

**OPERATING PRINCIPLES OF THE
CITIZENSHIP MONTH INITIATIVE
OFFICE OF NEW AMERICANS AND IMMIGRANT COMMUNITIES
CITY OF HOUSTON**

ARTICLE I. NAME OF INITIATIVE

The name of the initiative is Citizenship Month

ARTICLE II. PURPOSE OF INITIATIVE

Section 1. Initiative Description

Citizenship Month is an annual volunteer-driven initiative of the City of Houston’s Office of New Americans and Immigrant Communities that serves to bring cultural, civic, and educational awareness to all people who call Houston home. The City of Houston’s Citizenship Month initiative encourages civic engagement and commemorates the spirit of citizenship that helps make Houston the nation’s most diversified community. It provides a month’s worth of opportunities for those who call Houston “home” to take pride in our great city’s vibrant mix of native Houstonians, transplants from other cities and states, immigrants, refugees, foreign students, and international resident workers.

Section 2. Mission Statement

The mission of Citizenship Month focuses on showcasing diversity and promotes engagement between Houstonians and their new neighbors from all over the world who call Houston home.

Section 3. Vision Statement

Houston is a community of neighbors who are united in their diverse cultural, economic, and civic contributions to build a thriving city.

Section 4. Specific Purpose

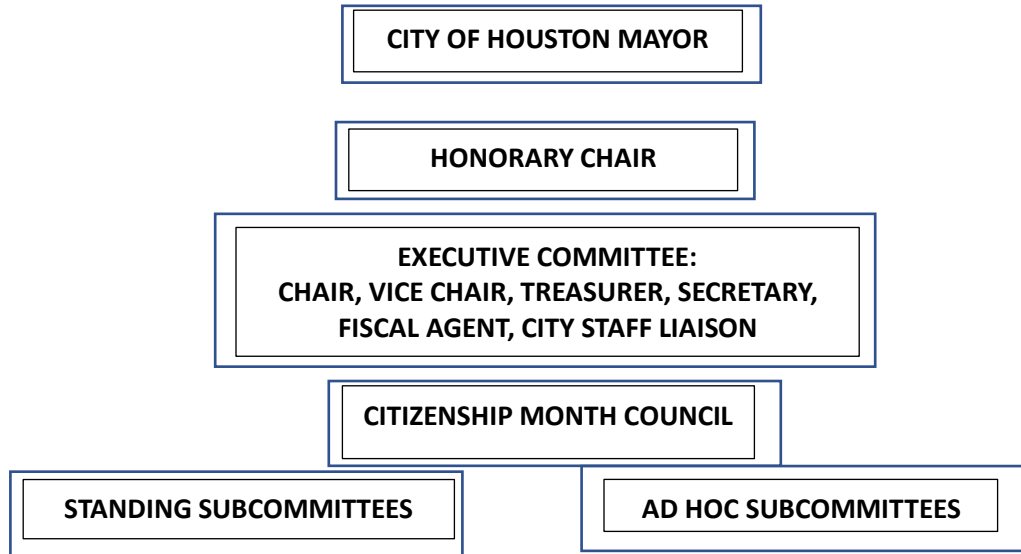
The specific objectives and purpose of this initiative shall be:

- a. to sponsor, host and/or participate in events and activities that promote active civic engagement and build the capacity of Houston to welcome and integrate its diverse citizenry, securing resources as required;
- b. to provide opportunities for Houston's diverse residents to get to know one another for harmony, cooperation, and a sense of stewardship toward one another and the broader Houston community;
- c. to educate Houstonians and policy makers on the many social and economic contributions of Houston's citizens, immigrant and refugee populations.

ARTICLE III. Structure of Initiative

The Citizenship Month Council refers to the overall planning body of the Citizenship Month Initiative. Citizenship Month Council members are leaders in the community who are appointed by the Mayor to serve for two year terms. Citizenship Month Council members help develop the direction of Citizenship Month, offer feedback to the Executive Committee, and serve on subcommittees for implementing events of the initiative. Citizenship Month Council members may represent organizations or City departments that support Citizenship Month by planning events, providing financial contributions, and/or helping to promote events.

Citizenship Month Council Organizational Structure



Section 1. Function of the City of Houston Mayor

The City of Houston Mayor appoints the Honorary Chair and Chair to lead and govern the Citizenship Month initiative for two year terms. The Mayor appoints the Citizenship Month Council members according to recommendations that the Chair, in conjunction with the Executive Committee, may put forward. The Honorary Chair, Chair, and Citizenship Month Council members all serve at the pleasure of the Mayor.

Section 2. Function of the Honorary Chair

The Honorary Co-Chair is appointed by the Mayor to provide leadership on the vision and direction of Citizenship Month. The Honorary Co-Chair represents Citizenship Month at signature events and acts as a spokesperson at community functions.

Section 3. Function of the Citizenship Month Chair

The Mayor appoints a Chair or Co-Chairs to govern the functions of Citizenship Month. The Chair serves a two-year term which may be renewed without limits. The Chair provides leadership to the vision, strategy, and operations of Citizenship Month, presiding over the Citizenship Month Council and the Executive Committee. The Chair appoints members to serve on the Executive Committee, and appoints the subcommittee chairs.

Section 5. Function of the Executive Committee

The Executive Committee is the decision-making body of the Citizenship Month Council. Members of the Executive Committee are appointed by the Chair to direct the implementation of Citizenship Month and manage its operations. The Executive Committee is led by the Chair and consists of the Secretary, Treasurer, subcommittee chairs, and City of Houston staff liaisons. The Chair may appoint other active Citizenship Month Council members to serve on the Executive Committee.

Section 6. Function of the Subcommittees

Standing Subcommittees and Ad Hoc Subcommittees of the Citizenship Month Council are formed by the Executive Committee to implement specific aspects of the Citizenship Month Initiative. The Citizenship Month Chair appoints the chair to each subcommittee. Subcommittee chairs report their progress during Citizenship Month Council meetings and may serve on the Executive Committee.

Section 7. Function of City of Houston Staff Liaisons

The City of Houston staff liaisons provide guidance and support to the Chair and assists the implementation of the Citizenship Month Initiative. Staff liaisons are appointed by the Mayor to serve as ex-officio members of the Executive Committee. They link communications between

the Citizenship Month Council and the City of Houston administration and departments as deemed appropriate. Staff liaisons assist the Chair in recruiting new members for the Citizenship Month Council and ensure that all members understand the mission, vision, values, organizational structure, and leadership roles of Citizenship Month.

ARTICLE IV. Citizenship Month Council

Section 1. Responsibilities

The Citizenship Month Initiative shall be directed by the Citizenship Month Council. The Citizenship Month Council shall be responsible for the management of the affairs and property of the Initiative.

Section 2. Membership Requirements and Qualifications

Citizenship Month Council members are leaders in the community who are appointed by the Mayor to serve 2 year terms. The Chair in conjunction with the Executive Committee may make recommendations to the Mayor for the appointment of new members. Citizenship Month Council members help develop the direction of Citizenship Month each year, offer feedback to the Executive Committee, and serve on subcommittees for implementing events and/or operations of the initiative. Citizenship Month Council members may represent organizations, groups and departments that contribute to Citizenship Month by hosting events, providing financial contributions, or promoting the values and growth of the initiative. There is no limit to the number of community volunteers who may serve on the Citizenship Month Council. The Citizenship Month Council will reflect the diversity of the City of Houston.

Each member of the Citizenship Month Council is expected to attend at least three-quarters of all meetings per year, unless the reason for the absence is due to illness or travel. Members who cannot attend a meeting due to illness or travel are advised to send advanced notice of their absence to the Secretary. Members who do not attend regularly may be replaced by the Mayor upon recommendation of the Chair and the leadership of the organizations that the members represent.

Section 3. Leadership

The operations of the Citizenship Month Initiative are overseen by the following officers: the Chair, the Secretary, and the Treasurer. The officers serve on the Executive Committee made up of the subcommittee chairs, City of Houston staff liaisons, and other active Citizenship Month Council members as appointed by the Chair. The Executive Committee functions as the decision-making body of the Citizenship Month Council.

Section 4. Annual Meetings

An annual meeting of the Citizenship Month Council will be held at a time and day of each calendar year and at a location designated by the Chair. The purpose of the Annual Meeting is to provide a report on the outcomes and spending of the previous year, in addition to setting the course for the coming year. The Annual Meeting also ensures that new Citizenship Month Council members understand the mission, vision, values, organizational structure, and leadership roles of Citizenship Month. Notice of these meetings will be sent to all members no less than seven (7) days prior to the meeting date.

Section 5. Regular Meetings

Meetings of the Citizenship Month Council will be held regularly, at a time, day, and location set by the Chair, no less than four times a year. Notice of each regular meeting will be given to each member not less than seven (7) days prior to the meeting.

Section 6. Special Meetings

Special meetings of the Citizenship Month Council may be called by or at the request of the Chair. Notice of any special meeting will be given at least two (2) business days in advance of the meeting.

Section 7. Vacancies

Any members of the Citizenship Month Council who miss more than a quarter of meetings or vacate their positions may be replaced by the Mayor upon recommendation of the Chair and the leadership of the organizations that the members represent.

Section 8. Consensus

All issues will be decided by consensus of those present at the meeting or electronically through call, survey, or email with at least three (3) days' notice to respond.

Section 9. Compensation

Members of the Citizenship Month Council will not receive any compensation for their services.

ARTICLE V. Executive Committee

Section 1. General Powers

The Executive Committee is responsible for the implementation of the Citizenship Month initiative, in accordance to the direction of the larger Citizenship Month Council.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Executive Committee members consists of no less than three (3) nor more than fifteen (15) including the following officers: the Chair, Secretary, and Treasurer, in addition to subcommittee chairs, City of Houston staff liaison, and active Citizenship Month Council members who are appointed by the Chair.

Upon appointment by the Chair, Executive Committee members immediately enter upon the performance of their duties and continue in office until their successors are appointed and qualified by the Chair. Newly appointed members of the Executive Committee serve two year terms. At the end of the two years, members may be re-appointed to their positions by the Chair. There are no term limits to serving on the Executive Committee.

Each member of the Executive Committee is required to attend at least three-quarters of the Executive Committee meetings per year, unless the reason for the absence is due to illness or travel. Members who cannot attend a meeting due to illness or travel are advised to send advanced notice of their absence to the Secretary. Members who do not meet the requirement for attendance and participation may lose their membership on the Executive Committee.

Section 3. Annual Meetings

An annual meeting of the Executive Committee will be held at a time and day of each calendar year and at a location designated by the Chair. During this meeting, the Executive Committee members may provide by resolution the time and place, for the holding of regular meetings of the Executive Committee for that year. The annual meeting will serve as a planning meeting to set the course for the coming year. Notice of these meetings will be sent to all members of the Executive Committee no less than seven (7) days, prior to the meeting date.

Section 4. Regular Meetings

The meetings of the Executive Committee will be held regularly, at a time and day and location designated by the Chair.

Section 5. Special Meetings

Special meetings of the Executive Committee may be called by or at the request of the Chair, or any two members of the Executive Committee. Notice of any special meeting of the Executive Committee is given at least two (2) business days in advance of the meeting.

Section 6. Vacancies

Any member of the Executive Committee who is unable to fulfill any of his or her requirements by the annual meeting of the second year of his or her appointment may be removed from the Executive Committee. Whenever any vacancy occurs in the Executive Committee, it is filled

without undue delay by the Chair. Vacancies may be created and filled according to specific methods approved by the Executive Committee.

Section 7. Compensation

Members of the Executive Committee will not receive any compensation for their services and are required to disclose any potential conflict of interests.

ARTICLE VI. OFFICERS

The officers of the Executive Committee are the Chair, Secretary and Treasurer. All officers must have the status of active members of the Citizenship Month Council.

Section 1. Appointment of Officers

The Chair is appointed by the Mayor. The Secretary and Treasurer are appointed by the Chair in consultation with the Honorary Chair and the City of Houston staff liaisons. The officers appointed will serve a term of one (1) year, commencing at the first meeting following the annual meeting.

Section 2. Chair

The Chair presides over the Citizenship Month initiative. The Chair enacts the following duties:

- a. Presides over meetings with the Citizenship Month Council and the Executive Committee
- b. The Chair works in tandem with the Secretary to set meeting agendas and set action items for meetings
- c. Ensures that each meeting is conducted in an orderly, efficient manner and in accordance with the Citizenship Month Operating Principles
- d. Reviews the strategic plan of Citizenship Month at the beginning of each year with the Executive Committee to ensure that decisions and coordinated efforts remain relevant to the mission and vision
- e. Articulates the values and focus for each year's Citizenship Month initiative to the Citizenship Month Council at the Annual Meeting
- f. Identifies, recruits, and appoints new members for the Executive Committee
- g. Develops strategic partnerships with organizations and individuals in the community to grow the capacity of Citizenship Month
- h. Acts as the direct liaison between the City of Houston and Citizenship Month Council to represent the interests and direction of the Citizenship Month Council
- i. In the absence of the Honorary Chair, represents Citizenship Month at signature events and acts as a spokesperson at community functions

Section 3. Secretary

The Secretary attends all meetings of the Citizenship Month Council and Executive Committee, and acts as the clerk thereof. The Secretary enacts the following duties:

- a. Maintains records of all minutes and decisions made during meetings
- b. Circulates to all members (a) materials to be discussed at the upcoming meeting, (b) a copy of the agenda determined by the Chair, and (c) minutes of the previous meeting
- c. Sends notice of all meetings to the members of the Citizenship Month Council and Executive Committee
- d. Ensures that the meeting space is arranged for the time, day, and location set by the Chair for meetings of the Citizenship Month Council and Executive Committee
- e. Records and relays the best next steps and assignments decided by the committee at the end of each meeting
- f. Records the names of those present at each meeting and manages communications with members who provide advanced notice of their inability to attend meetings
- g. Presides over meetings in the absence of the Chair
- h. The Chair appoints an Acting Secretary in the absence of the Secretary

Section 4. Treasurer

The Treasurer provides financial oversight for Citizenship Month. The Treasurer enacts the following duties:

- a. Oversees and presents budgets, accounts, and financial statements to the Executive Committee
- b. Develops and presents a financial plan and budget for each year of Citizenship Month to the Executive Committee for approval
- c. Liaises with City of Houston staff, the Chair, and Citizenship Month's fiscal agent about financial matters
- d. Reports funding, fundraising, and sales for the previous year's Citizenship Month events at annual meetings
- e. Coordinates with the Fundraising subcommittee chair to develop a plan for engaging donors at every quarter

ARTICLE VII. SUBCOMMITTEES OF THE CITIZENSHIP MONTH COUNCIL

Section 1. Subcommittee Formation

The Chair may create subcommittees as needed, such as fundraising, public relations, event planning, data collection, etc. The Chair appoints all subcommittee chairs.

Section 2. Subcommittee Chairs

Appointed by the Citizenship Month Chair, the subcommittee chairs ensure that the subcommittees function efficiently. Subcommittee chairs coordinate meetings outside of regular Citizenship Month Council meetings to facilitate decision-making, set action items, and delegate tasks within the group. The subcommittee chairs represent the subcommittee during Citizenship Month Council meetings to report any decisions or progress. The subcommittee chairs may serve on the Executive Committee.

Section 3. Citizenship Month Programs Subcommittee

The Citizenship Month Programs Subcommittee determines the activities and signature events that will be coordinated by the Citizenship Month Council each year. The Programs committee may choose to set a theme for the year. The Programs committee is responsible for ensuring that activities and signature events for each year are in alignment with the mission and values of Citizenship Month. The Programs committee sets the budget for each year's activities and signature events with advisement from the City's liaison.

Section 4. Community Partnership Subcommittee

The Community Partnership Subcommittee guides Citizenship Month programs to ensure their relevance to the community's needs. The Community Partnership committee engages with existing and potential partners of Citizenship Month to encourage their involvement each year. The Community Partnership committee is responsible for recruiting new members for the Citizenship Month Council so that the Council represents the diversity of the Houston community.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Operating Principles

The Citizenship Month Council may modify these Operating Principles by majority vote at any regular or special meeting by 51% of those attending the meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each member within the time and the manner provided for the giving of notice of regular or special meetings.

AFFIRMATION OF OPERATING PRINCIPLES

We, the undersigned, are all of the members of the Citizenship Month Council, and we consent to, and hereby do, affirm the Operating Principles described above, as the Operating Principles of the Citizenship Month Initiative.

AFFIRMED by the Citizenship Month Council on this ____ day of _____, 20__.

FirstName LastName, Chair – Citizenship Month

ATTEST: FirstName LastName, Secretary – Citizenship Month