) Call special meetings.  
148



- 149 (e) Serve ex-officio without vote on all committees, except the Nominating Committee, and  
150 shall not serve as a committee chairperson, with the exception of the Executive  
151 Committee.
- 152
- 153 (f) Assure that all approved orders, resolutions and policies of the Commission are followed  
154 and carried into effect.
- 155
- 156 (g) Work with the Executive Director in planning and implementing Commission approved  
157 policy and action.
- 158
- 159 (h) Is the official representative in disseminating approved decisions of the Commission.
- 160
- 161 (i) Authorize press statements on approved Commission policy and action.
- 162
- 163 (j) Maintain an effective working relationship with the Office of Legislative Management,  
164 including defining job responsibilities and goals for the Executive Director.
- 165
- 166 (k) Notify appointed members who are at risk of submitting their mandatory resignation  
167 for non-compliance of article IV Section 3. As of the second absence of the regular  
168 meeting or committee meeting, notice will be sent forthwith with the assistance of the  
169 Commission secretary.
- 170
- 171 (l) Perform any powers and duties approved by the Executive Committee and normally  
172 conferred by parliamentary usage.
- 173

174 Section 3 - Vice Chairperson

175  
176 The Vice-Chairperson shall:

- 177
- 178 (a) Assist the Chairperson in the performance of their duties.
- 179
- 180 (b) In case of absence, resignation, incapacity or death of the Chairperson, the Vice  
181 Chairperson shall perform such duties as are imposed on, and exercise such powers as  
182 are given to, the Chairperson, until such time as the Commission shall select a new  
183 Chairperson.
- 184

185 Section 4 - Secretary

186  
187 The Secretary shall:

188



- 189 (a) Work with the staff secretary to assure accurate preparation of the Commission's official  
190 minutes.  
191
- 192 (b) Be knowledgeable of procedures and oversee the maintenance of committee reports,  
193 correspondence and other Commission records.  
194
- 195 (c) The Secretary shall work with the staff secretary to send notice of the regular and  
196 committee meetings to each member, along with the Chairperson's agenda, minutes of  
197 the preceding meeting and any other applicable information, to be distributed at least ten  
198 days in advance of the meeting date.  
199
- 200 (d) Assist the chairperson with compliance of Article V Sec. 2 (k).  
201
- 202 (e) In the absence of the Chairperson and Vice Chairperson at any meeting, the meeting  
203 shall be called to order by the Secretary, who shall call attention to such absence and act  
204 as the temporary Chairperson.  
205

#### 206 Section 5 - Treasurer

207  
208 The Treasurer shall:

- 209
- 210 a) Provide a monthly update of the Commission's expenditures and financial position based  
211 on the monthly budget report provided by the General Assembly Joint Committee on  
212 Legislative Management.
- 213 b) Aid in preparation of timely documentation, presentation and explanation of the  
214 Commission's annual budget.
- 215 c) Work together with the Executive Director in the preparation of the Commission's  
216 biennial budget to be submitted to the State legislature.  
217

#### 218 Section 6 - Nominations

219

220 At the regular meeting held in October, the Nominating Committee of no less than two  
221 members shall be elected by the Commission. Any member interested in running for an  
222 office may not serve on this committee and shall be disqualified from running for an officer  
223 position during that election cycle. It shall be the duty of this committee to nominate  
224 candidates for the offices to be filled at the annual regular meeting in November. The  
225 Nominating Committee shall report at the regular meeting in October. Additional  
226 nominations from the floor shall be permitted at the November meeting but will be subject to  
227 vetting questionnaire.  
228



229           Section 7 - Term

230  
231           The commission shall elect a chairperson, a vice-chairperson, secretary and treasurer from  
232           among its members who shall each serve in such capacity for a period of two years and their  
233           term of office shall begin on December first. No member shall hold more than one office at  
234           a time, and no member shall be eligible to serve more than two consecutive terms in the  
235           same office.

236  
237           Section 8 - Vacancies

238  
239           Should the office of Chairperson, Vice Chairperson, Secretary, or Treasurer become vacant,  
240           the Commission shall elect a successor from among its members at a regular or special  
241           meeting, and such election shall be for the unexpired term of said officer.

242  
243           Section 9 - Removal of an Officer with Cause

244  
245           If an officer of the Commission is unable to perform the duties of the office for an extended  
246           period of time (defined as more than two consecutive months), is involved in a physical fight  
247           at a committee or any board meeting (regular, special, executive), or any other conduct  
248           unbecoming a Commissioner the officer may be removed with cause upon resolution  
249           adopted by the Commission by a two-thirds vote of the total Commission membership  
250           present (except the officer, who shall not vote) at any regular or special meeting for which  
251           prior written notice of removal was given to all members. Due process, including written  
252           notice and an opportunity to be heard, shall be observed in accordance with Removal of an  
253           Officer with Cause Procedures, which are incorporated by reference.

254  
255           **Article VI. Meetings**

256  
257           Section 1 - Annual Organizational Meetings

258  
259           The regular meeting in November shall be known as the annual meeting and shall be for the  
260           purpose of electing officers every other year per the requirements of Article 5, section 7,  
261           receiving reports of officers and committees, and for any other business that may arise.

262  
263           Section 2 - Regular Meetings

264  
265           Regular meetings of the Commission shall be held on the third Wednesday of each month,  
266           except August for which there shall be no meeting, unless otherwise ordered by the  
267           Commission or the Executive Committee. The schedule of such meetings for each year shall  
268           be filed with the Secretary of State by the Chairperson or the Secretary no later than



269 November 30 of the preceding year. The Secretary shall work with the staff secretary to  
270 send notice of the regular meetings to each member, along with the Chairperson’s agenda,  
271 minutes of the preceding meeting and any other applicable information, to be mailed at least  
272 ten days in advance of the meeting date. At least three Commission meetings shall be held  
273 across the state as determined by vote during the legislative interim.

274  
275 Public participation at the regular meeting will be welcomed with the expectation of 1 week  
276 prior notification to the LPRAC main office or by approval of the Executive Committee or  
277 by vote of the Commission. The time allotted for public participation is fifteen minutes  
278 including questions and answers or may be extended at the discretion of the Commission.

279  
280 Cell phone use shall be prohibited during all meetings. Cell phones should be kept on silent  
281 mode or vibrate at all times, with the exception of commission members attending by  
282 electronic device as stipulated by article VI, section 8 of this bylaws.

283  
284 Section 3 - Special Meetings

285  
286 The Chairperson shall, upon written request of twenty-five percent of the Commission, call a  
287 special meeting of the Commission for the purpose of transacting any business designated in  
288 the call. The notice of special meeting shall state the purpose of the special meeting, and  
289 shall be delivered to the usual place of abode of each member of the Commission at least  
290 forty-eight (48) hours prior to the time of such meeting.

291  
292 Section 4 - Quorum

293  
294 A quorum of the commission must be present at any annual, regular or special meeting in  
295 order for the commission to engage in formal decision-making. A quorum is defined as more  
296 50% of the Commission members. In computing a quorum, vacant seats on the Commission  
297 shall not be counted. If a quorum is not present at any meeting, then those present can  
298 conduct the meeting, however all decisions are “pending” unless ratified by a quorum at a  
299 subsequent meeting, with the exception of commission members attending by electronic  
300 device as stipulated by article VI, section 8 of this bylaws.

301  
302 Section 5 - Voting

303  
304 The Commission acts through recorded votes of members at duly called meetings. Motions  
305 are passed by a simple majority of those physically present and voting unless otherwise  
306 specified in these By-Laws (article VI, section 8).

307  
308 Section 6 - Rules of Order



309  
310 When no other law, Bylaw or rule exists to decide a question of parliamentary procedure, or  
311 when the applicable laws, Bylaws, or rules governing procedure are not clear or sufficiently  
312 specific, the latest edition of Robert's Rules of order shall apply.

313  
314 Section 7 - Order of Business

315  
316 The Order of Business at any regular meeting of the Commission shall be as follows:

- 317  
318 1. Roll Call  
319 2. Public Participation  
320 3. Approval of minutes  
321 4. Report of the Chairperson – *On Community Based Issues*  
322 5. Report of the Executive Director – *On the Programs of the LPRAC*  
323 6. Report of the Committees  
324 7. New and old business  
325 8. Adjournment

326  
327 Section 8 – Attendance

328  
329 Commission members are expected to attend all meetings, the Executive Director and  
330 Secretary are expected to attend all Commission annual, regular, and special meetings,  
331 unless the Commission, by a two-thirds vote of the members present and voting, requests  
332 their absence. Other Commission staff shall attend meetings as requested by the  
333 Commission. Commission members will be considered present when attending by electronic  
334 device, such as a speakerphone if (a) suffering an illness and/or (b) away from the state in  
335 business travel. Otherwise, attendance by electronic device will be limited only three times  
336 in a calendar year and it will count for quorum and voting purposes.

337  
338 Section 9 - Open Meetings

339  
340 All annual, regular and special meetings of the Commission are open to the public, except  
341 when the Commission votes to hold an executive session. All Commission meetings shall be  
342 held in accordance with the requirements of the State of Connecticut's "Freedom of  
343 Information Act," Connecticut General Statutes § 1-7 et seq.

344  
345 Article VII. Executive Committee

346  
347 Section 1 - Membership

348



349 The Commission Officers shall constitute the Executive Committee. The Executive Director  
350 is an ex-officio member without a vote on the Executive Committee.

351  
352 Section 2 - Duties

353  
354 The Executive Committee shall conduct the business of the Commission as necessary  
355 between its regular meetings, set the hour and place of meetings, make recommendations to  
356 the membership, direct the Chairperson in assigning members to committees, and perform  
357 such other duties as are specified by the Commission. The Executive Committee shall be  
358 subject to the orders of the Commission, and none of its acts shall conflict with action taken  
359 by the Commission. The Executive Committee may delegate any of its duties to the  
360 Chairperson.

361  
362 Section 3 - Meetings

363  
364 Unless otherwise ordered by the Executive Committee, regular meetings of the Executive  
365 Committee shall be held on the first Wednesday of the month. Special meetings of the  
366 Executive Committee may be called by the Chairperson, and shall be called within three  
367 days upon the written request of two members of the Executive Committee. The notice of  
368 Executive Committee meeting shall state the purpose of the special meeting, and shall be  
369 communicated in writing via mail, email or text message to each member of the Commission  
370 with reasonable notice hours prior to the time of such meeting.

371  
372 Section 4 - Quorum

373  
374 Two members of the Executive Committee shall constitute a quorum.

375  
376 **Article VIII. Standing Committees**

377  
378 Section 1 - Standing Committees

379  
380 The Standing Committees are as follows:

381  
382 (a) Priorities and Legislation

383  
384 In conjunction with all other Commission committees, this committee shall  
385 investigate proposals in order to identify those which are consistent with the  
386 Commission's mandate and determine their priority for Commission action. Priority  
387 items are then referred to the appropriate committee to develop. The committee also  
388 determines what issues require legislative activity and develops a legislative agenda



389 for the coming year. The committee shall present the Priorities and Legislative  
390 Agendas for approval by the Commission at its regular meeting in December. In  
391 addition, the committee shall conduct an on-going review of state and federal statutes  
392 and case law in order to identify the need for corrective legislation. It shall  
393 recommend to the Commission proposals for legislative action to be submitted to the  
394 appropriate legislative committees. The committee shall receive staff support from  
395 the Commission's Legislative Analyst.

396  
397 (b) Public Information/Talent Bank

398  
399 The committee shall prepare and disseminate information about the Commission to  
400 the media, the public, other state agencies, municipalities and various organizations.  
401 The committee shall prepare appropriate booklets and reports for distribution. The  
402 committee shall identify issues for public hearings, develop materials, invite  
403 speakers, and designate the date, time, and location of public hearings. It is the  
404 committee's responsibility to compile the Commission's annual report for review by  
405 the Executive Committee at its October meeting and approval by the Commission at  
406 its regular meeting in November. Such report to the General Assembly shall include  
407 the following information: (1) Identifies the quality of life desired results described  
408 herewith, (2) displays current trend data for the indicators related to each such  
409 desired result area, (3) identifies barriers to progress on such indicators, (4) identifies  
410 strategies developed pursuant to sections listed herewith (5) describes performance  
411 measures for the commission, including measures of research, education and  
412 outreach, and partnership development.

413  
414 The committee shall assure the final printed annual report is available for distribution  
415 at the Commission's regular meeting in November and available for presentation to  
416 the Appropriations Committee of the General Assembly by January 1 of each year.  
417 The committee shall establish relationships with agencies and organizations  
418 advocating on behalf of Latino and Puerto Rican issues for presentation to the  
419 Commission. The committee shall maintain a Talent Bank containing resumes of  
420 qualified Latinos/as that are eligible for appointment to state boards, councils and  
421 commissions, and annually will forward such resumes to appropriate appointing  
422 authorities for consideration. The committee will work with the Commission on  
423 Human Rights and Opportunities on issues related to affirmative action. The  
424 committee shall receive staff support from the Commission's Special Project  
425 Director.

426  
427 (c) Special Projects Committee

428



429 This committee will be responsible for coordinating, implementing of special events  
430 and projects approved by the Commission. The committee will provide the  
431 Commission with progress reports at its regular monthly meetings. This committee  
432 will maintain an effective working relationship with other committees as necessary to  
433 accomplish its action items. The committee shall receive staff support from the  
434 Commission's Special Project Coordinator.

435  
436 (d) Results Based Accountability Committee  
437

438 This committee shall meet regularly to review matters pertaining to the achievement  
439 of the following quality of life issues: (a) Health, (b) safety, (c) educational success,  
440 (d) economic self-sufficiency, and (e) discrimination. The committee shall receive  
441 staff support from the Commission's Special Projects Coordinator.

442  
443 (e) Other Such Committees  
444

445 Such other committees as the Chairperson and Executive Committee of the  
446 Commission shall from time to time deem necessary to execute the duties of the  
447 Commission.

448  
449 Section 2 - Membership  
450

451 Each committee shall consist of a chairperson and at least two additional members. In  
452 addition, the Chairperson shall serve ex officio without vote on all committees and shall not  
453 serve as chairperson of any committee.

454  
455 Only Commission members may serve as voting members on committees. Committees may  
456 designate advisory commissioners without vote from the general public to assist in the  
457 committee's work. Such designation is made for no more than a one-year period at a time  
458 and expires at the Commission's next annual meeting.

459  
460 Section 3 - Appointment to Committee  
461

462 The Chairperson of the Commission shall announce the membership of committees, each of  
463 which shall be chaired by a Commissioner. Any Commission member may request to join  
464 any committee. Commissioners shall have until the regular commission meeting of January  
465 to select two standing committees for participation. See article V Sec. 2 (C).

466  
467 Section 4 - Quorum  
468



469 Two members of the standing committee shall constitute the quorum.

470

471 **Article IX. Conflicts of Interest**

472

473 Section 1 - Code of Ethics

474

475 Each member of the Commission and staff shall be subject to and obey the State of  
476 Connecticut's Code of Ethics, Connecticut General Statute § 1-84 and any other conflict of  
477 interest restrictions that may apply to Commission members and the staff. In the case of a  
478 conflict between applicable rules, the more stringent rules shall be followed.

479

480 Section 2 - Disqualification

481

482 In the event that a member is disqualified pursuant to the code of ethics of State of  
483 Connecticut from acting with regard to any matter before the Commission, the Secretary  
484 shall enter such fact on the records of the Commission. In the event that the Chairperson is  
485 disqualified, the Vice Chairperson shall preside at the meeting.

486

487 Section 3 - Conduct unbecoming of a Commissioner

488

489 Conduct unbecoming of Commissioners shall be referred to the executive committee for  
490 appropriate review and recommendation.

491

492 **Article X. Amendments**

493

494 (1) These By-Laws may be amended at any special meeting of the Commission called for the  
495 purpose of amending bylaws by a two-thirds vote of those members present and voting,  
496 provided that the amendment has been submitted in writing at the previous regular meeting.

497

498 (2) Rules of Order and Procedures that the Commission shall adopt may be amended at any  
499 regular meeting by two-thirds vote.

500

501 **Article XI. Languages**

502

503 The Commission will conduct its business using the English and Spanish languages.

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