

**BYLAWS OF THE
ASIAN AFFAIRS COMMISSION
OF THE CITY OF TULSA**

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ARTICLE I
DECLARATION

- I. Name
 - A. The name of this organization shall be the Asian Affairs Commission.
- II. Purpose
 - A. The purpose of the Asian Affairs Commission is to act in an advisory capacity to the Mayor, City Council, and City Officials on matters relating to the Asian American communities in Tulsa.
 - B. The Commission shall have the power to promulgate and create rules governing the conduct of its organization.
- III. Advisory Role
 - A. The Commission shall provide recommendations and advice to city officials on areas affecting the Asian American communities, including but not limited to:
 - 1. Advocating for the employment needs of and professional opportunities for Tulsa's Asian American communities
 - 2. Preservation of the culture and traditions of Asian American communities through culturally relevant programs, events, recognitions, and services
 - 3. Building bridges between City, State, and Federal government leadership and Asian American Communities
 - 4. Monitoring the status of education, partnering with educational institutions, and recommendations concerning best educational practices
 - 5. Collaboration between public and private entities to stimulate research to benefit Asian American communities
- IV. Compliance
 - A. The Commission and its bylaws shall comply with T.R.O. Title 5 VOO, Oklahoma Open Meeting Act, Title 25 Oklahoma Statutes, and any applicable laws and ordinances.
- V. City of Tulsa
 - A. The City of Tulsa shall provide resources to the Commission to facilitate the execution of the Commission's duties and responsibilities.
 - B. The City of Tulsa shall designate a staff member to provide support to the Commission, including but not limited to:

1. Be present at all meetings
2. Keep a complete record of all Commission proceedings
3. Perform other duties as may be required by law or ordinance

ARTICLE II

MEMBERSHIP

I. Composition

- A. The Asian Affairs Commission shall consist of no more than fifteen (15) nor fewer than eight (8) members.
- B. Members shall derive from these areas:
 1. One (1) member shall be a member of the largest Asian American community in the City of Tulsa at the time of appointment
 2. One (1) member shall be a member of the second largest Asian American community in the City of Tulsa at the time of appointment
 3. One (1) member shall be a member of the third Asian American community in the City of Tulsa at the time of appointment
 4. One (1) member shall have extensive experience in K-12 or higher educational institutions
 5. One (1) member shall be a Tulsa area community leader
 6. One (1) member shall own a majority interest in a business enterprise or hold a position as a Tulsa area business leader
 7. One (1) member shall have extensive experience in the field of public policy or immigration law
 8. One (1) member shall be a public health advocate
 9. Seven (7) members shall be members at large appointed at the Mayor's sole discretion

II. Qualifications

- A. Members shall be of Asian American ancestry.
- B. Members shall maintain their principal residence within the city limits of the City of Tulsa.
- C. Members shall serve without compensation.

III. Terms

- A. Appointees shall serve until the expiration of their terms or until their successors have been confirmed.
- B. The three (3) members representing the three largest Asian American communities shall serve two-year terms.
- C. The five (5) members having other special qualifications shall serve four-year terms.
- D. The seven (7) at large members shall serve three-year terms.
- E. Members may be eligible for reappointment for additional terms.

IV. Appointment Process

- A. Members shall be appointed by the Mayor, subject to the approval of the City Council members.

V. Removal

- A. The Commission shall have the right to recommend to the Mayor for the removal of any member with a majority vote, held by the Chair.
 - 1. If the Chair is the accused, then the vote is held by the Vice Chair.
 - 2. The candidate for removal cannot take part in the voting process.
- B. Grounds for recommendations of removal include, but are not limited to:
 - 1. Not attending three (3) consecutive or 50% of regular meetings in a year
 - 2. Activities (or lack thereof) that are harmful to the Commission and/or inhibits the Commission's functioning
 - 3. Engagement in unlawful activities
- C. Any member may make a recommendation for removal to the Commission at least 10 days before a regularly scheduled meeting.
- D. Upon passage of a recommendation for removal, the Chair or Vice Chair shall work with the designated staff member of the City of Tulsa to notify the Mayor.

VI. Resignation

- A. If a Commission member wishes to resign, they must notify the Chair and designated staff member of the City of Tulsa in writing (email or letter) as soon as possible.

VII. Vacancies

- A. In the event a member is unable to serve, the member's position immediately becomes vacant and the Mayor shall appoint, with the confirmation of the City Council, an individual to fill the unexpired term.
- B. The Commission may make recommendations for successors to fill any vacant positions on the Commission.

ARTICLE III

OFFICERS AND DUTIES

- I. Composition
 - A. The officers of the commission shall be the Chair and Vice Chair.
 - B. Only members of the Commission shall serve as officers. Non Members may serve as non-voting members when needed.
- II. Election Process
 - A. The Asian Affairs Commission shall hold elections for officers.
 - B. The Vice Chair will lead the election process, who shall present a slate of nominees at the regular meeting in May.
 - C. Election of officers shall be held at the regular June meeting and shall be conducted by a vote of the commission members present.
 - 1. A simple majority vote shall determine the election outcome.
 - 2. In the event of a tie vote, a runoff election shall be held between the tied candidates or until one candidate concedes.
 - D. The new officers will take office at the conclusion of the regular June meeting.
- III. Terms
 - A. The term of office of the Chair and Vice Chair shall be for two (2) years.
 - 1. The tenure of the Chair shall not exceed two (2) consecutive terms.
 - 2. The tenure of the Vice Chair shall not exceed two (2) consecutive terms.
 - B. The term of office of Committee Chairs shall be for one (1) year.
- IV. Chair
 - A. The commission shall elect a member to serve as Chair.
 - B. The Chair shall perform their duties, such as:
 - 1. Preside at all meetings of the Commission

2. Create meeting agendas in collaboration with designated City of Tulsa staff in a timely manner
3. Act, deliver, sign, and execute all documents required or authorized to be signed or delivered on behalf of the Commission
4. Work with the Vice Chair to oversee programs and activities
5. Act as a liaison between the Commission and the Mayor's office and City Council
6. Appoint members to serve as Committee Chairs
7. Have the power to call special meetings

V. Vice Chair

- A. The commission shall elect a member to serve as Vice Chair.
- B. The Vice Chair shall perform their duties, such as:
 1. Serve as acting Chair and assume their responsibilities in the Chair's absence or inability to perform their duties
 2. Work with the Chair to oversee programs and activities
 3. Lead the process for electing new officers
 4. Assist the Chair in maintaining communication and collaboration between the commission and stakeholders, including city officials
 5. Facilitate meetings when necessary, including coordinating logistics and ensuring meeting objectives are met
 6. Work with the Chair and other commission members to ensure a smooth transition of leadership and during periods of change

VI. Committee Chairs

- A. The Chair shall appoint a member to serve on each standing and ad hoc committee as Committee Chair.
 1. The candidate for Committee Chair shall be a member of their respective committee.
- B. Committee Chairs shall be appointed as needed.
 1. The appointments shall be approved by a simple majority vote of the Commission.
- C. The new officers will take office at the conclusion of the respective meeting.
- D. The Committee Chair shall perform their duties, such as:

1. Preside at all meetings of the committee
2. Create meeting agendas in a timely manner
3. Provide progress reports, which may be in the form of meeting minutes, at regular Commission meetings for approval and necessary action
4. Coordinate committee efforts with the Chair and Vice Chair

VII. Other Officers

- A. The commission may elect relevant officers to help lead the commission and oversee its activities as it sees fit.
- B. Any member may make a proposal to create an officer position not defined above to the Commission, with the title and description of the office.

VIII. Annual Report

- A. The Commission shall submit an annual report by December 1st of each year, as well as interim reports as the Mayor or City Council shall request.
- B. The Commission shall cooperate fully with the elected officials of the City of Tulsa.

ARTICLE IV
MEETINGS OF THE COMMISSION

I. Meetings

- A. All meetings shall be open to the public.
- B. All meetings of the Commission shall be conducted in accordance with Robert's Rules of Order, except as modified by these bylaws and the rules, regulations and procedures adopted by the Commission.

II. Agendas

- A. The Chair shall be responsible for creating agendas in collaboration with designated City of Tulsa staff for all meetings.
- B. The agenda shall be posted prior to each monthly meeting of the Commission in accordance with the Oklahoma Open Meetings Act.

III. Regular Meetings

- A. The Commission shall schedule one (1) regular meeting each month and shall conduct at least ten (10) regular meetings a year at which quorum must be met for the transaction of business.

- B. At the final regular meeting of each calendar year, the members may designate the day and time of the regular monthly meetings for the following year.
- C. Regular meetings of the Commission shall be held in a designated room in City Hall.

IV. Special Meetings

- A. Special meetings of the Commission may be called by the Chair at any time, giving suitable notice of the time and place of such meeting to all members.
- B. Special meetings may also be called upon by a quorum of the members.

V. Notice Requirements

A. Regular Meetings

1. The designated staff member of the City of Tulsa shall work with the Chair to prepare a notice of the meeting and an agenda of all matters to come before the meeting.
2. The staff member shall notify the commission members no later than seven (7) days preceding the next regular meeting.
3. Any member of the commission may place items on the agenda no later than noon (12:00pm) ten (10) days preceding the next regular meeting.

VI. Quorum

- A. A quorum shall consist of a majority (50% + 1) of currently appointed Commission members.
- B. Vacancies in the Commission shall not impair the achieving of quorum.

VII. Decisions

- A. All decisions of the Commission shall only be made at meetings or hearings, in which a quorum is in attendance and by a majority vote of the quorum.
- B. Decisions shall be made by a majority vote of members present at meetings.

ARTICLE V COMMITTEES

I. Establishment

- A. The Asian Affairs Commission shall establish standing and ad hoc committees as necessary to carry out its missions and objectives.

II. Committee Structure

- A. Committee Chairs shall be appointed by the Commission Chair.
- B. Commission members may join any committee.
- C. Non Members with relevant expertise or interest in the committee's focus area may also join any committee as a non-voting member.

III. Standing Committees

- A. Cultural Hubs & Community Advocacy
 - 1. Create effective outreach efforts to Tulsa's Asian communities and bridging the gap between the community and the range of available services in Tulsa.
- B. Workforce & Education
 - 1. Monitor the status of educational and workforce needs by developing initiatives, materials, and pathways to enhance employment opportunities and professional development for Asian communities.
- C. Data & Research
 - 1. Conduct targeted studies, surveys, and inquiries to provide disaggregated data to inform programs, policies, and advocacy for the advancement of Tulsa's Asian populations
- D. Cultural Event
 - 1. Organize and oversee the planning and execution of an annual cultural event to promote Asian heritage, foster cultural exchange and enhance community visibility.
 - 2. Serve as a platform for showcasing Asian traditions, art, music and cuisine, creating a shared space for Tulsa's diverse communities to celebrate and learn about Asian cultures.

IV. Ad Hoc Committees

- A. The Commission may establish ad hoc committees to address specific tasks or projects on a temporary basis.
- B. Ad hoc committees shall be dissolved upon completion of their assigned tasks.

V. Committee Meetings

- A. Committees shall schedule and hold regular meetings as necessary to fulfill their duties and responsibilities.

- B. Committee meetings shall be open to commission members and the public, in accordance with applicable laws and regulations.
- C. Decisions made by committees shall be reported by the Committee Chair to the commission for consideration and action, as appropriate.
- D. Committees shall submit committee reports to the Chair, Vice chair and designated city of Tulsa staff to be included in the meeting materials.

ARTICLE VI

AMENDMENTS

- I. Amendment Proposal
 - A. A draft of proposed amendments shall be furnished by any member to the Commission members and designated staff member of the City of Tulsa no less than five (5) days prior to the meeting at which said amendments are to be considered.
- II. Vote
 - A. The Commission may amend these bylaws at any time when it is not in conflict or in contravention of any applicable laws with a two-thirds ($\frac{2}{3}$) majority vote.
- III. Review
 - A. Amendments to these bylaws shall be subject to review and approval by appropriate city officials and City Legal.

The above and foregoing bylaws are hereby adopted as bylaws of the Asian Affairs Commission of the City of Tulsa, Oklahoma on this 1st day of April 2025.

Commission Chair:

Sarah Gilpin

05/23/2025

Name

Date

Sarah Gilpin
Sarah Gilpin (May 23, 2025 09:44 CDT)

Signature

Department of Resilience and Equity:

Dion'trae Hayes

05/22/2025

Name

Date

Dion'trae Hayes
Dion'trae Hayes (May 22, 2025 13:13 CDT)

Signature










Bylaws of the Asian Affairs Commission 4.1.25

Final Audit Report

2025-05-23

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