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DIVISION 4A. COMMISSION ON REFUGEE AND IMMIGRANT AFFAIRS

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Sec. 2-180. Established.

There is hereby established a Commission on Refugee and Immigrant Affairs.

(Ord. No. 10-13, 11-25-13)

Sec. 2-181. Declaration of purpose.

The Commission's mission is to create a means for refugee and immigrant voices to be heard and understood, to facilitate civic engagement among refugees and immigrants, and to recognize and legitimize issues of importance to new arrivals to the City of Hartford. The Commission shall additionally:

1. Advise and inform City government about the needs and status of the refugee and immigrant communities;
2. Advocate for the interests of refugees and immigrants;
3. Promote recognition of the contributions of the foreign-born to the economic and cultural vitality of Hartford;
4. Provide opportunities for all sectors of the Hartford community to learn about and discuss issues related to immigration, refugees, and immigrants;
5. Facilitate communication and collaboration between diverse refugee and immigrant groups.

(Ord. No. 10-13, 11-25-13)

Sec. 2-182. Membership; organization

- (a) *Members:* The Commission shall consist of no more than twenty-one (21) members and no fewer than eleven (11) members. Quorum shall consist of fifty (50) percent of the membership plus one (1). Members shall be appointed in accordance with Chapter VII, Section 1 of the Charter. Members shall be appointed in accordance with the following criteria:
1. All members will have demonstrated their interest in refugee and immigrant issues, integration, and well-being and be committed to assisting the commission to achieve its mission.
 2. A majority of members shall be residents of Hartford.
 - 3.

- Membership shall not be restricted to U.S. citizens, but a majority of members shall be U.S. citizens;
4. Membership on the Commission shall be reflective of the refugee and immigrant population of Hartford. Diversity shall include geography, language, immigration status, background and ethnicity. Diversity of the commission shall be addressed pursuant to the commission's latest report on the status of refugee population in Hartford.
 5. Members may also possess at least one (1) of the following qualifications:
 - i. Be foreign born or be the child of at least one (1) parent who is foreign-born;
 - ii. Serve or have served as an advocate for refugees or immigrants;
 - iii. Be employed by or serve as a volunteer with an organization or agency providing services to recent refugees and immigrants living in Hartford.
- (b) *Terms:*
1. Terms shall be two (2) years in length.
 2. Terms shall be overlapping, i.e. eleven (11) terms shall expire in one (1) year and ten (10) terms shall expire in the following year. Of the members first appointed, eleven (11) members shall be appointed for two-year terms and ten (10) members shall be appointed for one-year terms, to allow for over-lapping terms.
 3. Members shall serve no more than two (2) consecutive terms.
- (c) *Officers:* The Commission shall elect a chair, vice-chair, secretary, and treasurer. Other officers may be created by the Commission.
- (d) *Meetings:* The Commission shall meet monthly beginning no later than sixty (60) days from when eleven (11) members are appointed and confirmed.
- (e) *Bylaws:* The Commission shall adopt bylaws which shall include attendance requirements, a process for electing officers, and processes for doing business.
- (f) *Liaisons:* The Hartford Public Schools and the Hartford Public Library shall each designate a staff person as a liaison to the Commission. Said liaison will provide information regarding refugees and immigrants to the Commission upon request.

(Ord. No. 10-13, 11-25-13)

Sec. 2-183. Duties and functions.

1. Monitor and analyze existing or proposed policies and actions, at all levels of government, for their impact on refugees and immigrants.
2. Analyze and make recommendations concerning the delivery and coordination of services for refugees and immigrants.
3. Regularly issue a report on the state of refugees and immigrants in Hartford. Such report shall be issued every two (2) years at a minimum.
4. Propose policies and/or actions to the Mayor and Council, as appropriate, for addressing the issues and needs of refugees and immigrants.
5. The City's departments shall provide, upon request of the Commission, information relating to the city's refugee and immigrant population.

(Ord. No. 10-13, 11-25-13)

Secs. 2-184—2-195. Reserved.