

AGENDA
CULTURAL RELATIONS ADVISORY BOARD

Wednesday, January 21, 2026 – 10:00 am
2nd Floor, East Training Room Santa Fe Depot (101 E. Wyatt Earp)
Enter through Train Station under Green Awning

Call to Order: Chair Brenda Carmona

Visitors:

Consent Calendar:

1. Approve CRAB Minutes from November 19, 2025.

Unfinished Business:

1. (IO) Cultural Currents Project – Report by Holly Mercer
2. (AI) Naturalization Scholarships – Report by Roxana Arjon
3. (DI) Language Access Survey – Report by Roxana Arjon

New Business:

1. (DI) New CRAB Member(s)
2. (AI) CRAB Resolution + Bylaws Update – Report by Roxana Arjon
3. (DI) 2026 CRAB Meeting Dates – Report by Roxana Arjon

Board Member and Staff Comments:

Board Program/Dates (keep in mind):

- KOMA/KORA Training (*Mandatory*) – Tuesday, February 10th @ 12:00 pm or 5:30 pm

Next Meeting Dates:

- February 17 @ 9am – Board Retreat
 - Alternate Date: February 25th @ 9 am
- March 18
- April 15
- May 20
- June 17
- July 15
- August 19
- September 16
- October 21
- November 18

ADJOURNMENT

MEETING MINUTES

CULTURAL RELATIONS ADVISORY BOARD

Wednesday, November 19, 2025 – 10:00 am
2nd Floor, East Training Room Santa Fe Depot (101 E. Wyatt Earp)

Call to Order

Chair Brenda Carmona called the meeting to order at 10:00 am.

Present: Brenda Carmona, Yari Sanchez, Holly Mercer, Debbie Snapp, Jose Ramos, Susan Finley, and Kristin Hines

Absent: Esmeralda Soto, Perla Lopez, Karla Lees, and Joel Tuche

Visitors: Hugo Hernandez, Michael Marino

Staff: Roxana Arjon, Darlin Rayo

Consent Calendar

1. Approval of Minutes from October 15, 2025

- a. Debbie Snapp motioned to approve the minutes, seconded by Susan Finley. Motion passed 7-0.

Unfinished Business

1. Cultural Currents Project- Report by Holly Mercer

Holly shared that due to a scheduling conflict with a planned guest for this month's recording, the Spanish episode recorded in October will likely be released instead. Humanities Kansas requested that the Public Library host a 250-person discussion panel related to the project, with hopes of scheduling it for fall 2026. Additional programming related to the Cultural Currents theme will be developed in alignment with this panel event.

2. New Americans Dinner – Report by Darlin Rayo

Darlin reported that the New Americans Dinner took place yesterday, November 18. Six new U.S. citizens registered for the celebration. The Vice Mayor and City Manager delivered remarks, and attendees shared a meal together. The event was well received and created a meaningful moment of recognition for the new citizens.

3. Engage Dodge – Report by Darlin Rayo

Darlin announced that the fall Engage Dodge sessions concluded on November 3 during the City Commission meeting. Participants celebrated with cake, received Engage Dodge t-shirts, and were formally recognized by the Commission for completing the program.

4. Naturalization Scholarships – Report by Roxana Arjon

The Board discussed updating the Naturalization Scholarship application to clarify requirements and improve processes for applicants. Staff will draft recommended updates, review them with the City Attorney, and present the revisions for CRAB approval at a future meeting.

New Business

Board Member and Staff Comments

Adjournment

Motion to adjourn by Kristin Hines, seconded by Debbie Snapp. Motion passed 7-0.
The meeting adjourned at 11:15 a.m.



NATURALIZATION SCHOLARSHIP

The City of Dodge City is proud to offer fifteen \$400 scholarships to help community members pay for fees related to the citizenship/naturalization process.

The deadline to apply is Tuesday, August 11th.

Scholarship Requirements:

- Eligible for naturalization
- Resident of Ford County
- Demonstrate financial need
- Commit to attending the Engage Dodge program
 - Tues., Sept. 22nd @ 6-8 pm
 - Tues., Sept. 29th @ 6-8 pm
 - Tues., Oct. 6th @ 6-8 pm
 - Tues., Oct. 13th @ 6-8 pm
 - Mon., Oct. 19th @ 6-8 pm

Apply at www.dodgecity.org/1102 or pick up an application at the Municipal Services Building (100 Chaffin Rd)

For more information, contact Darlin Rayo (darlinr@dodgecity.org) or Roxana Arjon (roxanaa@dodgecity.org) via phone at 620-225-8100 opt. 6.





APPLICATION FOR CITY OF DODGE CITY NATURALIZATION SCHOLARSHIP

NAME: _____

EMAIL: _____

PHONE NUMBER: _____

ELIGIBILITY INFORMATION

To be eligible for the scholarship, applicants must be eligible for naturalization, be a resident of Ford County, and demonstrate financial need. Recipients of the scholarship must also commit to attending the Engage Dodge program. If selected for the scholarship, applicants will need to submit additional documents including, but not limited to, a copy of your ID or utility bill and 2025 tax return or 1099 form.

Are you eligible for naturalization? Yes No
Visit www.uscis.gov/citizenship/learn-about-citizenship to determine your eligibility.

Are you a resident of Ford County? Yes No

What is your household income? _____
Applicants must have an household adjusted gross income of less than \$100,000 (1040 form, Line 11).

Are you able to commit to attending the Engage Dodge program? Yes No

- o Tues., Sept. 22nd @ 6-8 pm
- o Tues., Sept. 29th @ 6-8 pm
- o Tues., Oct. 6th @ 6-8 pm
- o Tues., Oct. 13th @ 6-8 pm
- o Mon., Oct. 19th @ 6-8 pm



TELL US MORE

As scholarships are limited, these questions will help us to narrow the pool of applicants in case there is more interest than scholarships available. Please fill out these questions with as much detail as you can. If you require assistance in completing the application, please contact us at 620-225-8100 (opt. 6) or visit us at the Municipal Services Building (100 Chaffin Rd).

Why do you want to become a US Citizen now?

How have you prepared for the Naturalization process?

Where are you in Naturalization process? How soon do you think you will submit the N-400 form?



Are you working with an attorney or USCIS accredited representative?

Yes

No

Please visit [WEBSITE] to view a list of immigration attorneys and USCIS accredited representatives who are authorized to help you with the naturalization process.

Have you previously been awarded this scholarship?

Yes

No

If yes, please explain below why you are applying again and what steps you have taken since last applying for the scholarship/for citizenship.

Anything else you would want us to know?

Lined area for providing additional information.



How did you hear about this scholarship?

- Welcoming Dodge City Facebook Page
- City of Dodge City Facebook Page
- USD 443 ESOL Program
- DCCC Adult Learning Center
- Catholic Charities of Southwest Kansas
- UFCW Local 2
- City Employee
- Friend or Family
- Other: _____

By submitting this application, I understand that if selected for the scholarship . . .

- I agree to provide documentation to demonstrate my eligibility. This can include, but is not limited to, submitting a copy of my ID or utility bill (Ford County resident) and a copy of my 2025 tax return or 1099 form (financial need).
- I agree that I will attend the Engage Dodge program before receiving the scholarship.

SIGNATURE: _____

DATE: _____

Please return to:

Cultural Relations Advisory Board
Municipal Services Building
P.O. Box 880
Dodge City, KS 67801

Fax: 620-225-8144

Email: darlinr@dodgecity.org
roxanaa@dodgecity.org



READ THIS BEFORE YOU TAKE LEGAL ADVICE

If you have a case in immigration court, only take legal advice from:

- ◆ **a licensed attorney**

An “attorney” is a person who has a valid license from a state to practice law.

- ◆ **an accredited representative**

An “accredited representative” is an individual who works with a recognized organization and has been given permission by the United States Government to help people in immigration court. A “recognized organization” is a nonprofit, religious, charitable, social service, or similar organization that has been given permission by the United States Government to help people in immigration court.

If someone claims to be an attorney and you want to know if that person is allowed to represent you in immigration court:

- ◆ Ask in what state(s) he or she is licensed to practice law.
- ◆ Call the office that licenses attorneys in that state (this is usually the “state bar association” or the supreme court of that state) and ask that office if the attorney has a bar number and is in “good standing.”
- ◆ Go to the EOIR Web site at www.justice.gov/eoir/discipline.htm to find out who is *not* permitted to represent you in immigration court.

If someone claims to be an accredited representative and you want to know if that person is allowed to represent you in immigration court, go to the EOIR Web site at www.justice.gov/eoir/can-someone-represent-you and select “List of Accredited Representatives” or call (703) 305-9029 for information.

If you think you have been a victim of immigration fraud, contact the EOIR Fraud and Abuse Prevention Program at: EOIR.Fraud.Program@usdoj.gov or (703) 305-0470.

Do You Need a Lawyer or Accredited Representative?

Information on How to Find Legal
Representation in Immigration Court

The information in this packet was prepared by the U.S. Department of Justice's Executive Office for Immigration Review (EOIR). It is not intended, nor should it be construed in any way, as legal advice. The information does not extend or limit the jurisdiction of the Immigration Courts as established by law and regulation. Nothing in this packet shall limit the discretion of Immigration Judges to act in accordance with law and regulation.

Do You Need a Lawyer or Accredited Representative?

You have the right to have a lawyer or Department of Justice accredited representative represent you in your immigration proceedings. However, the government will not give you a lawyer or accredited representative. **If you want a lawyer or accredited representative, you must find one on your own and pay for any of the costs.** You should do this *as soon as possible*.

The **ONLY** people who can represent you in immigration court are lawyers and accredited representatives.¹ Notarios, document preparers, immigration consultants, and travel agents are NOT allowed to give you ANY legal advice.

Some nonprofit organizations offer free legal advice and may be able to find a lawyer or accredited representative to represent you for free. The immigration judge will provide you with a list of these organizations. **This list is also available at www.justice.gov/eoir/list-pro-bono-legal-service-providers.**

What is a Lawyer?

A lawyer is generally someone who has a license to practice law before *the immigration courts and other courts of law* in the United States. A lawyer helps you fill out immigration applications, such as an application for asylum. A lawyer may also help collect evidence, prepare you to testify in court, and present your case to the immigration judge for you.

What is a Department of Justice Accredited Representative?

An accredited representative is someone who has a certificate from the U.S. Department of Justice to practice law *only* in the U.S. immigration system. An accredited representative receives training in immigration law and is part of a U.S. nonprofit organization. Like a lawyer, an accredited representative helps you fill out immigration applications, collect evidence, and present your case to the immigration judge.

Can I Represent Myself?

Although you can always represent yourself in your immigration proceedings, the Department of Justice *strongly recommends* that you find a lawyer or accredited representative for your immigration case. If you cannot find a lawyer or accredited representative, you should use the Immigration Court Self-Help Legal Resource Center to familiarize yourself with the immigration system and understand your rights in immigration court. These materials are available in every immigration court and online at www.justice.gov/eoir/self-help-materials. Additional information is available at the Immigration Court Online Resource, which can be accessed at <https://icor.eoir.justice.gov>.

¹ Under certain circumstances, the following people may also provide legal representation: law students and law graduates not yet admitted to the bar, certain accredited officials, and other reputable individuals as defined under section 1292.1 of the Code of Federal Regulations.



SELF-SERVICE TOOLS

 **Login or Create a USCIS Online Account**
myaccount.uscis.gov

 **File Online**
uscis.gov/file-online

 **Need help? Ask Emma**
uscis.gov/emma

 **e-Request**
Ask a question about your case
uscis.gov/e-request

 **Case Status Online**
uscis.gov/casestatus

 **Fee Calculator**
uscis.gov/feecalculator

 **Password and Unlocking Account Help**
[uscis.gov/tools/uscis-tools-and-resources/
password-resets-and-technical-support](https://uscis.gov/tools/uscis-tools-and-resources/password-resets-and-technical-support)

 **Change of Address**
uscis.gov/addresschange

 **Appointments**
my.uscis.gov/appointment

 **Case Processing Times**
uscis.gov/processingtimes

CITIZENSHIP RESOURCES

 **Practice Civics Mobile App**
Download our free civics study app at Google Play or the App Store. Search “USCIS civics test” and make sure USCIS is the developer.

 **Citizenship Resource Center**
uscis.gov/citizenship

 **Naturalization Eligibility Tool**
Check your eligibility and file your N-400
uscis.gov/naturalization-eligibility

 **N-400 Early Filing Calculator**
uscis.gov/forms/uscis-early-filing-calculator

 **Practice Civics Test**
[uscis.gov/citizenship-resource-center/naturalization-
test-and-study-resources/2025-civics-test](https://uscis.gov/citizenship-resource-center/naturalization-test-and-study-resources/2025-civics-test)

LOCATORS

 **Find a Doctor**
my.uscis.gov/findadoctor

 **Class Locator**
my.uscis.gov/findaclass

 **Office Locator**
uscis.gov/about-us/find-a-uscis-office

 **Forms and Fees**
uscis.gov/forms/filing-fees

ONLINE RESOURCES

 **Avoid Scams**
uscis.gov/avoid-scams

 **Multilingual Resource Center**
uscis.gov/multilingual

 **Find Authorized Providers**
[justice.gov/eoir/recognition-
accreditation-roster-reports](https://justice.gov/eoir/recognition-accreditation-roster-reports)

 **Explore My Options**
uscis.gov/explore-my-options

 **E-Verify**
Check work authorization.
e-verify.gov

 **I-9 Central for Employers**
uscis.gov/i-9-central

 **Join a USCIS Presentation**
uscis.gov/outreach

RESEARCH TOOLS

 **Electronic Reading Room**
uscis.gov/electronic-reading-room

 **USCIS Freedom of Information Act (FOIA)**
[uscis.gov/records/request-records-
through-the-freedom-of-information-
act-or-privacy-act](https://uscis.gov/records/request-records-through-the-freedom-of-information-act-or-privacy-act)

 **Immigration and Citizenship Data**
uscis.gov/immigration-and-citizenship-data

 **USCIS Genealogy**
uscis.gov/genealogy

 **USCIS History Office and Library**
uscis.gov/about-us/our-history

 **Contact Us**
uscis.gov/about-us/contact-us



To: Cultural Relations Advisory Board

CC: Hugo Hernandez, Main Street Director

From: Roxana Arjon, Assistant to the City Manager and Darlin Rayo, Recruiter and Community Outreach Coordinator

Date: 21 January 2026

Subject: Approval of Amended Cultural Relations Advisory Board Resolution and Bylaws

Agenda Item: New Business

Purpose: Resolution 2026-xx would amend Resolution 2023-15 and appoint the Dodge City Main Street Director to serve as an ex-officio, non-voting member on the Cultural Relations Advisory Board. With these updates, the CRAB bylaws will also require updating.

Recommendation: Staff recommends approval of Resolution 2026-xx and the 2026 updated CRAB bylaws.

Background: The Main Street Director has attended and participated in Cultural Relations Advisory Board meetings since 2019 when the annual Dodge City International Festival was first held. The Main Street Director has served as an integral part of the board and has brought their expertise to plan and implement the International Festival, serve on the planning team for the Strategic Plan for Welcoming and Integration, volunteer at CRAB events, and advise the board on other cultural and community matters.

Updates to the resolution and bylaws are summarized below and noted in blue in the attached documents.

Resolution Updates

- Appoints the Dodge City Street Director as an ex-officio, non-voting member
- Clarifies that CRAB members representing an organization are chosen and appointed by that respective organization
- Updates the formatting of the resolution to increase ease of readability

Bylaws Updates

- Reflects the addition of the Dodge City Street Director as an ex-officio, non-voting member
- Adds the stipulation that board members who miss more than five meetings (with or without excuse) are subject to removal
- Adds a code of conduct section
- Clarifies the process for how board members may add items to the agenda

CRAB Options:

1. Approve
2. Disapprove

Financial Considerations: None

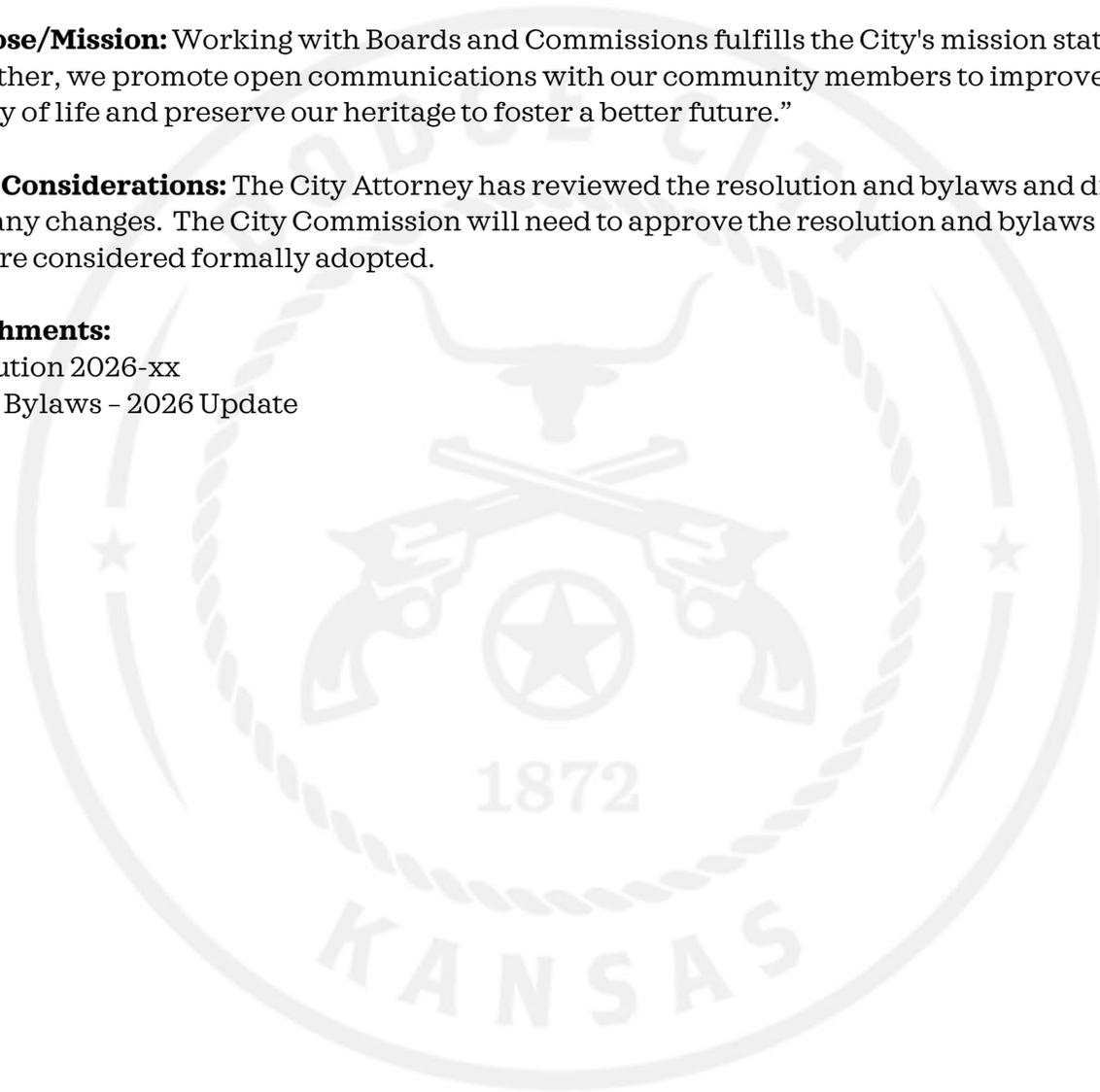
Purpose/Mission: Working with Boards and Commissions fulfills the City's mission statement: "Together, we promote open communications with our community members to improve quality of life and preserve our heritage to foster a better future."

Legal Considerations: The City Attorney has reviewed the resolution and bylaws and did not have any changes. The City Commission will need to approve the resolution and bylaws before they are considered formally adopted.

Attachments:

Resolution 2026-xx

CRAB Bylaws - 2026 Update



RESOLUTION NO. 2026-xx

A RESOLUTION AMENDING RESOLUTION NO. 2023-15 FOR THE PURPOSE OF APPOINTING THE MAIN STREET DIRECTOR AS AN EX-OFFICIO MEMBER OF THE CULTURAL RELATIONS ADVISORY BOARD.

WHEREAS, on June 21st, 2010, the Governing Body of the City of Dodge City adopted Resolution 2010-19, which created and established a City appointed Cultural Relations Advisory Board to act in an advisory capacity to the Governing Body of the City, and as otherwise requested, to insure the implementation of the purposes therein; and

WHEREAS, on April 17th, 2023, the Governing Body of the City of Dodge City adopted Resolution 2023-15, which added two additional voting members to the Cultural Relations Advisory Board; and

WHEREAS, the principals of representative democracy require that the interest of all people be heard and considered in the establishment and administration of ordinances and policies, and in the general governing of the City; and

WHEREAS, the Main Street Director plays an important role in planning and executing the annual Dodge City International Festival and advising the board on other cultural relations matters; and

WHEREAS, it is the policy of the City of Dodge City to promote and foster goodwill, and through cooperation and conciliation among all groups and segments of the population, to eliminate and prevent within its boundaries discrimination, segregation or separation because of race, color, national origin or ancestry.

NOW THEREFORE, BE IT RESOLVED, by the Governing Body of the City of Dodge City, Kansas:

Resolution No. 2023-15 is hereby amended and restated in its entirety and shall provide as follows:

SECTION I. Creation of the Cultural Relations Advisory Board. It is advisable, desirable, and will be to the overall benefit of the City of Dodge City, Kansas to create and establish a Cultural Relations Advisory Board (hereinafter referred to as the “Board”), which shall act in an advisory capacity to the Governing Body of the City, and as otherwise requested, so as to ensure the implementation of the purposes herein below set forth.

SECTION II. Membership Terms and Qualifications. The Board shall be composed of eleven (11) voting members appointed for three (3) year terms. *At-large members shall be appointed by the Mayor of the City with the advice and consent of the City Commission. All other members shall be appointed by their respective entity.*

Membership on the Board will be represented from each of the following:

- a. Cargill Meat Solutions – One (1) representative
- b. National Beef Packing – One (1) representative
- c. Dodge City Ministerial Fellowship – One (1) representative
- d. United Way of Dodge City – One (1) representative
- e. USD #443 – One (1) representative
- f. Dodge City Community College/Adult Learning Center – One (1) representative
- g. United Methodist Western Kansas Mexican American Ministries – One (1) representative
- h. Dodge City Area Chamber of Commerce – One (1) representative
- i. Catholic Charities of Southwest Kansas – One (1) representative
- j. At large – Two (2) representatives.

The Dodge City Main Street Director shall serve as an ex-officio, non-voting member of the Board. The ex officio member may participate in board meetings and deliberations but will not be a voting member.

The City Manager shall appoint a staff representative to the Board. The staff representative shall assist the Board in the performance of its duties, keep a record of the proceedings of the Board, and notify members of the date, time, and place of meetings of the Board.

Section III. Responsibilities. The Board shall act in an advisory capacity and its function shall be to further amicable relations among the various segments of the population which comprise the City of Dodge City; to help preserve and further the good name of the City for tolerance and fairness and to promote better relations among its people; and to help make it possible for each citizen to develop talents, abilities, and opportunities without limitations.

Areas of responsibility of the Board include but are not limited to:

- a. Advise the Governing Body on problems affecting human and intergroup relations;
- b. Consult with and coordinate efforts among agencies, both public and private, such as local businesses, schools, law enforcement agencies, social welfare organizations, youth and senior groups, and other similar groups which function in the field of human relations;
- c. May make studies, surveys, and investigations to provide accurate data for orderly and constructive community development and recommend such measures that are deemed necessary to carry out such recommendations;
- d. May utilize the resources of individuals and groups towards the improvement of intergroup relations;
- e. May enlist all potential community forces in an effort to make more secure and to extend democratic rights, opportunities and practices;
- f. May influence and encourage community support for educational programs and appropriate legislation designed to combat those misconceptions, prejudices, and untruths which tend to set group against group, reduce tensions created by ignorance and bigotry, and eliminate discriminatory practices arising from prejudice; and

- g. May recommend to the Governing Body human relations policies, procedures, and programs.

The Board, with the prior approval of the Governing Body, may expend funds, may accept contributions from any persons or governmental unit to assist in their efforts, and may enlist the cooperation, including the financial assistance of private, charitable, religions, labor, civic, or benevolent organizations, for the purposes set forth. All funds shall be received and disbursed in the name of the City of Dodge City, Kansas. A budget provision for such receipts and expenditures shall be made part of the City's operating budget.

The Board shall report and make recommendations to the Governing Body of the City of Dodge City at regularly scheduled meetings of the Governing Body not less than twice each calendar year.

Section IV. Meetings. The Board shall convene in a place and time designated by a vote of the members. At such meeting, the Board shall elect a chair for a term of one (1) year and may elect other officers, adopt bylaws, and determine the time and place for future meetings.

A quorum shall consist of six (6) members.

Organizations and groups that represent cultural relations interests will be included on the agenda of the monthly meetings.

SECTION V. Adoption. That this resolution shall be effective on the date approved and adopted below.

APPROVED AND ADOPTED by the Governing Body of the City of Dodge City, Kansas, this _____ day of _____, 2026.

Daniel Pogue, Mayor

ATTEST:

Connie Marquez, City Clerk

Bylaws of the Dodge City Cultural Relations Advisory Board
Adopted month xx, 2026.

ARTICLE I: PURPOSE

- A. Background.** On June 21, 2010, the City of Dodge City Commission (“Commission” or “Governing Body”) adopted Resolution #2010-19 forming the Cultural Relations Advisory Board (the “Board”). Resolution #2010-19 provided for formation of the Board for the purpose of advising the Commission regarding issues affecting minority populations within Dodge City. On [date], the Commission adopted Resolution 2026-xx (the “Resolution”) amending the composition of the Board.
- B. Purpose.** The purpose of the Board is to advise the City Commission related to or affecting minority communities within Dodge City, to monitor the policies and practices of the City of Dodge City to issue fair and equitable application, and to act as a resource for intercultural awareness, education, and celebration among all people.

ARTICLE II: COMPOSITION

- A. Board Members.** The Board shall be composed of eleven (11) **voting** members. The makeup of the members shall be as follows:
- Cargill Meat Solutions - One (1) representative
 - National Beef Packing - One (1) representative
 - Dodge City Ministerial Fellowship - One (1) representative
 - United Way of Dodge City - One (1) representative
 - USD #443 - One (1) representative
 - Dodge City Community College/Adult Learning Center - One (1) representative
 - United Methodist Western Kansas Mexican American Ministries - One (1) representative
 - Dodge City Area Chamber of Commerce - One (1) representative
 - Catholic Charities of Southwest Kansas – One (1) representative
 - At large - Two (2) representatives
- B. Ex Officio Members.** The Dodge City Main Street Director will serve as an ex officio member. The ex officio member may participate in board meetings and deliberations but will not be a voting member.
- C. Staff Representative.** The City Manager shall appoint a staff representative to the Board. The staff representative shall assist the Board in the performance of its duties, keep a record of the proceedings of the Board, and notify members of the date, time, and place of meetings of the Board.
- D. Terms of Office.** Board members shall be appointed for three (3) year terms by the Mayor of the City with the advice and consent of the City Commission. A term shall begin on the first (1st) day

of February and shall expire at the end of the thirty-first (31st) day of January of the appropriate third year of the term. Reappointment shall be allowed for all positions.

- E. Resignations and Vacancies.** A Board member may resign at any time by giving written notice to the Staff Representative. The notice shall be effective upon the date of receipt, or at a later date indicated in the written notice. A Board member shall immediately cease to be a Board member in the event they no longer meet the qualification requirements. Vacancies shall also occur in case of the death, incapacity, or incarceration of a Board member.
- 1. Filling of Vacancies.** Vacancies on the Board shall be filled in accordance with the provisions of the Resolution. Board members appointed to serve an unexpired term or a term that is less than one, full, three-year term shall serve the remainder of that unexpired term.
- F. Officers.** The officers of the Board shall be the Chair and Vice Chair, chosen as follows:
- 1. Time of Election.** At the first organizational meeting and thereafter annually in February of each year, the voting members of the Board shall elect the Chair and Vice Chair from among the members. The Staff Representative shall serve as Secretary for the Board.
 - 2. Term.** The Chair and Vice Chair nominated and elected at the initial meeting of the Board shall begin their terms of office immediately upon election. If the office of Chair becomes vacant during the term, the Vice Chair shall become Chair. In the event the office of Vice Chair becomes vacant, the remaining members shall nominate and vote to elect a Vice Chair from among their members to serve the remainder of the term. Elections for Chair and Vice Chair will be held annually in February regardless of when or whether vacancies for those offices were filled during the previous term.
 - 3. Duties of the Chair and Vice Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of the Board and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a vote of four members, and perform such other duties as are required by these Bylaws, and the resolution(s) of the City of Dodge City creating and/or modifying the composition and charge of the Board. The Chair shall have all the rights and duties enjoyed by any other member of the Board, including the right to make and second motions.

ARTICLE III: CONDUCT OF MEMBERS

- A.** Board members are subject to all rules and regulations established by the State of Kansas, City of Dodge City, and other governmental jurisdictions and agencies having legal authority to regulate public officials' behavior and conduct.
- B.** No Board member may use their office in public representations unless authorized to do so by a simple majority vote of the Board.
- C.** Members of the Cultural Relations Advisory Board are subject to the following standards:
- 1.** Members should treat each other with respect.
 - 2.** Members are encouraged to share their experience and knowledge with new Board members.

3. Members should not use language or actions that a reasonable person would find humiliating, intimidating, hostile, or offensive.
 4. Members are expected to attend all regular and special meetings of the Board. Without the attendance of its members, the Board cannot conduct business.
 5. Questions and/or requests for additional information should be directed to the Staff Representative.
- D. Board members should speak with one voice, understanding that:**
1. The Board has authority as a body not as individual Board members.
 2. Once a decision is made, it is the will of the majority and thus the will and decision of the Board.
- E. Compensation and Budget.** The members of the Board shall serve without compensation. The Board, with the prior approval of the Governing Body, may expend funds, may accept contributions from any persons or governmental unit to assist in their efforts, and may enlist the cooperation, including the financial assistance of private, charitable, religions, labor, civic, or benevolent organizations for the purposes set forth. All funds shall be received and disbursed in the name of the City of Dodge City, Kansas. A budget provision for such receipts and expenditures shall be made part of the City's operating budget.

ARTICLE IV: MEETINGS

- A. Date and Time of Regular Board Meetings.** The Board shall convene in a place and time designated by a vote of the members. Meetings may be held in person, by email, by telephone, or similar electronic method agreed upon by the majority of the Board. At such meeting, the Board may determine the time and place for future meetings. A quorum shall consist of six (6) members. Notwithstanding the foregoing, any regularly scheduled meeting of the Board may be canceled by majority vote of the Board or, for lack of business or a quorum, by the Chair or Staff Representative.
- B. Special Board Meetings.** Special meetings of the Board may be called by the Staff Representative upon the Staff Representative's determination a need exists to hold a special meeting in order for the Board to fulfill its purpose and perform its duties and functions.
- C. Agendas.** The Staff Representative shall prepare, post, and otherwise give notice of the agenda for each meeting of the Board to the members. Board members wishing to add an item to the agenda should notify the Staff Representative at least nine days in advance of the meeting.
- D. Attendance.** All members shall contact the Staff Representative prior to a meeting if they are unable to attend. After two (2) missed meetings, the member will be contacted by the Chair or Staff Representative. Any member who is absent without excuse for three (3) board meetings or who is absent from more than five (5) meetings (with or without excuse) within one year shall be subject to removal by the Board. Members serving in an at-large capacity shall be subject to removal by the Governing Body.

ARTICLE V: CONDUCT OF MEETINGS

- A. Order of Business.** The regular order of business of the Board shall be:
1. Call to order and roll call.
 2. Public comment on items not on the Agenda.
 3. Approval of the minutes of the previous meeting.
 4. Consideration and action on Agenda items.
 5. Board member reports/comments.
 6. Adjournment.
- B. Recording of Meetings.** Any meeting of the Board, other than a closed session, may be recorded by any person, unless the Board determines that such recording could constitute a disruption of the proceedings.
- C. Presentations to the Board.** Organizations and groups that represent cultural relations interests will be included on the agenda of the monthly meetings. Any person desiring to address the Board shall be requested, when recognized by the Chair, to give their name and address to facilitate preparation of the minutes, although no persons shall be denied recognition or denied the opportunity to speak solely because they decline to state their names and addresses. The Chair may, in the interest of facilitating the business of the Board, set reasonable time limits for oral presentation. The Chair may require Persons to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided. The Chair may continue discussions of public comments to a later date to allow a reasonable time for such discussion to occur.
- D. Recordation of Board Actions.** All official actions or decisions by the Board shall be entered in the Board minutes kept by the Staff Representative. The vote or votes of Board members on every question shall be recorded.

ARTICLE VI: VOTING AND QUORUM

- A. Roll Call Vote.** A roll call vote may be required for voting upon any motion of the Board, at the discretion of the Chair.
- B. Inaudible Votes.** Any member present who does not vote in an audible voice shall be recorded as voting “aye.” Members may abstain from voting if the member has recused himself or herself from participating due to a conflict of interest, in which case the member shall not be present in the meeting room during the discussion and action on the item.
- C. Quorum.** A quorum shall consist of six (6) members.
- D. Number of Votes Required for Action.** No action or recommendation of the Board shall be valid and binding unless a quorum is present, and the action is approved by a majority vote of the Board members actually present at the meeting. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as a denial of the motion.
- E. Voting Affected by Conflict of Interest.** No member shall participate in any discussion or voting if doing so would constitute a conflict of interest. Notwithstanding the foregoing, if a

quorum cannot be achieved because conflicts of interest exist that prevent members from discussing or voting on the matter, and the conflicts are such that an insufficient number of non-conflicted members will be available to vote at a later date even if the matter is continued, then the matter shall not be continued and members having conflict(s) of interest shall be selected by lot until a quorum is obtained.

- F. Motion to Reconsider.** The Board may reconsider a matter during the meeting at which the vote was taken, provided all members who were present when the matter was discussed and voted upon are still present and provided further that the motion to reconsider is made by a member who voted with the prevailing side. A motion for reconsideration shall have precedence over every motion except a motion to adjourn. A final vote on any matter may also be placed on the agenda for reconsideration by the Board upon motion of any member at any later meeting. When the Board approves a motion for reconsideration, the Board may, in its discretion, reconsider the matter immediately or at a later date.

ARTICLE VII: BYLAWS AMENDMENT

These Bylaws may be amended only with the approval of the Board and to the extent not inconsistent with any applicable federal, state, or local law.

Brenda Carmona, CRAB Chair

Daniel Pogue, Mayor

Date

Date

2026 Cultural Relations Advisory Board Meetings

Santa Fe Depot, East Training Room (201 E Wyatt Earp)

Weds, January 21 ☆ 10 am

Tues, February 17 ☆ 9 am

Weds, March 18 ☆ 10 am

Weds, April 15 ☆ 10 am

Weds, May 20 ☆ 10 am

Weds, June 17 ☆ 10 am

Weds, July 15 ☆ 10 am

Weds, August 19 ☆ 10 am

Weds, September 16 ☆ 10 am

Weds, October 21 ☆ 10 am

Weds, November 18 ☆ 10 am

Dates, times, and location are subject to change.

Visit www.dodgecity.org/663 for the most up-to-date information or follow Welcoming Dodge City on Facebook.

