



Agenda
December 2, 2022
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. Minutes for Board Meeting of October 7, 2022*
2. Board Annual Retreat Report of November 5, 2022*
3. Board Meeting Attendance Report for 2022/2021*
4. Financial Reports November 2022*

C. DISCUSSION/APPROVAL:

1. Discuss and Approve the Affiliate Agreement with the Florida LGHN Chapter*
2. Discuss and Approve LGHN Two Year Budget CY 2023 and 2024 Fee Increases
 - a) *Individual Membership* Fee Increase from \$100 to \$175 per year
 - b) *Job Posting* Fee Increase from \$100 to \$250 per posting for 30 days
3. Review and Approve the LGHN Two Year Budget CY 2023 and 2024*

D. DISCUSSION:

1. Board Members Presentation of New Corporate Contacts for Sustaining Sponsorship and Membership Campaign Outreach

E. Informational Items

1. Discuss the 2023 Biennial Conference November 2 and 3, 2023 Corporate Sponsorship Campaign and Logistics
 - a) Preview conference sponsorship program
 - b) Discuss registration rates for members and nonmembers
 - c) Confirm Board member attendance
 - d) Review framework for conference revenues and expenses

F. Future Board Meeting Agenda Items

1. Updated LGHN Bylaws (*including new language related to Board of Directors attendance and travel expectations based on the 11/5/22 retreat discussion*)
2. Affiliate Agreement with the Illinois LGHN Chapter
3. Baker Tilly (Formerly Management Partners) Contract Amendment – January 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 Meeting Summary of October 7, 2022

Board Members in Attendance: Raymond Gonzales (President), Samantha Tavares (President-Elect), Rolando Fernandez (Past President), Ramiro Inguanzo, Ramiro Salazar, Marcus Steele, Matt Rivera, Gricelda Estrada, Bob Harrison, Noel Bernal, Alejandra Lopez, Raoul Lavin, Orlando Cruz, and Mariana Bojorquez

Board Members Absent: Carlos Baia, Gabriel Rodriguez, Victor Cardenas and Ramón Pérez-Goizueta

LGHN Staff: Christine Butterfield and Karen Davis

1) Call to Order/Roll Call/Welcome

Raymond Gonzales (President) called the meeting to order at 9:05 am PT.

2) APPROVAL: Consent Agenda – Receive and Approve

- a. Minutes for Board Meeting of September 9, 2022*
- b. Board Meeting Attendance Report for 2022/2021*

Orlando Cruz motioned to approve the consent agenda

Gricelda Estrada seconded the motion

Unanimously passed

3) DISCUSSION/APPROVAL:

- a. Review Financial Reports Overview through October 3, 2022* and Approve an Operating Transfer to Cover Operating Costs through December 31, 2022, and Modifications to the LGHN Committees' Workplans for 2022

Noel Bernal motioned to approve the transfers from conference revenues and cash on hand to the 2022 budget

Ramiro Inguanzo seconded the motion

Unanimously passed

- b. Discuss Corporate Sponsorship and Membership Campaign Status*

Bob Harrison asked staff to share the list of ICMA sponsors. Noel suggested that staff reach out to ZinCity and Mosaic for sponsorships. He also asked for an updated sponsorship request letter including LGHN's DEI policy.

4) Informational Items

- a. Discussion of LGHN Itinerary at ICMA*
- b. Review and Discuss Committee Updates*

- c. Board Retreat Tentative Agenda, November 5, 2022, from 7:30 am to 2:00 pm CT
 - i. Discuss the DEI Policy Subcommittee Proposed Implementation Plan
 - ii. Engage in DEI workshop (lead by Andrea Alicoate, City of Mesa, AZ)
 - iii. Discuss Baker Tilly's (formerly Management Partners) Future Assistance and Support of LGHN
 - iv. Review and Update LGHN Bylaws
 - v. Review, Discuss and Update 2023 Workplan

5) Future Board Meeting Agenda Items

- a. Affiliate Agreements with Illinois and Florida LGHN Chapters
- b. Baker Tilly (Formerly Management Partners) Contract Amendment

6) Adjournment & Future Meeting Dates

- a. October 2022 – NFBPA Emerge Conference, Atlanta, GA
- b. November 2-5, 2022 - NFBPA, City/County Manager Symposium, Carl Vinson Institute of Government, University of Georgia
- c. November 4-5, 2022 - LGHN Annual Membership Meeting and Board Retreat, Chicago, IL (Collaborating with GFOA, NFBPA, SGR, ICA, IL-LGHN Regional Chapter and GovHRUSA to develop sessions)
- d. Friday, December 2, 2022 – LGHN Board Meeting
- e. Friday, January 6, 2023 – LGHN Board Meeting
- f. April 26-30, 2023 – NFBPA Forum, Minneapolis, MN

Raymond adjourned the meeting at 9:50 am PT



**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
Diversity	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.
Equity	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.
Inclusion	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

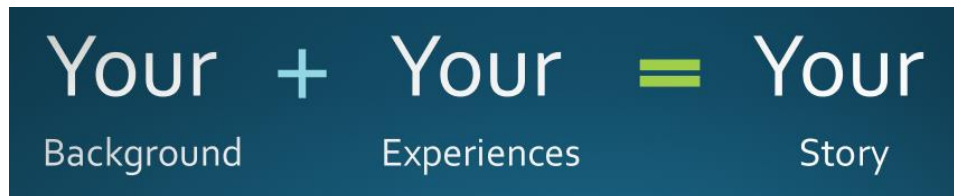
What can LGHN's board do to provide guidance to its members?

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

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 2021 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 Governemt Hispanic Network Account Listing

November 30, 2022

<u>Account</u>	<u>Balance Total</u>
10000 · US Bank - checking	81,051.17
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	35,809.78
10000 · US Bank - checking:Operating Reserves	23,345.35

CHAPTER AGREEMENT

Local Government Hispanic Network and Latinos in Florida Local Government

This Chapter Agreement is made by and between the Local Government Hispanic Network (LGHN), a national nonprofit incorporation and Latinos in Florida Local Government (LFLG) and is made this [date].

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 Latinos in Florida Local Government 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 Latinos in Florida Local Government’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 Florida (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 December 2, 2022, 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 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 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


Latinos in Florida Local Government

By: _____

Name: Samantha Tavares

Title: President, LGHN

Date: December 2, 2022

By:  _____

Name: Raoul A. Lavin

Title: President, Latinos in Florida Local Government

Date: November 30, 2022

Bylaws: Latinos in Florida Local Government Management
Approved August 4, 2022

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Latinos in Florida Local Government Management

Article I: Purpose and Objectives

The Latinos in Florida Local Government Management (LFLGM) State Chapter of the Local Government Hispanic Network is comprised of multiple local government jurisdictions in Florida. The purpose of the Chapter is to:

- Support local government efforts in attracting and retaining a diverse pool of talent.
- Elevate Hispanic/Latino professionals.
- Serve as a resource to all local government managers in communities with significant Hispanic/Latino populations.
- Provide continuing education and skills development that will increase the competitiveness of entry and mid-level managers for leadership positions.
- Provide opportunities for professional development and awareness of Hispanic/Latino issues within communities.
- Increase skills to engage Hispanic/Latino communities in local governance.
- Share knowledge, information, and experience through networking and regional activities.
- Develop and maintain professional associations with the International City/County Management Association (ICMA), the National Local Government Hispanic Network (LGHN), National Forum for Black Public Administrators (NFBPA), and other affinity groups to achieve our common goals and objectives.
- Coordinate with [university partners] to prepare and mentor ICMA Student Chapter members to serve in leadership positions in regional, state, and national local government professional organizations. Explore opportunities for similar coordination with Linfield University.
- Form strategic alliances (formal and informal) with other Hispanic/Latino professional organizations, as well as community partners.

Article II: Membership and Dues

Section 1: Eligibility

All employees of the participating cities and counties, whether permanent, interns, part-time or temporary employees, and educators/students in related public administration programs are eligible to be a member of the LFLGM chapter. Individuals whose organization is not a member of the LFLGM may join as an individual member.

Section 2: Membership Categories

The LFLGM shall consist of three categories of membership:

- *Full Membership.* All individuals currently employed in local government organizations are eligible for LFLGM membership provided they agree to promote the Chapter's mission, purpose, objectives, and meet qualifications adopted by the Board. Members in this category are eligible to serve on the board and vote. Members may be "in transition" from one local government position to another for a period of time. Such "in transition" status will in no way affect the membership, voting status or office holding status of an Individual member. Local government employees whose organizations are not members of the LFLGM may join as individual members of the LFLGM.
 - ◆ *Student Membership.* Students at the undergraduate and graduate levels are eligible to become LFLGM student members provided they agree to promote LFLGM mission, purpose, objectives and meet qualifications adopted by the Board. Student Members may hold office and vote. Students in university programs can be members of the LFLGM at no cost.
- *Associate Membership.* All private professionals, associations, organizations, and institutions are eligible to become affiliate members provided they agree to promote the LFLGM mission, purpose,

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and objectives, and meet qualifications adopted by the Board. Affiliate Members do not have the right to hold office in the LFLGM or the right to vote.

Section 3: Voting Rights

Each member entitled to vote on an issue submitted to the members shall be entitled to one vote upon each issue. Each member entitled to vote at an election of the Board may cast one vote for as many persons as there are Directors to be elected.

Section 4: Membership Dues

The Board shall determine the annual dues for each member or class of membership. Dues shall be payable in January of each year. For new members who join during the year, dues shall be pro-rated.

Section 5: Failure to Pay Dues

If any member of the LFLGM fails or refuses to pay, annual dues within a period of sixty (60) days after the membership anniversary date, the membership of such member may be suspended or may be terminated under the discretion of the Board.

Article III: Board of Directors

Section 1: Directors and Officers

The LFLGM shall be governed by a seven-member Board of Directors that shall consist of:

- President
- Vice President
- Secretary/Treasurer
- TBD (at the board discretion) At-Large Members
- One non-voting member of the [administrator's organization] to serve as a liaison
- The Board may appoint ex officio members as advisors to the Board of Directors.

Section 2: Terms of Office

The term of office for all members of the Board of Directors shall be 2-year staggered terms beginning July 1, 2022. Vacancies on the board shall be filled by the Board of Directors to complete the unexpired term of the officer vacating the position. Office holders who otherwise leave the local government profession or retire from service may serve out their term of office.

Section 3: Duties of the Board of Directors

The duties of the Board of Directors shall include, but not be limited to:

- Set policy for the LFLGM.
- Develop and approve revisions to rules and bylaws.
- Create a plan for communications, membership development, programs and special events, and nominations and elections.
- Approve an annual work plan and budget. As part of the budget process shall set membership dues.
- Ongoing guidance to assure the successful fulfillment of the LFLGM goals and objectives.
- Demonstrate a strong commitment pertaining to the LFLGM through activities such as, but not limited to:
 - Attending and being fully prepared to participate in board meetings.
 - Leading or contributing in committee/subcommittee work.
 - Facilitating and/or participating in networking events and training programs.

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Section 4: Meetings

Board meetings and special meetings will be set by the Board, with meeting dates and agendas posted to provide access for the membership at large. The venue shall be designated by the President, including electronic communications.

Section 5: Quorum

For the purpose of conducting official LFLGM business, a majority of the number of Directors in office shall constitute a quorum at any board meeting. For issues requiring action before the next scheduled meeting, the Board may refer those items to the executive committee or request approval by a majority of the Board through email communication.

Section 6: Attendance

A Director who misses three consecutive meetings or misses one-third of all regular meetings in a 12-month period, except for health or other emergency reasons as determined by the Chair, shall be ineligible to continue serving. The Treasurer/Secretary shall keep attendance records.

Section 7: Vacancies and Resignations

A vacancy in the Board may be filled by a majority vote of the Board. A Director who fills a vacancy shall serve for the unexpired term of his or her predecessor. In the event the Chair becomes vacant for any reason; the Vice-Chair shall assume the title and duties and responsibilities of the Chair until the next Board election. In the event the Vice-Chair for any reason is unable to assume the Chair's position, the remaining Board members will elect a Chair from the current Board by majority vote

Any member of the Board may resign at any time by giving written notice to the Chair 30 days before such resignation shall take effect.

Section 8: Removal

The Board shall review all requests to consider removal of a member of the Board of Directors and shall have final authority for this decision.

Article IV: Records

Active members shall have access to records of the Chapter, with requests made to the Secretary/Treasurer. All membership rosters are the sole property of the LFLGM and are not for public record or distribution.

Article V: Qualifications/Nominations and Elections

Active members meeting the requirements for full membership as defined in Article II, Section 2 are eligible to serve on the Board of Directors. In establishing the LFLGM the organizing committee shall recruit the members of the Board of Directors. The Board shall determine the process for future nominations and elections and amend the bylaws accordingly.

Article VI: Amendments to Bylaws

During the one-two-year start-up phase of the chapter, the bylaws may be amended by two-thirds vote of the board. Following the start-up phase of the chapter (as determined by the board of directors), bylaws amendments may be submitted by two-thirds vote of the Board or by a petition signed by not less than 20% of the voting membership. The bylaws shall be submitted to the membership for

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review/objection and become effective immediately following a 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/parties and either modify and resubmit the amendment to the membership or make a determination that the amendment is in the best interest of the LFLGM.

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Sample of Board /committee responsibilities (may include but not limited to):

Communications

- Maintains a record of [chapter]events.
- Prepares and coordinates the distribution of communications, a newsletter, social media or other form of communication, regular and special meeting notices, agenda.
- Prepares an annual report summarizing organizational activities of the year.
- Leads the maintenance of [chapter]website and works with the Board of Directors and membership for content development and updating [if website is developed].
- Works with the Membership regarding membership database development and maintenance.
- Communicates the activities of assigned Committees.
- Performs other duties as defined by the Board.

Membership

- Prepares annual strategy for membership development, and outreach to attract new members.
- Prepares and distributes notices of dues, collects all dues, and maintains records of all due-paying members in conjunction with the Secretary/Treasurer.
- Maintains the membership database in conjunction with Communications.
- Develops marketing strategies/plans to promote the [chapter] and its goals.
- Performs other duties as defined by the Board.

Programs and Special Events

- Develops an annual calendar-of-events to be presented to the Board.
- Works with the Board of Directors to develop professional development programs and publicizes career enhancement and employment opportunities.
- Responsible for developing the support structure to carry out special functions or activities.
- Identify and recruit speakers as needed.
- Prepares program budgets and submits it to the Board.
- Identify opportunities to celebrate Hispanic/Latino heritage in communities
- Performs other duties as defined by the Board.

Nominations/Elections

- Prepare schedule for elections cycle and key dates.
- Manages the election process working with communications to disseminate information to the membership.
- Tallies final vote and reports to the Board of Directors.
- Maintain election results 30 days after the election.

Local Government Hispanic Network
Profit & Loss Budget Performance
January through November 2022

	Actuals from Jan - Nov 22	2022 Budget	2022 Budget Estimates	Proposed Budget 2023	Proposed Budget 2024
Ordinary Income/Expense					
Income					
43400 · Direct Public Support					
43450 · Individual Support	160.00		235.00	0	0
43455 · Corporate Support	50,500.00	65,000.00	50,500.00	50,000	50,000
				5,000	5,000
43457 · Scholarship	2,950.00		3,000.00	4,000	4,000
Total 43400 · Direct Public Support	53,610.00	65,000.00	53,735.00	59,000.00	59,000.00
46400 · Other Types of Income					
46410 · Advertising Sales	65,925.00	75,000.00	76,500.00	\$191,250	191,250
46430 · Miscellaneous Revenue	510.14	475.00	510.14	500	525
Total 46400 · Other Types of Income	66,435.14	75,475.00	77,010.14	191,750.00	191,775.00
47200 · Program Income					
47208 · Annual Meeting Registratio	2,250.00		2,250.00	0	0
47209 · Annual Meeting Sponsorsh	4,000.00		6,000.00	0	0
47230 · Membership Dues					
47231 · Chapters	20,300.00	40,500.00	20,300.00	40,000	40,000
47232 · Corporate	1,200.00	2,000.00	1,200.00	0	0
47233 · Individual	3,553.33	4,500.00	3,553.33	3,000	3,000
47234 · Local Government	18,875.00	20,000.00	18,875.00	7,500	7,500
47236 · Membership Discounts	50.00				
Total 47230 · Membership Dues	43,978.33	67,000.00	43,928.33	50,500.00	50,500.00
47270 · LGHN Dinner Registrations	4,275.00	4,000.00	4,275.00	\$16,000.00	8,000
47271 · LGHN Dinner Sponsorship	0.00	1,000.00		0	0
Total 47200 · Program Income	54,503.33	72,000.00	56,453.33	66,500.00	58,500.00
49000 · Special Events Income					
49010 · Special Events Contributio	4,500.00	2,500.00	4,500.00	5,000	5,000
Total 49000 · Special Events Income	4,500.00	2,500.00	4,500.00	5,000.00	5,000.00
Total Income	179,048.47	214,975.00	191,698.47	322,250.00	314,275.00
Gross Profit	179,048.47	214,975.00	191,698.47	322,250.00	314,275.00
Expense					
60900 · Business Expenses					
60920 · Business Registration Fees	105.41	100.00	105.41	120	120
60930 · Constant Contact	0.00	250.00	0.00	0	0
60960 · Merchant Services Fees	3,017.08	2,100.00	3,417.08	9,000	9,000
Total 60900 · Business Expenses	3,122.49	2,450.00	3,522.49	9,120.00	9,120.00
62100 · Contract Services					
62110 · Accounting Fees	0.00	1,100.00	1,200.00	1,200	1,200
62150 · Outside Contract Services	132,502.70	100,000.00	162,067.00	180,000	180,000
Total 62100 · Contract Services	132,502.70	101,100.00	163,267.00	181,200.00	181,200.00
65000 · Operations					
Computer Software	1,520.77	1,000.00	1,555.27	1,600	1,600
65020 · Postage, Mailing Service	438.42	50.00	498.42	1,000	1,000
65030 · Printing and Copying	545.85	250.00	545.85	500	500
65040 · Supplies	5.38	50.00	5.38	10	10
65050 · Telephone, Telecommunica	1,666.26	2,050.00	1,761.38	2,000	2,000
65060 · Website	9,928.43	12,000.00	11,776.43	12,000	12,000
Total 65000 · Operations	14,105.11	15,400.00	16,142.73	17,110.00	17,110.00
65100 · Other Types of Expenses					
Board of Directors Retreat					
Retreat	0.00	1,500.00	1,500.00	1,500	1,500
Total Board of Directors Retreat	0.00	1,500.00	1,500.00	1,500.00	1,500.00
65110 · Advertising/Marketing Expe	1,146.59	4,000.00	1,146.59	4,000	4,000
65120 · Insurance - Liability, D and	905.00	900.00	905.00	1,000	1,000
65140 · Contributions to Affiliates	1,500.00	6,000.00	1,500.00	1,500	1,500
65160 · Other Costs	1,258.28	500.00	1,258.28	500	500
XXXX - Scholarship Awarded				1,600	1,600
65180 · Special Events (Affiliates R	6,596.56	5,000.00	6,596.56	7,000	7,000
65185 · Program Activities					
Catering	13,495.49	12,000.00	13,495.49	12,000	12,000
Entertainment	872.00		872.00	\$1,500	1,500
Other Costs	0.00	100.00	0.00	\$200	200
Postage/Shipping	0.00	500.00	0.00	500	500
Awards		1,000.00		1,000	1,000
Printing/Copy	0.00	250.00	0.00	500	500
Stipends and Speaker Fees	0.00	500.00	0.00	1,600	1,600
Total 65185 · Program Activities	14,367.49	14,350.00	14,367.49	17,300.00	17,300.00
65190 · Special Projects	1,366.73	5,000.00	1,366.73	5,000	5,000
65100 · Other Types of Expenses -	0.00	0.00	0.00	0	0
Total 65100 · Other Types of Expenses	27,140.65	37,250.00	28,640.65	39,400.00	39,400.00
68300 · Travel and Meetings					
68310 · Conf, Conv, Meeting-Nat'l	829.99	5,000.00	1,000.00	5,000	5,000
68320 · Meeting Travel-Reg'l	0.00	1,000.00	0.00	1,000	1,000
Total 68300 · Travel and Meetings	829.99	6,000.00	1,000.00	6,000.00	6,000.00
Total Expense	177,700.94	162,200.00	212,572.87	252,830.00	252,830.00
Net Ordinary Income	1,347.53	52,775.00	-20,874.40	69,420.00	61,445.00
10/22 Board Authorized Internal Transfer from Other Funds			41,186.00		
Net Income	1,347.53	52,775.00	20,311.60	69,420.00	61,445.00