

**National League of Cities
Hispanic Elected Local Officials (HELO)
Constituency Group**

Bylaws

The current HELO Bylaws were revised by vote of the HELO Board of Directors and General Members in March 2004 at the NLC Washington Congressional City Conference and are in compliance with the guidelines developed for NLC constituency groups as mandated by the NLC Board of Directors.

ARTICLE I

Name, Office, Mission, Purpose, and Goals

Section 1.1 Name. This organization, as established on March 15, 1976 shall be known as the Hispanic Elected Local Officials (HELO) of the National League of Cities (NLC). The office of the Hispanic Elected Local Officials shall be located at the National League of Cities, 1301 Pennsylvania Avenue, NW, Suite 550, Washington, DC 20004.

Section 1.2 Mission. Serve as a strong and vital organization with the ability to shape public policy for municipalities.

Section 1.3 Purpose and Goals. The purpose and goals of the Hispanic Elected Local Officials include:

- A. Encourage the full participation and active involvement of Hispanic officials in the organizational and policy-making processes and programs of the National League of Cities and the state municipal leagues.
- B. Serve as a primary resource center in identifying and providing names, qualifications, expertise and interests of Hispanic officials in municipal government eligible for NLC and other nationally-appointed positions.
- C. Promote issues of interest to Hispanics and the status of Hispanics in our cities.
- D. Establish partnerships with other national or state organizations and corporations concerned with municipal government or Hispanic issues.

ARTICLE II

Members and Dues

Section 2.1 Voting Member. Any Hispanic or other elected official representing a direct member city of the National League of Cities or state municipal league who has an interest in the mission, purposes, and goals of HELO and who has tendered the amount of dues required by membership. Advisory Council members as defined in Section 3.6 are also considered as eligible voting members.

Section 2.2. Associate Member. Any Hispanic or other appointed and elected official. Associate members are not eligible to vote on any matter being considered by the organization.

Section 2.3 Supporting Member. Any individual interested in supporting the goals of Hispanics in local government who has tendered the amount of dues required by membership. Supporting members are not eligible to vote on any matter being considered by the organization.

Section 2.4 Corporate Member. Any corporation or private sector organization which has an interest in the mission, purpose, and goals of HELO which has tendered the amount of dues required by membership. Corporate members are not eligible to vote on any matter being considered by the organization.

Section 2.5 Dues. Annual dues required for members shall be determined by the Board of Directors and the dues period shall commence at the convening of the National League of Cities annual Congress of Cities conference. Payment shall be made to the National League of Cities/HELO and forwarded to the National League of Cities office c/o HELO prior to the annual meeting. Dues may be paid through the NLC conference registration process or by annual invoicing of renewals, in person, or by mail to HELO at NLC.

Section. 2.6 Finance. HELO funds raised from membership dues, corporate donations, or any other source shall be expended only upon approval by the HELO Board of Directors. HELO funds will be deposited with and held in custody by the National League of Cities Institute for HELO as an NLC constituency group, and managed for HELO in accordance with the National League of Cities Institute's financial management policies and procedures.

ARTICLE III

Officers and Board of Directors

Section 3.1. Officers. The officers of the Hispanic Elected Local Officials shall be the President, First Vice President, Second Vice President, Treasurer, Secretary, and Immediate Past President.

Section 3.2 Board of Directors. The Board of Directors shall consist of six officers and thirteen board members plus all past presidents serving on the HELO Advisory Council as defined in Section 3.6 below. Associate, Supporting, and Corporate Members are not eligible to serve on the Board of Directors.

Section 3.3 Executive Committee. There shall be an Executive Committee composed of the Officers as described in Section 3.1 for the purposes of carrying out the directives of the Board of Directors.

Section 3.4 Qualifications. Each officer and board member shall, at the time of his/her election, be an elected official of a direct member city of NLC, and a voting member of the Hispanic Elected Local Officials.

Section 3.5 Election and Term of Office. The elective officers and at-large board members shall be elected at the business meeting of HELO at the NLC Congress of Cities

each year. The 19 board members shall be elected by voting members present at the annual business meeting. The officers elected at the annual business meetings shall hold office for one year or until their successors are elected and qualified. The term of office shall commence immediately upon the adjournment of the annual business meeting. At-Large Board members can be elected for a two-year term and re-elected for a second two-year term, if actively participating as a Board member, serving for a total of four years. Officers elected at the annual business meeting are to automatically ascend upward in rank as officers starting at the Secretary position each year.

Nominations for officers and board members shall be made by a Nominating Committee, which shall be chaired by the Immediate Past President of the Hispanic Elected Local Officials. Vacancies in the office of board members or officer positions shall be filled by a majority vote of the remaining board members. The HELO Board of Directors and general members will abide by the HELO Nominations Procedures established as criteria for HELO Board service. These procedures will also serve as guidelines for the annual Board nominations/elections process which requires submission of Board candidate applications before or by the HELO Nominating Committee Hearing at the annual NLC Congress of Cities. Candidates for the Board who have not followed the established nominations process cannot be nominated from the floor at the annual HELO membership business meeting.

Section 3.6 Advisory Council. There shall be a HELO Advisory Council composed of past presidents of HELO who shall serve as long as they continue in their position as elected officials of their city or town. HELO Advisory Council members shall vote as Board members provided they have tendered the amount of dues required by membership.

Section 3.7 Board of Directors Meetings. The HELO Board of Directors shall meet at least twice a year to discuss the business of HELO. Notices of meetings of the Board shall be delivered or mailed by first class mail to all members of the Board of Directors not less than ten (10) no more than forty (40) days before such meetings, provided that any notices required by this action may be waived before such a meeting.

Section 3.8 Quorum. The presence of half of the HELO Board of Directors/HELO Advisory Council Members plus one shall constitute a quorum for the purpose of conducting and voting at any HELO Board of Directors meetings.

ARTICLE IV

Meetings, Voting and National Policy

Section 4.1 Meetings. Members shall meet at least three times a year at the HELO annual business meetings in conjunction with the NLC Congressional City Conference and the Congress of Cities; and at the annual HELO Hispanic coalition meeting in conjunction with the annual meeting of the National Association of Latino Elected Officials (NALEO). Notices of meetings shall be delivered or mailed by first class mail to all HELO members.

Section 4.2 Voting. All voting shall be by voice vote, unless a roll call or written ballot is demanded by a voting member. Except as otherwise provided for by these bylaws, a majority vote is necessary for a decision by the general membership. Any voting member, including Officers, Board members, and Advisory Council members; that fails to attend

at least two of the three official HELO meetings as defined in Section 4.1 shall automatically forfeit Board positions.

Section 4.3 Resolutions and Policies. The HELO Board of Directors shall consider resolutions or policies from the HELO membership and, upon acceptance from the HELO Board, such resolutions and policies will be submitted for consideration as a part of NLC's policy development process.

ARTICLE V

NLC Support

Section 5.1 Secretariat. Staff of the National League of Cities shall serve as secretariat for the Hispanic Elected Local Officials. Upon request and at the discretion of the NLC Executive Director, NLC will provide staff support in the form of, as a minimum, one full time equivalent to HELO to assist in carrying out strategic plan, annual work plan, and Executive Committee activities. The amount of additional staff time and resources will be determined by the Executive Director based on the group's planned activities for the year and other organization constraints and commitments.

Section 5.2 Newsletter. The National League of Cities will produce and distribute a quarterly informational newsletter containing items of particular interest to members of HELO. This publication will also contain information from other NLC constituency groups. The leadership of HELO will submit articles periodically for inclusion in the newsletter.

Section 5.3 NLC will provide staff support to HELO in developing and coordinating HELO activities during the Congress of Cities, Congressional City Conference, and the annual meeting of the National Association of Latino Elected Officials. Upon request, NLC will provide meeting space and logistical support for HELO activities during these conferences. HELO will work with the National League of Cities to coordinate its events in conjunction with the overall NLC conference schedules.

Section 5.4 At each of the NLC Congress of Cities and the Congressional City Conference meetings, NLC will meet with the leadership of HELO for the purpose of discussing issues of concern and a work plan for the year.

Section 5.5 HELO will produce an annual directory of its membership.

ARTICLE VI

Strategic Plan, Annual Work Plan, and Use of Name

Section 6.1 Strategic Plan. The HELO Executive Committee, in coordination with the Board of Directors, shall develop a strategic plan consistent with the HELO mission, purpose, and goals and the National League of Cities' strategic plan. The strategic plan shall address the policy and strategic direction of HELO. The policy shall include, as a minimum, municipal policy statements regarding issues of concern to Hispanics. The strategic plan shall have a minimum

horizon of five years and be annually reviewed and updated at the HELO meeting held in conjunction with the annual meeting of the National Association of Latino Elected Officials.

Section 6.2 Annual Work Plan. To the extent that HELO plans to engage in activities other than what has been referenced above, and that may require assistance and/or support of NLC, such plans shall be identified in a written annual work plan, including a budget, consistent with the HELO strategic plan, and submitted to NLC for review and comment. The annual work plan shall include the development of resolutions regarding timely issues of concern to Hispanics and consistent with strategic plan policy statements. The resolutions shall be submitted in a timely manner to the NLC policy steering committees for NLC Board consideration for adoption at its annual meeting. In conjunction with the submittal of the annual work plan, a performance and expenditure report shall also be developed that documents accomplishments and respective expenditures of the annual work plan for the previous year. Such activities will be part of the discussion held annually with the leadership of HELO.

Section 6.3 Use of Name. HELO may only use the name of the National League of Cities in conjunction with the types of activities described within these bylaws. Should HELO engage in other activities for which a public statement of endorsement, support, or acquiescence of NLC is desired, implied or intended, the explicit written consent of NLC shall be required.

ARTICLE VII

Amendments

Section 7.1 These bylaws may be amended at the HELO annual meeting by a two-thirds (2/3) vote of all voting members present, provided that the proposed amendment shall have been prepared in writing and distribution to the Hispanic Elected Local Officials' Board of Directors thirty (30) days in advance of the meeting.

Approved and adopted by the Hispanic Elected Local Officials membership at the National League of Cities Congress of Cities in Reno, Nevada, December 7, 2006.

Carol Alvarado

Carol Alvarado
President, Hispanic Elected Local Officials
Councilmember, Houston, Texas