



**Agenda**  
**January 6, 2023**  
**9:00 am PT/noon ET**

**Board of Directors**

**Samantha Tavares**  
*President*

**Bob Harrison**  
*President-Elect*

**Raymond Gonzales**  
*Immediate Past  
President*

**Marcus Steele**  
*Vice President  
for Membership*

**Ramiro Inguanzo**  
*Vice President for  
Professional Development*

**Gricelda Estrada**  
*Vice President for  
Career Advancement*

**At-Large Directors:**

**Carlos Baia**  
*Past ICMA Board  
Member*

**Noel Bernal**

**Mariana Bojorquez**

**Raoul Lavin**

**Alejandra Lopez**

**Ramón Pérez-Goizueta**

**Matt Rivera**

**Ramiro Salazar**

**Hazel Wetherford**

**Board Liaisons**

**Victor Cardenas**  
*ICMA Liaison*

**Gabe Rodriguez**  
*NACA Liaison*

**Orlando Cruz**  
*MissionSquare*

*Retirement Liaison*

**A. Call to Order/Roll Call/Welcome**

**B. APPROVAL: Consent Agenda – Receive and Approve**

1. Board Annual Retreat Report of November 5, 2022\*
2. Board Meeting Attendance Report for 2022/2021\*
3. Financial Reports January 2023\*
4. Board virtual approval of the December 2, 2022, board meeting agenda items including:
  - a) Affiliate Agreement with the Florida LGHN Chapter
  - b) Discuss and Approve LGHN Two Year Budget CY 2023 and 2024 Fee Increases
    - i. *Individual Membership* Fee Increase from \$100 to \$175 per year
    - ii. *Job Posting* Fee Increase from \$100 to \$250 per posting for 30 days
  - c) Review and Approve the LGHN Two Year Budget CY 2023 and 2024

**C. DISCUSSION/APPROVAL:**

1. Discuss and Approve the Affiliate Agreement with the Juntos Colorado Chapter\*
2. Discuss and Approve the Affiliate Agreement with the Central Texas Chapter\*
3. Discuss and Approve LGHN Bylaws and Board Commitments\*

**D. DISCUSSION:**

1. Board Members Presentation of New Corporate Contacts for Sustaining Sponsorship and Membership Campaign Outreach
2. Chapter Termination Letter and LGHN Acknowledgement December 2022

**E. Informational Items**

1. N/A

**F. Future Board Meeting Agenda Items**

1. Affiliate Agreement with the Illinois LGHN Chapter
2. Baker Tilly (Formerly Management Partners) Contract Amendment – February 2023
3. Review LGHN Committee Workplans – February 2023

**G. Adjournment & Future Meeting Dates**

1. Friday, January 6, 2023 – LGHN Board Meeting
2. Friday, February 3, 2023 – LGHN Board Meeting
3. Friday, March 3, 2023 – LGHN Board Meeting
4. Friday, April 7, 2023 – LGHN Board Meeting
5. *April 26-30, 2023 – NFBPA Annual Forum, Minneapolis, MN (Samantha Tavares presenting)*
6. May 5, 2023 – LGHN Board Meeting

7. *May 21-24, 2023 – GFOA Annual Conference, Portland, OR (LGHN Representatives TBD)*
8. June 2, 2023 – LGHN Board Meeting
9. July 7, 2023 – LGHN Board Meeting
10. August 4, 2023 – LGHN Board Meeting
11. September 8, 2023 - LGHN Board Meeting
12. *October 1, 2023 – LGHN Awards Dinner at the ICMA Conference, Austin, TX*
13. *October 1-4, 2023 – ICMA Annual Conference, Austin, TX*
14. October 6, 2023 - LGHN Board Meeting
15. *November 1, 2023 – LGHN Board of Directors’ Annual Retreat*
16. *November 2-3, 2023 – LGHN Biennial Conference, Orlando, FL*
17. December 1, 2023 - LGHN Board Meeting
18. January 5, 2024 - LGHN Board Meeting
19. February 2, 2024 - LGHN Board Meeting



**Local Government Hispanic Network  
Board Retreat  
Held November 5, 2022**

**November 2022**

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## Retreat Report

The Local Government Hispanic Network (LGHN) held a Board retreat on Saturday, November 5, 2022 from 8:00 a.m. to 2:00 p.m. at the Government Finance Officers Association (GFOA) Headquarters in Chicago. The retreat provided an opportunity for Board members to participate in Diversity, Equity, and Inclusion (DEI) training; review and approve the DEI Implementation action Plan, the 2023 MissionSquare sponsorship agreement, and to review and discuss the LGHN bylaws; and to strengthen relationships and teamwork. This report contains a summary of the results of the retreat.

Andrea Alicoate from the City of Mesa, AZ facilitated the Diversity, Equity, and Inclusion (DEI) training portion of the retreat before turning the meeting over to LGHN president, Samantha Tavares.

### ***Retreat Overview***

#### **Agenda**

- Gather and light breakfast
- Review agenda and ground rules
- DEI training and workshop
- Stretch break
- Approval of DEI Implementation Action Plan
- Approval of MissionSquare sponsorship agreement
- Review and approve LGHN bylaws
- Approve LGHN representative to ICMA Nominating Committee
- Working lunch
- Review 2022 Board workplans and 2023 priorities
- Stretch break
- Discuss the future of the Baker Tilly and LGHN relationship and contract
- Adjourn

#### **Participants**

##### ***Staff***

- Christine Butterfield

##### ***Present Board Members***

- Samantha Tavares

- Gricelda Estrada
- Carlos Baia
- Noel Bernal
- Mariana Bojorquez
- Raoul Lavin
- Marcus Steele
- Alejandra Lopez
- Matt Rivera
- Gabe Rodriguez

***Board Members who Participated Virtually***

- Bob Harrison
- Ramiro Inguanzo

***Absent Board Members***

- Ramiro Salazar
- Orlando Cruz (attending the MissionSquare board retreat in Washington, DC)
- Hazel Wetherford
- Raymond Gonzales
- Ramón Pérez-Goizueta
- Victor Cardenas

***Diversity, Equity, and Inclusion Training and Workshop***

The workshop began with DEI training presented by Andrea Alicoate, from the City of Mesa, AZ. She is the Diversity and Special Projects Manager/Chief Diversity Officer in the City Manager’s Office. Andrea has been a member of LGHN since 2017.

Andrea reviewed the purpose and maintained a “parking lot” list of topics to be addressed at another time. Andrea explained that items that were brought up but would not receive immediate attention during the training would be added to the parking lot. The following items were added to the parking lot during the DEI training:

- Disparities of women within Hispanic/Latino used for self-promotion – ICMA
  - Demographics from ICMA/ELGL information offer ‘healthy pressure’ to enhance diversity of profession
- What is the right balance?
- LGHN training certifications and/or core competencies
  - Track monthly
- Who we are is not just diversity dashboard
  - Articulate qualifiers
    - Diversity of thought

## DEI Agenda and Ground Rules

Andrea began by reviewing the agenda and ground rules for the training. The ground rules she suggested are listed below.

- Let go of assumptions
- Be open to new ideas and ways of thinking differently than your own
- Take space, make space
- Avoid interrupting others
- Focus on the idea, not the person
- Show respect - we all have different POV's and backgrounds
- Confidentiality - be aware of people's vulnerability
- Be present - limit screen time and other distractions
- There is always something to gain; commit to keep learning as we go

Andrea asked the participants, *what does DEI mean to you?* A summary of the responses offered are provided below.

- Life experiences and our stories are important
- The whole me
- Balance individual vs. whole
  - Application of sentiment – sum of parts
- Culture of mission
- Collective with individual contributions
  - Relates to core value
- Organization is more innovative with all members' experiences
- Representations of differences
- Preserving a sense of belonging
- Everyone brings value and we are more aware of diversity
- No primary narrative

Following this discussion, Andrea provided definitions for each term. The definitions are provided in Table 1 below.

Table 1. DEI Definitions

DEI Term	Definition
<b>Diversity</b>	We recognize and honor individual differing interests, values, experiences, knowledge, and strengths and see them as a critical asset to our vocation and the delivery of meaningful results to our members and the communities we serve. Differences in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our members unique.
<b>Equity</b>	As public servants, we define equity as the quality of being just; leveling the playing field; creating shared opportunities, advantage, consideration or latitude to all parties.
<b>Inclusion</b>	Our association defines inclusion as the purposeful intent to embrace all people, including those who may be excluded or marginalized by race, gender identity, sexual orientation,

ability, national origin, political affiliation, and other characteristics that make our members unique.
--

Following the review of these terms, Andrea posed several questions to the group. A summary of the discussions that followed are provided below.

**How should LGHN lead by example? What can LGHN's board do to provide guidance to ICMA?**

- First to partake, set the stage and set the tone
- Some organizations are facing challenges within the agencies and need to balance the work with the limitations
- How to offer assistance across the national political landscape
- Get away from being reactionary and provide resources
- Serve as a clearing house of information
  - Map the best practices
    - Education
    - DEI tips
- Lead by example
- Collaborate with ICMA/INAPA/NFBPA
- Clarity on what the board can provide
  - Tool kits, DEI; how to work with Spanish-speaking community members
- Do not oversimplify
  - Acknowledge history
  - Missteps of culture and identify how to bring inclusion with Hispanic/Latino culture
- Storytelling critical along with data
  - Testimonies, personal experiences
- Organization exists to serve the DEI interests due to gaps in ICMA
  - DEI offered in all professional development/conference tracts and folded into all sessions

**What can LGHN's board do to provide guidance to its members?**

- You do not belong to one group / not mutually exclusive
- Embrace the hyphen (and our intersectionality)
- Cross-pollinate to engage new members
  - Better connect folks
  - Learn from others
  - Break into deeper levels of diversity within Madrinas y Padrinos program
- Explore new ways to apply member services to support supervisors/field

### ***Unconscious Bias***

Andrea reviewed unconscious bias with the group. She defined unconscious biases as thoughts or feelings that you are not aware of that influence your judgments. Andrea explained that your story creates your biases; this is shown in figure 1 below.

Figure 1. *Unconscious Biases*



### ***Trusted 10***

Andrea led the group in an exercise called Trusted 10. She asked each participant to identify all of the categories that represent each person's demographics. After completing the worksheet individually, Andrea created small groups to share their lists. The Trusted 10 worksheet the participants filled out is provided in the attachment to this report.

### **How can LGHN have a clear message?**

- What do our members think? How do we communicate that?
  - Layers of LGHN
  - Avoid assumption that our members know the value proposition
  - Grow awareness of political aisles – make long lasting
  - Inclusive in words
    - short videos/accounts
    - diversity within LGHN
  - Not everyone wants to be an executive
    - recognize that and give training/resources
  - Focus on everything, not just DEI
    - highlight stories/kits of membership/representation matter
  - Educate nonmembers that DEI is not all we care about
  - Be intentional
    - Do not need to lead in traditional ways
    - Lean into uncomfortable conversations
  - Harness affiliations – co-event with NFBPA

### **What is our biggest impact?**

- Going beyond what others are doing
  - Capturing in real time energy of membership growth
    - First training 'our story'
- Harness chapter energy – share in virtual programs

- How to use it – marketing
- What are we impacting? How do we measure it?
  - Determine strategies
    - Leadership, grow membership, more funds
- Consider dual membership to grow collaborations
- Consider including chapter member on board
- World is our oyster – do not limit our thinking
  - Demographic is younger from ICMA

#### **Board Commitments and Takeaways**

- Grow local chapter in Colorado – Gabe
- Florida chapter growth – Raoul and Ramiro (also how do you handle DEI, given political pushback?)
- Fundraising– Alex/Matt
  - Refresh the value membership statement
- Put focus on DEI in organizations
- Leverage role on other boards – Noel
  - Another platform
- Taking over membership – light the fire / keeping fire burning
- Monitor program to DEI and values - All
- WA chapter by mid-year - Bob
- Involved in IL chapter - Marianna
- Not lose sight of conversation – bring it back to meeting - Samantha
  - Grow marketing presence

### ***Regular Board Retreat***

Following a brief stretch break, the Board reconvened to begin the regular Board retreat portion of the day's discussions. This segment kicked off with motions to approve the DEI Implementation Action Plan, MissionSquare sponsorship proposal, and a discussion of the proposed updates to the LGHN bylaws. A summary of these actions is provided below.

#### **Approval of the DEI Implementation Action Plan**

Matt Rivera moved approval; the motion was seconded by Gricelda Estrada; followed by unanimous approval.

#### **Approval of the MissionSquare Sponsorship Proposal for 2023**

Noel Bernal moved approval; the motion was seconded by Raoul Lavin; followed by unanimous approval.

#### **Approval of the Updates to the LGHN Bylaws**

The Board requested that the LGHN Board of Directors' meeting attendance and travel expectations be included, and the document brought back to the Board for approval later.

## Annual Membership Meeting

As the retreat came to a close, Christine Butterfield invited the Board to share their reflections on the annual membership meeting. The group offered comments about the low and high points of the meeting. The comments that were offered are summarized in Table 2 below.

Table 2. Annual Membership Meeting Low and High Points

Low Points	High Points
<ul style="list-style-type: none"> <li>• Leaving early Saturday</li> <li>• Facilitation session good but admittedly lower energy than the servant leadership presentation</li> <li>• (+) Diverse SMEs</li> <li>• (+) Include panel from the board next time</li> <li>• Salads and small pizzas</li> <li>• (+) Sorry to learn about Oregon chapter</li> </ul>	<ul style="list-style-type: none"> <li>• Location and tech in space</li> <li>• In-person event</li> <li>• Music ~ Marcus singing</li> <li>• New relationship GFOA</li> <li>• IL and MI chapters</li> <li>• Reception nice ~ food/music</li> <li>• Transition as LGHN president</li> <li>• Connecting with people</li> <li>• Hotdogs</li> <li>• Geographic diversity of attendees</li> <li>• Increase attendance and let us visit other regions for the meeting</li> <li>• Admin support of the event</li> <li>• Andrea’s DEI session</li> </ul>

## Wrap Up

### Follow-Up Steps

Christine explained that Baker Tilly would prepare and submit this report. She also noted steps for planning the next LGHN meeting. These items are listed below.

- Annual membership plan in/near regional chapters
- Ensure chapter supported
- Follow up with chapters and engage them - ID guest speakers
- Board to remain engaged to sustain momentum
- Carry forward the highs
- GFOA, NFBPA – Oregon/Washington chapters

### Reflections from Board Members

To conclude the workshop, Board members shared one-word to describe their retreat experience. The words that were shared are listed below.

- Energizing
- Inspiration
- Heartening
- Galvanizing

- Productive
- Challenging
- Level-setting
- Illuminating

# Attachment: Trusted 10 Activity

TRUSTED 10 ACTIVITY							
Name or Code Name (No family if possible)	Race or Ethnicity	Gender	Education Level	Sexual Orientation	Religion or Spirituality	Career or Field	Age or Generation



## 2022 and 2023 Board of Directors Meeting Attendance Summary

Name	Workshop 1/22	2/22	3/22	4/22	5/22	6/22	7/22	8/22	9/22	ICMA	10/22	LGHN Annual Meeting	Retreat 11/22
Raymond Gonzales	Present	Absent	Present	Absent	Absent	Present	Present	Absent	Absent		Present		Absent
Samantha Tavares	Present	Absent	Present	Present	Present	Present	Present	Present	Absent	X	Present	X	Present
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Absent
Bob Harrison	Present	Absent	Present	Present	Present	Absent		Absent	Present		Present		Present
Ramiro Inguanzo	Present	Present	Present	Present	Present	Present	Present	Present	Present		Present		Present
Gricelda Estrada	Present	Present	Absent	NFBPA	Absent	Absent	Present	Present	Present		Present	X	Present
Carlos Baia	Present	Present	Present	Present	Absent	Absent	Present	Present	Present		Transition	X	Present
Noel Bernal	Present	NFBPA	Present	Present	Absent	Present	Transition	Transition	Present	X	Present	X	Present
Mariana Bojorquez	Absent	Present	Present	Present	Present	Present	Present	Present	Absent		Absent	X	Present
Alejandra Lopez						Present	Present	Present	Present	X	Present	X	Present
Raoul Lavin	Present	Present	Absent	Present	Present	Florida CMA	Present	Present	Absent	X	Present	X	Present
Ramón Pérez-Goizueta	Present	Absent	Present	Absent	Present	Present	Present	Absent	Absent		Absent		Absent
Ramiro Salazar	Absent	Present	Absent	Absent	Absent	Present	Present	Present	Present		Present		Absent
Marcus Steele	Absent	Present	Present	Present	Present	Absent	Absent	Present	Present	X	Present	X	Present
Matt Rivera	Present	Present	Present	Absent	Present	Present	Present	Present	Present	X	Present	X	Present
Hazel Wetherford										X			
Victor Cardenas	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent		Absent
Gabriel Rodriguez	Present	Present	Present	Present	Present	Present	Present	Present	Present	X	Absent	X	Present

# Local Government Hispanic Network Account Listing

January 4, 2023

<u>Account</u>	<u>Balance Total</u>
10000 · US Bank - checking	62,990.69
10000 · US Bank - checking:Conference Cash AHLN	6,639.28
10000 · US Bank - checking:Florida Chapter	1,507.97
10000 · US Bank - checking:Frances Gonzalez Scholarship	13,320.76
10000 · US Bank - checking:Joel Valdez	428.03
10000 · US Bank - checking:LGHN Conference	0.00
10000 · US Bank - checking:Operating Cash	17,749.30
10000 · US Bank - checking:Operating Reserves	23,345.35

CHAPTER AGREEMENT  
Local Government Hispanic Network and  
Juntos Colorado

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and Juntos Colorado is made this January 6, 2023.

The purpose of this Agreement is to acknowledge by both the above parties the agreement to the following terms:

**I. Recognition of Chapter**

- A. **Chapter.** LGHN hereby recognizes Juntos Colorado as a Chapter organization and in accordance therewith, authorizes it to use the name “Local Government Hispanic Network,” acronym “LGHN” and logo of LGHN in or in connection with Juntos Colorado’s name, acronym and logo, with the authority to use such marks in connection with Chapter’s activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached herein, or subsequently provided to the Chapter by LGHN. Chapters shall use language stating they are “A Chapter of LGHN” as part of their logo. LGHN shall provide the artwork to the chapter.
- B. **Term and Termination.** The Term of this Agreement shall commence on the effective date set forth above and shall continue until revoked by either party, pursuant to the terms of this Agreement. Either party may request revisions to this agreement to enhance mutual partnership benefits.
- C. **Territory.** Chapter shall represent LGHN as LGHN Chapter in Juntos Colorado (the “Territory”) pursuant to and in accordance with LGHN mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN Board of Directors. The Chapter acknowledges that this designation is non-exclusive in the Territory and that LGHN may, in its sole discretion, designate other Chapters in the Territory or may sponsor or conduct programs, accept members, and perform other activities within the Territory.
- D. **Authorized Activities.** LGHN encourages the Chapter to conduct the following activities within the Territory: membership recruitment, professional development, education and training activities, networking activities, career enhancement and awareness activities and such other activities as may be consistent with the mission and purposes of LGHN and in which LGHN may from time to time authorize the Chapter to engage.

**II. Membership**

Members of the Chapter organization shall be considered to be members of LGHN. The terms and conditions of membership in LGHN shall be determined by LGHN. The terms and conditions of membership in the Chapter shall be determined by the Chapter. The Chapter shall provide Chapter members’ names, positions, and contact information to LGHN. The dues for LGHN membership for all chapter members shall be included in Chapter dues to LGHN.

### III. Obligations of LGHN

#### A. LGHN's obligations under this Agreement shall include:

- a. Maintain a national office of and promote the organizations' mission, goals, and objectives to enhance the reputation and goodwill of LGHN.
- b. Maintain tax-exempt status.
- c. Maintain LGHN Bylaws.
- d. Maintain a comprehensive membership database, provide for maintenance and advancement of a membership program for individuals, students, institutions and private sector organizations in accordance with a dues structure approved by the Board of Directors.
- e. Invoice and collect dues from LGHN members, local governments, and chapters for dues renewal. Conduct professional development programs that will benefit members.
- f. Maintain a national committee structure.
- g. Conduct national education and training conferences, regional seminars and networking activities in locations throughout the United States for the benefit of LGHN members. Conduct national biennial conferences (contingent upon local representatives' ability to organize conference activities) with logistical and technical assistance to conference planners/organizers, including fundraising support.
- h. Conduct on-line training opportunities throughout the year.
- i. Provide marketing and educational publications, brochures and other promotional materials that may be made available to Chapters for their use.
- j. Maintain an LGHN website to serve members and enhance promotion of LGHN and the recruitment of members. All Chapters shall be listed on the website with a link to local/regional website, if available. LGHN shall coordinate access to local/regional activities on the LGHN website.
- k. Assign an LGHN board member to be a liaison with each Chapter.
- l. Work with Chapters to identify and provide information on national issues impacting local governments.
- m. Serve as primary link with ICMA through the ICMA/LGHN Chapter agreement.
- n. Optional obligations (\*requires semi-annual financial reporting to LGHN and may require additional fees commensurate with services provided):
  - i. \*Allow Chapters use of the LGHN tax-exempt status to fundraise.
  - ii. Provide banking and fiscal accounting services for Chapters (may require additional fees to cover administrative costs).
  - iii. Recruit members for Chapters.

- iv. Provide technical assistance and resources to Chapters for activities such as facilitation and strategic planning.

#### **IV. Obligations of Chapter**

- A. The Chapter certifies it was established as an LGHN Chapter on January 6, 2023 and has submitted bylaws approved by its governing body. The Chapter will provide bylaws updates to the LGHN national organization. The Chapter shall have as its purposes those set forth in their bylaws, shall always conduct its activities in accordance with such bylaws and all other Chapter-related policies, procedures or other written guidance.
- B. The Chapter certifies that it is and shall remain in full compliance with all applicable laws, regulations and other legal standards that may affect its performance under this agreement. The Chapter shall make all required filings, such as annual corporate reports and tax filings that may affect its corporate or tax status.
- C. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall submit written reports, upon request, to LGHN summarizing its programs, activities and operations, and a list of officers and directors.
- D. Develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- E. Develop and maintain Chapter board and committee structure.
- F. Board Participation. Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- G. Annual Reporting. Chapter is requested to submit an annual report outlining its officers and directors, program activities, and a statement of financial standing for the 12-month period ending December 31.
- H. Programs and Activities. Chapter shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of LGHN and shall use its best efforts to ensure that such programs and activities are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- I. Chapter Affiliation Dues: The Chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The Chapter shall provide the list of all Chapter members and contact information for each when submitting dues payment.
- J. Optional obligations:
  - a. Assist with logistics and planning for biennial conference.
  - b. Recruit members to become members of LGHN national organization.

- c. Provide speakers for ICMA and LGHN conference sessions and regional meetings.

**V. Obligation of both LGHN and Chapter**

- A. Promote Hispanic cultural heritage.
- B. Promote LGHN national organizational and Chapter identity.
- C. Promote LGHN awards, including Civic Engagement and Emerging Leader awards.
- D. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.
- E. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- F. LGHN encourages Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- G. Development of a mutual annual work plan that addresses:
  - a. Membership development
  - b. Professional development opportunities (including ICMA/ LGHN webinars)
  - c. Conferences and/or seminars
- H. Both LGHN and Chapter may offer the following benefits with respect to each other's conferences, if held:
  - a. Complimentary registrations (TBD)
  - b. Free exhibit space
  - c. Conference program advertisement
  - d. Recognition of mutual Chapter organizations during opening and closing ceremonies
  - e. Recognition, links and promotion of mutual Chapter organizations on the LGHN and Chapter Web sites, including placement of logos
  - f. If possible, the privilege of LGHN presenting at least one educational session at Chapter's conference or events.

**VI. Indemnification**

Chapter shall indemnify, save and hold harmless LGHN, its subsidiaries, Chapters, related entities, partners, agents, officers, directors, employees, members, attorneys, heirs, contractors, successors and assigns and each of them from and against any and all claims, actions, suits, demands, losses, damages judgments, settlements, costs and expenses (INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES), and liabilities of every kind and character whatsoever (a "claim"), which may arise by reason of any act or omission by Chapter or any of its subsidiaries, related entities, partners, officers, directors, employees, members, shareholders or agents or the inaccuracy or breach of any of the covenants, representations and warranties made by Chapter organization in this Agreement.

**VII. Revocation or Surrender of Agreement**

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.
- B. Surrender of Agreement. Chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than thirty (30) days prior to the effective day of such surrender. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.

Local Government Hispanic Network

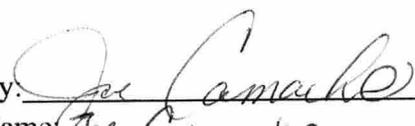
Juntos Colorado

By: \_\_\_\_\_

Name:

Title: President, LGHN

Date:

By:  \_\_\_\_\_

Name: Joe Camacho

Title: Chair, Juntos Colorado

Date: 12/29/22

CHAPTER AGREEMENT  
Local Government Hispanic Network and  
Central Texas Local Government Hispanic Network

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and Central Texas Local Government Hispanic Network and is made January 6, 2023.

The purpose of this Agreement is to acknowledge by both the above parties the agreement to the following terms:

**I. Recognition of Central Texas Regional Chapter**

- A. **Chapter.** LGHN hereby recognizes Central Texas Local Government Hispanic Network as a Regional Chapter organization and in accordance therewith, authorizes it to use the name “Local Government Hispanic Network,” acronym “LGHN” and logo of LGHN in or in connection with Central Texas Local Government Hispanic Network’s name, acronym and logo, with the authority to use such marks in connection with Chapter’s activities authorized under this Agreement, subject to the terms and conditions of this Agreement and any written guidelines attached herein, or subsequently provided to the Chapter by LGHN. Chapters shall use language stating they are “A Chapter of LGHN” as part of their logo. LGHN shall provide the artwork to the chapter.
- B. **Term and Termination.** The Term of this Agreement shall commence on the effective date set forth above and shall continue until revoked by either party, pursuant to the terms of this Agreement. Either party may request revisions to this agreement to enhance mutual partnership benefits.
- C. **Territory.** Chapter shall represent LGHN as LGHN Regional Chapter in Central Texas (the “Territory”) pursuant to and in accordance with LGHN mission and purposes as set forth in LGHN’s Articles of Incorporation and Bylaws or as otherwise established by LGHN Board of Directors. LGHN acknowledges that the Central Texas Regional Chapter designation is exclusive in the Territory and other chapters shall not be designated in the Territory.
- D. **Authorized Activities.** LGHN encourages the Regional Chapter to conduct the following activities within the Territory: membership recruitment, professional development, education and training activities, networking activities, career enhancement and awareness activities and such other activities as may be consistent with the mission and purposes of LGHN and in which LGHN may from time to time authorize the Chapter to engage.

**II. Membership**

Members of the Regional Chapter organization shall be considered to be members of LGHN. The terms and conditions (where are these terms and conditions specified) of membership in LGHN shall be determined by LGHN. The terms and conditions of membership in the Chapter shall be determined by the Chapter. The Chapter shall provide Chapter members’ names, positions, and contact information to LGHN.

### III. Obligations of LGHN

#### A. LGHN's obligations under this Agreement shall include:

- a. Maintain a national office of and promote the organizations' mission, goals and objectives to enhance the reputation and goodwill of LGHN.
- b. Maintain tax-exempt status.
- c. Maintain LGHN Bylaws.
- d. Maintain a comprehensive membership database, provide for maintenance and advancement of a membership program for individuals, students, institutions and private sector organizations in accordance with a dues structure approved by the Board of Directors.
- e. Invoice and collect dues from LGHN members, local governments, and chapters for dues renewal. The portion of the dues collected for the chapter shall be remitted to the chapter by LGHN for their use in chapter administration, professional development and other programming.
- f. Conduct professional development programs that will benefit members.
- g. Maintain a national committee structure.
- h. Conduct national education and training conferences, regional seminars and networking activities in locations throughout the United States for the benefit of LGHN members. Conduct national biennial conferences (contingent upon local representatives' ability to organize conference activities) with logistical and technical assistance to conference planners/organizers, including fundraising support.
- i. Conduct on-line training opportunities throughout the year.
- j. Provide marketing and educational publications, brochures and other promotional materials that may be made available to Chapters for their use.
- k. Maintain an LGHN website to serve members and enhance promotion of LGHN and the recruitment of members. All Chapters shall be listed on the website with a link to local/regional website, if available. LGHN shall coordinate access to local/regional activities on the LGHN website.
- l. Assign an LGHN board member to be a liaison with each Chapter.
- m. Work with Chapters to identify and provide information on national issues impacting local governments.
- n. Serve as link with ICMA through the ICMA/LGHN Chapter agreement.
- o. Optional obligations (\*requires semi-annual financial reporting to LGHN and may require additional fees commensurate with services provided):
  - i. \*Allow Chapters use of the LGHN tax-exempt status to fundraise.
  - ii. Provide banking and fiscal accounting services for Chapters (may require additional fees to cover administrative costs).

- iii. Recruit members for Chapters.
- iv. Provide technical assistance and resources to Chapters for activities such as facilitation and strategic planning.

#### **IV. Obligations of Regional Chapter**

- A. The Regional Chapter certifies it was established as an LGHN Regional Chapter on January 6, 2023, and has submitted bylaws approved by its Board as the governing body. The Regional Chapter will provide bylaws updates to the LGHN national organization. The Regional Chapter shall have as its purposes those set forth in their bylaws, shall conduct its activities at all times in accordance with such bylaws and all other Chapter-related policies, procedures or other written guidance.
- B. The Chapter shall maintain reasonable records related to all of its programs, activities and operations. The Chapter shall submit written reports, upon request, to LGHN summarizing its programs, activities and operations, and a list of officers and directors.
- C. Develop and promote Chapter mission, goals and objectives; promote LGHN mission, goals and objectives.
- D. Develop and maintain Chapter board and committee structure.
- E. Board Participation. Develop members to increase their eligibility to serve on the LGHN and ICMA boards of directors.
- F. Annual Reporting. Chapter is requested to submit an annual report outlining its officers and directors. At some point in the future, the Chapter may be asked to submit a report of program activities, and a statement of financial standing for the 12-month period ending December 31.
- G. Programs and Activities. Chapter shall endeavor to sponsor and conduct programs and activities that further the mission and objectives of LGHN and shall use its best efforts to ensure that such activities and programs supporting LGHN's mission are of the highest quality with respect to content, materials, and logistical preparation. Examples include chapter programs and networking activities.
- H. Regional Chapter Affiliation Dues: The Regional Chapter shall pay annual affiliation dues, established to provide for local support of the activities of the national office, particularly those that support chapter activities including administration and program activities. The annual dues assessment shall be established by the LGHN board of directors and be effective January 1 of each year. The Chapter shall provide the list of all Chapter members and contact information for each when submitting dues payment.
- I. Optional obligations:
  - a. Assist with logistics and planning for biennial conference.
  - b. Encourage members to engage as active members of the LGHN national organization.

- c. Provide speakers for ICMA and LGHN conference sessions and regional meetings.

**V. Obligation of both LGHN and Regional Chapter**

- A. Advocate for and promote Hispanic leadership in local government.
- B. Promote cultural competency in service to the Hispanic community.
- C. Promote LGHN national organizational and Regional Chapter identity.
- D. Promote LGHN awards, including Civic Engagement and Emerging Leader awards.
- E. Conduct semi-annual chapter meetings, one of which will be at the annual ICMA conference.
- F. Develop annual activities report to the LGHN national organization. This information will be shared with other chapters to assist with program development in other regions.
- G. LGHN encourages Chapter to submit articles about their activities for publication in LGHN publications and on the LGHN website. These articles may be submitted to ICMA for publication.
- H. Development of a mutual annual work plan that addresses:
  - a. Membership development
  - b. Professional development opportunities (including ICMA/ LGHN webinars)
  - c. Conferences and/or seminars
- H. Both LGHN and Chapter may offer the following benefits with respect to each other's conferences, if held:
  - a. Complimentary registrations (TBD)
  - b. Free exhibit space
  - c. Conference program advertisement
  - d. Recognition of mutual Chapter organizations during opening and closing ceremonies
  - e. Recognition, links and promotion of mutual Chapter organizations on the LGHN and Chapter Web sites, including placement of logos
  - f. If possible, the privilege of LGHN presenting at least one educational session at Chapter's conference or events.

**VI. Indemnification**

Regional Chapter shall indemnify, save and hold harmless LGHN, its subsidiaries, Chapters, related entities, partners, agents, officers, directors, employees, members, attorneys, heirs, contractors, successors and assigns and each of them from and against any and all claims, actions, suits, demands, losses, damages judgments, settlements, costs and expenses (INCLUDING REASONABLE ATTORNEYS' FEES AND EXPENSES), and liabilities of every kind and character whatsoever (a "claim"), which may arise by reason of any act or omission by Chapter or any of its subsidiaries, related entities, partners, officers, directors, employees, members, shareholders or agents or the inaccuracy or breach of any of the covenants, representations and warranties made by Chapter organization in this Agreement.

**VII. Revocation or Surrender of Agreement**

- A. Revocation of Agreement. The affiliation granted by LGHN to the organization hereunder shall remain in full force and effect unless and until revoked by LGHN or surrendered by its Board of Directors by an affirmative vote of at least two-thirds of the Board. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.
- B. Surrender of Agreement. Chapter may surrender its affiliation agreement by delivering to LGHN written notice of its intention to do so no less than ninety (90) days prior to the effective day of such surrender. If the affiliation is surrendered, the Chapter may no longer use the tax identification number.

Local Government Hispanic Network

Central Texas Local Government Hispanic Network

By: \_\_\_\_\_  
Name: Samantha Tavares  
Title: President, LGHN  
Date:

By: \_\_\_\_\_  
Name: Alejandra Lopez  
Title: President, Central Texas LGHN  
Date:



Advancing Excellence and Inclusiveness in Local Government

## Local Government Hispanic Network BYLAWS

Update: August 2024, January 2023

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### ARTICLE I: NAME, PURPOSE AND OBJECTIVES

#### Section 1. Name

The organization chartered as the National Hispanic Network of Local Government Administrators shall also be known as the Local Government Hispanic Network... "an association of Hispanics and Latinos dedicated to local government management and/or dedicated to communities with significant Hispanic/Latino populations" hereinafter referred to as the "Network or LGHN."

#### Section 2. Purpose and Objectives

The purpose of this association is to encourage professional excellence among Hispanic/Latino local government administrators and those local government officials working in communities with significant Hispanic/Latino populations, to improve the management of local government, to provide unique resources to Hispanic/Latino local government executives and public managers, and to advance the goals of professional, effective and ethical local government administration.

The objectives of the Network will be, GHN's objectives include

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- a. Assisting communities to enhance the quality of life of Hispanic/Latino populations.
- b. Increasing Hispanic/Latino participation in local governance by improving their access to local governments.
- c. Promoting the local government profession within the Hispanic/Latino community.
- d. Sharing knowledge, information, and experience among the members of the Network.
- e. Encouraging continued education and training in local government administration.
- e. Providing tools, resources and member training to advance LGHN's diversity, equity and inclusion policy, goals and implementation strategies.

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f.g. Developing and maintaining professional associations with organizations such as the International City/County Management Association in order to assist the Network and those organizations achieve their common goals and objectives.

g.h. Soliciting and receiving funds from the private sector, foundations or federal, state and local governments to promote and implement the Network's general goals and objectives.

h.i. Forming strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, and corporate and foundation partners, as well as actively developing and maintaining a professional association with other organizations that share similar goals and objectives such as the National Forum for Black Public Administrators.

ARTICLE II: MEMBERSHIP AND DUES

Section 1. Categories of Membership

The Network shall consist of three categories of membership: Full Members, and Associate Members and Corporate Members. All members are required, as a condition of membership, to subscribe to the goals and objectives of the Network, meet any qualifications adopted by the Board of Directors, and help promote the Network's overall goals and objectives.

Section 2. Full Members

- a. Individual Membership. All active and retired local government professionals are eligible to become members of the Network.
- b. Large Local Government Membership. All local governments, special districts, authorities, councils of government, state/provincial associations of local governments or local government-related nonprofits that work directly with local government jurisdictions supporting/augmenting local government programs with more than 1,000 employees are eligible to become members of LGHN. Each Large Local Government Membership may designate up to fifteen (15) Individual Full Members, with a discount for additional members.
- c. Small Local Government Membership. All local governments, special districts, authorities, councils of government, state/provincial associations of local governments or local government-related nonprofits that work directly with local government jurisdictions supporting/augmenting local government programs with less than 1,000 employees are eligible to become members of LGHN. Each Small Local Government Membership may designate up to seven (7) Individual Full Members, with a discount for additional members.
- d. Legacy Member. LGHN founding members are designated Legacy members of LGHN. The founding members are (in alphabetical order):
  - Rolando Bono
  - Alexander E. Briseño
  - Severo Esquivel
  - George Flores
  - James Jaramillo
  - Ruben Mendoza
  - David Mora

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- Tony Ojeda
- Gavino Sotelo
- Calixto Torres
- Joel Valdez

Legacy members receive lifetime membership and do not pay membership dues.

- e. Emeritus Member. The Board shall appoint Emeritus Members to the Network. Emeritus members shall include an individual who is one of the founding members. Emeritus members shall be invited to serve on the Leadership Council established by the Board to advise and assist with resource development to support LGHN programs. Lifetime memberships shall be given at the discretion of the Board of Directors.
- f. LGHN Chapter Networks. All active members of an approved Chapter Network.

### Section 3. Associate Members

- a. Honorary Membership. The Board shall acknowledge individuals who have committed an extraordinary effort to further the mission, objectives and goals of the Network with a non-voting honorary membership.
- b. Nonprofit Membership. All active and retired education professionals of schools of public administration and active and retired nonprofit professionals of local government professional associations are eligible to become members of the Network. Nonprofit professional associations include organizations
- c. Hermanos – Local government professional members of affiliates and associations such as the National Forum Federal for Black Public Administrators (NFBPA), the National Latino Officers Association, the National Latino Peace Officers Association; National Association of Hispanic Firefighters; and Reforma-The National Association to Promote Library and Information Services to Latinos and the Spanish Speaking; and other similar public sector advocacy and/or members associations. For groups not listed here, eligibility for LGHN membership will be determined by the LGHN Board of Directors on a case-by-case basis.
- d.c. Student Membership. Students at the undergraduate and graduate levels are eligible to become members of the Network. To be considered for Student Membership, a member must be a full-time student at an accredited college or university and not in a paid, full-time position. The member must be a student in public administration, public affairs, non-profit service or similar area and who intends to follow a career in public service, or any full- or part-time intern, fellow or equivalent working in public service who is not eligible or more appropriately classified in another membership category may become a member.

### Section 4. Corporate Members

- a. Individual Corporate Membership. Private sector/for profit individuals/firms who have an interest in sponsoring LGHN may refer to the approved.

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~~corporate sponsorship program for the array of benefits and related employee memberships in working with local governments.~~

- ~~b. Small Business Membership. Businesses with 200-199 or fewer employees who have an interest in working with local governments. Each Small Business Member may designate up to 5 employees as Individual Corporate Members of LGHN according to approved sponsor levels.~~
- ~~e-a. Large Business Membership. Businesses with more than 200 or more employees who have an interest in working with local governments. Each Small Business Member may designate up to 10 employees as Individual Corporate Members of LGHN according to approved sponsor levels.~~

#### Section 5. Eligibility for Membership

The Board of Directors may specify procedures governing applications for membership and action thereon and requirements of eligibility for membership or renewal consistent with these Bylaws. The Board of Directors shall have final authority to determine the qualifications and eligibility of an applicant for membership and to approve or disapprove any membership of an applicant.

#### Section 6. Voting Rights and Office Holding

The privilege of voting is limited to Full Members, as defined in Article II, Section 2. The privilege of holding office is limited to Full Members who are actively employed as local government professionals and current in the Network membership dues. Each Full Member shall be entitled to one (1) vote, specific to each subject properly submitted to vote, by voting procedures as set forth by the Board. Voting methods will include in-person, electronic, and mail ballots. No proxy voting shall be permitted. The Network recognizes that members may be "in transition" for a period of time, not to exceed one year from one local government position to another. Such "in transition" status will in no way affect the membership, voting status or office holding status of an Individual member. Office holders who otherwise leave the local government profession or retire from service may serve out their term of office.

#### Section 7. Termination of Membership

The Executive Committee shall review all requests to consider termination of membership status and, if there is a finding that such membership status is detrimental to the best interest of the Network, the membership of a member may be terminated by a two-thirds (2/3) vote of the members of the Board of Directors present at any duly called meeting of the Board of Directors; provided that the member in question shall have had the opportunity after notice of at least thirty (30) days to show cause why membership should not be terminated as provided in this section.

#### Section 8. Annual Dues

The Board of Directors shall review and determine the membership dues for each member or class of membership on an annual basis. Upon application, annual dues shall be payable to the national office of the Network and annually thereafter on that date or on a date as may be determined for greater operational efficiency. The

Board of Directors shall have a separate class of dues at a higher rate that is determined by the Board of Directors on an annual basis. An addendum to the bylaws with the current dues structure approved by the Board of Directors shall be updated annually.

Section 9. Failure to Pay Annual Dues

If a member of the Network shall fail or refuse to pay annual dues within a period of ninety (90) days after the same are due and payable, the membership of such member shall then stand suspended and may be terminated without regard to the provisions of Section 6 of ~~this~~ Article II.

ARTICLE III: MEETINGS

Section 1. Authority to Call Meetings

All meetings of the Network membership and/or the Board of Directors shall be at the call of the President or a majority of the members of the Board of Directors. The venue shall be designated by the President, including electronic communications.

Section 2. Quorum

For the purpose of transacting official business, a quorum of the Board of Directors shall consist of a majority of the eligible voting members of the Board.

Section 3. Annual Meeting

The Annual Meeting of the Membership shall be held in conjunction with the Network's Annual Installation of Officers. The date and location of the Annual Meeting shall be set and approved by the Board at the first meeting of the calendar year to coincide to with a planned mid-year event. Notice of such meeting shall be provided at least thirty (30) days in advance of such meeting.

Section 4. Meetings of the Board of Directors

The Board of Directors shall meet at least two (2) times each year at a time, the manner, and venue designated by the President.

Section 5. Executive Sessions of Board of Directors

All executive sessions of the Board of Directors shall be closed to anyone who is not a member of the Board of Directors, unless otherwise requested by a majority of the Board of Directors.

Section 6. Special Meetings of the Board of Directors

Special meetings of the Network may be held at such times and places as may be determined by the Board of Directors. Special meetings of the Board of Directors

may be called at any time by the President or a majority of the members of the Board of Directors. Written notice (including electronic notification) of the time, place, and purpose of such meeting shall be communicated, at least three (3) days prior to the date of the special meeting of the Board of Directors, to each member entitled to vote at such meeting. In the absence of any objection, the presiding officer may vary the order of business or add thereto at his/her discretion.

Any meeting of the Board of Directors or the Executive Committee of the Board of Directors may be held by telephone and action may be taken electronically. Such meetings may be called upon notification by the President, or by a majority of the Board of Directors, by written notice of the date, time, place, and purpose of such meeting, and shall be mailed or emailed to each member entitled to vote at such meeting, at least three (3) days prior to the date of the special meeting of the Board of Directors. In the absence of any objection, at the presiding officer's discretion, the order of business may vary or be added thereto.

#### Section 7. Order of Business

Procedures followed at annual or special meetings shall be in accordance with the Robert's Rules of Order when not inconsistent with the constitution, Bylaws or rules of the Network.

### ARTICLE IV: OFFICERS AND DUTIES

#### Section 1. Board of Directors

The Network shall be governed by a fifteen (15) member Board of Directors that shall consist of the President, President-Elect, the Immediate Past-President, and Vice President for Membership, Vice President for Professional Development, Vice President for Career Advancement, eight (8) At-Large Directors, and one Past ICMA Board Member by appointment of the President. The Board may appoint ex officio members as advisors to the Board of Directors. **Nominations to the executive committee positions as defined in Section 3 shall be by a person serving on the board of directors. Should no current board member(s) be able or willing to fill an executive board vacancy, the nominations committee shall be appointed and convened to request nominations from the membership for the vacant position(s).**

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#### Section 2. Duties of Board of Directors

- a. Sets overall policy direction for the Network. Shall be empowered to decide upon all questions that may arise during the interval between meetings of the membership for the Network, except as otherwise provided in the Bylaws.
- b. Shall be responsible for developing and approving revisions to rules and Bylaws subject to objection by the membership as provided in Article VII, Section 1.
- c. Shall approve the annual plan and budget as developed and submitted by the President. As part of the budget process, shall set membership dues. The

Board shall also provide on-going guidance to assure the successful fulfillment of the Network's goals and objectives.

- d. Demonstrates a strong commitment in work pertaining to the Network through a number of activities, such as but not limited to attending and being fully prepared to participate in board meetings, leading and/or contributing in subcommittee work, and assisting in fundraising efforts.
- e. Works in cooperation with Board members and Network members to support and foster the larger organizational strategic mission.

f. Shall follow through with the Board member agreements (see Attachment A).

### Section 3. Executive Committee

The President, President-Elect, Immediate Past-President, Vice President for Membership, Vice President for Professional Development, and Vice President for Career Advancement shall constitute the Executive Committee of the Network.

### Section 4. Duties of Executive Committee

- a. Publicly represents positions of the Network and shall be empowered to determine positions of the Network on issues requiring timely responses.
- b. Communicates and interprets policy.
- c. Acts on behalf of the Network Board on issues of an emergency nature.
- d. Implements the Network annual strategic plan as developed and approved by the Board of Directors.
- e. A majority of the Executive Committee shall constitute a quorum.

### Section 5. Officers and Duties of Officers

#### President

- a. Presides at all meetings of the ~~Network~~ and ~~Network~~ and serves as Chairperson of the Board of Directors and Executive Committee.
- b. Appoints members to committees, task forces, affiliates, or other bodies as necessary. Appoints ex-officio members as deemed necessary.
- c. Assists in developing the draft annual budget to accomplish objectives for the Network, which are considered, modified, and approved by the Board of Directors.
- d. Performs other duties usually incumbent upon that officer.
- e. Serves as a link between other members on matters of policy.
- f. Serves as member ex-officio of all committees.
- g. Appoints one (1) past ICMA Board member to serve on the Board of Directors.

#### President-Elect

- a. Exercises Presidential functions if the President is absent or unable to serve.
- b. Develops and maintains a professional association with Affiliated Groups and Partners in order to assist the Network to achieve its overall goals and

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- objectives.
- c. Fulfills other duties as may be delegated by the President.
- d. Acts as the Secretary-Treasurer of the Network of the organization and provides an annual budget to the Board of Directors. Ensures development and Board review of financial policies and procedures.

Vice President for Membership

- a. Develops annual strategy for membership development.
- b. Assists with membership efforts in the regions with the assistance of the regional chapters and local representatives.
- c. Assists with communication to Network chapters and promotes chapter and affiliate development in all regions to increase LGHN membership.
- d. Monitors efforts to achieve membership goals set by the Board of Directors.

Vice President for Professional Development

- a. Coordinates and provides support to local members in the development of regional seminars/meetings and national conferences.
- b. Coordinates the development of professional training and development programs to support the LGHN Madrinas y Padrinos program.
- c. Coordinates the development of webinars for career development and community best practices.
- d. Assists in program development for funding sources to support LGHN events.
- e. Develops annual strategy for program development.

Vice President for Career Advancement

- a. Responsible for all matters related to members' pursuit of career advancement
- b. Develops and maintains the Madrinas y Padrinos coaching program.
- c. Develops programs to connect executive search firms with LGHN members interested in career advancement.
- d. Develops annual marketing plan to promote member career advancement with executive search firms.
- e. Develops programs for user at regional seminars/meetings, conferences, webinars, etc. to train LGHN members on interview and resume trends.
- f. Partners with Vice President for Professional Development to develop professional training to support career development.

At-Large Directors

- a. Communicates and promotes the objectives of the Network.
- b. Promotes networking among Hispanic/Latino local government officials and those local government officials working in communities with significant Hispanic/Latino populations.
- c. Actively participates in Network events and activities.
- d. Represents Assists with membership outreach in the states with the most Network membership and potential membership.
- e. Actively participates in established and special committees.

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Past ICMA Board Member

- a. Member of the LGHN.
- b. Must have served in a Board capacity with ICMA.
- c. The President will fill this position upon appointment.

Immediate Past President

- a. Serves on the Nominations Committee.
- b. Serves on the Fund Development Committee.
- c. Provides organizational continuity with past operations and programs.
- d. Fulfills other duties that may be assigned.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1. Composition, Ratification and Terms of Office of Board Members

The officers of the Network shall be a President, President-Elect, Immediate Past-President, Vice President for Membership, Vice President for Professional Development, Vice President for Career Advancement, eight (8) At-Large Directors, and one (1) Past ICMA Board Member.

The election of the President-Elect shall occur in even numbered years and be ratified at the Annual Meeting of the Membership following the election for a President-Elect. The President-Elect shall serve a two-year term and automatically succeed as President, and shall serve a two-year term as President, or as otherwise provided for in Article V, Section 7.

The outgoing President shall automatically succeed as Immediate Past President and shall serve a two-year term as Immediate Past President.

The election of the Vice President for Membership, Vice President for Professional Development, and the Vice President for Career Advancement shall each be ratified at the Annual Meeting of the Membership, and each shall serve a two-year term. The Vice President for Membership shall be elected in even numbered years and the Vice President for Professional Development and Vice President for Career Advancement shall be elected in odd numbered years. Each position may be nominated to serve additional two-year terms.

The election of the eight (8) At-Large Directors shall be ratified at the Annual Meeting of the Membership. The At-Large Directors shall serve a term of two years. Four (4) At-Large Directors shall be elected in odd numbered years and four (4) At-Large Directors shall be elected in even numbered years. At-Large Directors may be nominated to serve additional two-year terms.

The Past ICMA Board Member shall be appointed by the President at the Annual Meeting of the Membership.

Section 2. Tenure of Officers and Effective Date of Terms

All officers will be appointed for two-year terms. Officers may be appointed to serve multiple terms.

A vacancy in any elective office may be filled as prescribed in Article V, Section 7 for the balance of the term thereof through election by the Board of Directors at any meeting.

The term of office of each elective officer shall begin at the annual meeting following the election and shall serve for the office's designated term and until the elective officer's successor is duly elected and ratified as provided for in Article V, Section 3.

Section 3. Elections-

Prior to each Annual Meeting of the Membership, the Network shall elect the officers who meet the requirements contained in Section 5 of Article II. Any candidate receiving the highest number of all votes cast for any office shall be declared elected.

Section 4. Nominations-

Nominations for the elected officers of the Network shall be made by a Nominating Committee appointed by the President with the consent of the Board of Directors. The Chair of the Nominating Committee shall be the Immediate Past President. If the Immediate Past President is unwilling or unable to serve, the President may appoint a past board member to serve as chair of the committee. The President may delegate responsibility for committee appointments to the committee chair. The Nominating Committee shall be responsible for initiating a nomination and election process prior to the Annual Meeting of the Membership and preparing and submitting a slate of officers to the Board of Directors for ratification at the Annual Meeting of the Membership. Nominations may be submitted at any time during the year in accordance with the process established by the Nominating Committee.

Section 5. Duties of the Nominating Committee

The Nominating Committee shall invite all Network members to submit recommendations of personal interest for nominations accompanied by a minimum of two (2) references and inform them that names may be placed in nomination by the Nominating Committee following review of qualifications and references. The Nominating Committee shall establish a schedule for receiving nominations to be submitted to the Board of Directors for approval. The schedule shall be publicized to the membership and allow for a minimum of thirty (30) days to submit recommendations or letters of interest. The Nominating Committee shall be responsible for conducting the election and counting the ballots.

Section 6. Ballots-

The Nominating Committee shall provide a ballot including the candidates for each office together with biographical information on each candidate to each Full Member. The ballot shall be provided not less than thirty (30) calendar days prior to the Annual Meeting of the Membership. Space shall be provided on the ballot for writing in the names of additional candidates. The ballot shall specify the deadline date for submitting the ballot to be counted in the election, but in no case shall that deadline be set less than fifteen (15) calendar days after the distribution of the ballots.

Section 7. Vacancies.-

Executive Committee Vacancies. Except as otherwise may be provided in this section, vacancies of officers (Executive Committee) shall be filled by the Board of Directors to complete the unexpired terms of said officers. Vacancies for any Executive Board position(s) shall be filled through the order of succession as follows: the President-Elect, the Vice President for Membership, followed by the Vice President for Professional Development and Vice President for Career Advancement. Should the person in the line of succession be unable or unwilling to serve, the Board may appoint an At-Large Director. Should no current Board Member(s) be nominated to fill an Executive Board vacancy then the Nominations Committee shall be convened to request nominations from the membership for the vacant position(s). The appointment shall be submitted for approval at the next scheduled election. At-Large Director Vacancies: Except as otherwise may be provided in this section, vacancies of At-Large Directors shall be filled by the Board of Directors. The Nominations Committee shall be convened to request nominations from the membership for the vacant position(s). The appointment shall be submitted for approval at the next scheduled election.

Section 8. Resignation.-

Any member of the Board of Directors may resign at any time by giving written notice to the President of the Board of Directors, with copies to the Network's national office. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the Board of Directors.

Section 9. Termination

The Executive Committee shall review all requests to consider termination of office of a member of the LGHN Board of Directors. Board Members are expected to attend a minimum of nine (9) of twelve (12) meetings in a calendar year. Any member of the Board of Directors may be terminated after three (3) unexcused absences from duly called meetings of the Board of Directors or if there is a finding of conflict of interest or issues related to professional conduct. An unexcused absence is defined as failure to notify the President or Executive Director of inability to attend prior to the scheduled meeting. The Executive Committee shall make this determination for termination based on a majority vote of the Executive Committee and shall have final authority for this decision.

ARTICLE VI: CHAPTERS, LEADERSHIP COUNCIL & SPECIAL COMMITTEES

Section 1. Chapters

The Network recognizes the value of the desire to form chapters of members and/or interested parties. The Board shall specify a process for affiliating with chapters under guidance of the Vice President for Membership. A model chapter affiliation agreement shall be maintained by the Vice President for Membership. All agreements shall be brought forth to the Board of Directors for adoption.

Section 2. Leadership Council

The Leadership Council is hereby established and will consist of Emeritus members, past presidents, retired local government managers and professionals whose primary responsibilities will be to advise the Board on matters related to visioning, strategic planning, program development, and/or resource development as directed by the President of the Board of Directors. The President will make appointments to the Leadership Council with the consent of the Board of Directors.

Section 3. Appointment of Special Committees

The President may appoint such special committees as may be necessary for the proper transactions of the business of the Network.

Section 4. Quorum

A majority of each committee shall constitute a quorum thereof and any question may be decided by a majority of those in attendance.

ARTICLE VII: AMENDMENTS

Section 1. Amendment of Bylaws

Except as may otherwise be provided in these Bylaws, the Bylaws may be amended by a two-thirds (2/3) vote of the Board of Directors. Amendments, if approved, shall become effective immediately following a thirty-day (30-day) notice to the membership, providing no objections are submitted. If objections are submitted, the Board of Directors shall discuss the issue with the objecting party(ies) and either modify and resubmit the amendment to the membership or make a determination that the amendment is in the best interest of the Network. Members shall be notified of final action as provided for in the bylaws.

Section 2. Proposed Amendments

Proposed amendments may be initiated either by petition signed by fifteen (15) Full Members or by the Executive Board of Directors. A Bylaws amendment submitted by a valid petition shall be submitted for approval as provided in Article VII, Section 1.

ARTICLE VIII: NOTICES

Section 1. Required Notice

Whenever official notice is required to be given to the membership, unless otherwise specified, such notice shall be deemed as sent when sent by Network staff or officer of the Network to the latest known address (mail or email) of the person to be notified. In addition, the inclusion of a notice of a meeting of the Network in the official publication or posted on the Network website, and emailed to all members in good standing, shall constitute sufficient notice.

## ATTACHMENT A

### LGHN Board Member Agreement

By my signature below, I agree to be an active and productive member of the LGHN Board of Directors.

#### As part of my responsibilities as a board member:

- *I will be an ambassador of good will for LGHN, and I will promote LGHN's values and programs to the community, the region and nationally. I will promote networking among Hispanic/Latino local government officials and those local government officials working in communities with significant Hispanic/Latino populations*
- *I will attend at least 9 of 12 board meetings, including the board retreat. Board meetings are held the first Friday of each month at 9:00 pacific, 10:00 mountain, 11:00 central, 12:00 eastern time zones. Board members should make every effort to attend the annual board retreat as is the only in-person meeting of the board.*
- *I will pay annual board dues of \$250 or through local government membership or chapter membership). I will encourage my local government to be a local government member of LGHN or a chapter member.*
- *I will pay board dues within 30 days of the calendar year or from time of invoicing. I understand my membership and service on the board will be suspended if dues are not paid. ~~within 90 days per the LGHN bylaws.~~*
- *I will contribute annually to the LGHN scholarship fund. The board set a goal of \$250 per board member paid annually or in monthly payments.*
- *I will identify opportunities for fund development.*
- *I will identify potential sponsors for LGHN (staff will follow up with the ask).*
- *I will actively participate in ~~Network~~ LGHN events and activities and participate in regional events.*
- *I will attend the annual membership meeting and the biennial conference.*
- *I will attend and represent LGHN at affiliate events and conferences.*
- *I will represent LGHN at conferences in proximity to my region.*
- *I will promote LGHN within my region and develop active membership.*
- *I will actively recruit new members from my region, at conferences and at regional meetings.*
- *I will actively chair, co-chair and/or participate in established and special committees.*
- *I will assist with conference planning and planning regional workshops/seminars and attend and contribute to LGHN webinars. It is important that participants see board members involved in these events.*
- *I will mentor new board members.*
- *I will participate (as a mentor or mentee) in the Madrinas y Padrinos program.*
- *I will promote LGHN through social media.*

**LGHN will be responsible to me by:**

- *Providing board member orientation prior to serving on the board.*
- *Providing board meeting packets/information at least two days prior to a scheduled board meeting.*
- *Responding to questions I have about the organization, procedures and activities. I can request a meeting with board members or staff regarding my questions and concerns.*
- *If LGHN does not fulfill its commitments to me, I can call on the board president and executive director to discuss these responsibilities.*

Signed:

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Member, Board of Directors

Date

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President, Board of Directors

Date

Revised January 2023



# Oregon Latinos in Local Government (OLLG)

December 21, 2022

Local Government Hispanic Network  
Board of Directors  
1730 Madison Road  
Cincinnati, OH 45206

Dear LGHN Board of Directors,

With this letter, the Oregon Latinos in Local Government (OLLG) Board of Directors is providing their thirty (30) day notice to discontinue our affiliation agreement with the Regional Chapter/Local Government Agreement LGHN and OLLG.

OLLG anticipated that with our annual dues (\$13,000 for 2022) our organization and its members would receive a broad array of services, as outlined in Article III, Obligations of LGHN and Article V, Obligation of both LGHN and OLLG; including, but not limited to:

- Access to education and training conferences, regional seminars and networking activities;
- Online training opportunities throughout the year (some of us never received information about this until last month);
- LGHN working with our chapter to identify and provide information on national issues impacting local governments by working with our chapter to identify and provide this information to our members; and
- Development of mutual an annual work plan developed in collaboration with our chapter that addresses membership development and professional development opportunities.

After hearing from our membership and Board discussion, we do not believe our continued affiliation is warranted at this time. While we acknowledge that LGHN is growing and working to implement a more robust onboarding process for new chapters, however, we have a responsibility to our members to ensure that they are receiving the services and trainings anticipated with their membership.

The OLLG Board is grateful for the time you provided discussing how LGHN can better support our organization. Once LGHN has implemented more comprehensive services and programs for affiliates, OLLG can discuss the possibility of reconsidering their affiliate status.

Should you have any questions or require additional clarifications, please feel free to contact Maricela Guerrero at [maricela.guerrero@ci.woodburn.or.us](mailto:maricela.guerrero@ci.woodburn.or.us) or Joe Samaniego at [jsamaniego@cityoftangent.org](mailto:jsamaniego@cityoftangent.org).

Maricela Guerrero,  
Chair OLLG Board

Joe Peter Samaniego,  
Vice Chair OLLG Board

cc: Karen Davis at [kdavis@lghn.org](mailto:kdavis@lghn.org)



Advancing Excellence and Inclusiveness in Local Government

December 27, 2022

Maricela Guerrero, Board Chair, Oregon Latinos in Local Government (OLLG) and  
Joe Peter Samaniego, Board Vice Chair, OLLG  
c/o Angela Speier  
Project & Affiliates Manager  
League of Oregon Cities  
1201 Court Street NE Suite 200  
Salem, OR 97301-4194

Dear Maricela, Joe Peter and Angela:

The LGHN received your letter terminating OLLG's affiliate agreement. While we are disappointed that the chapter is dissolved, we encourage you and your former members to remain engaged. If your capacity and interests change in the future, LGHN will be happy to work with you to assist and facilitate reorganizing.

Best wishes for a safe, healthy and happy new year.

Sincerely,

Samantha Tavares, LGHN President

C: Christine Butterfield, Executive Director, LGHN  
LGHN Board of Directors