

**BY-LAWS OF THE
WILMINGTON MAYOR'S COMMITTEE FOR PEOPLE WITH DISABILITIES**

ARTICLE I

Name of Organization

The formal name of this organization shall be the Wilmington Mayor's Committee for People with Disabilities.

ARTICLE II

Goals and Objectives of the Organization

The principal objective of the Mayor's Committee for People with Disabilities is to improve and enhance the quality of life of people with disabilities living in the Wilmington/New Hanover County area. This objective can be best realized through advocacy for the following:

- Reduction and elimination of barriers in the community for people with disabilities, including, but not limited to, barriers related to employment, housing, transportation, and attitude;
- Increases in people with disabilities participating fully in all aspects of our community.

ARTICLE III

Membership

Section I: Appointments

The Wilmington Mayor's Committee for People with Disabilities will maintain open membership by welcoming all individuals who wish to join the committee.

Section II: Composition and Qualifications

Members shall be in good standing and shall maintain a good attendance record. Members shall earn voting privileges by attending at least three consecutive meetings. Members may lose voting privileges by missing four consecutive meetings without notification to the Secretary. With the appropriate notification to the Secretary members may be absent for valid reasons and keep their voting privileges. Members who have temporarily lost voting privileges may regain them by attending two consecutive meetings. Non-voting members are encouraged to continue to attend meetings.

Section III: Terms of Office

All members may serve on this committee as long as they wish. Members' voting privileges are defined above.

Officers will serve a two-year term. Officers may serve consecutive terms.

Section IV: Filling Vacancies

Vacancies in Officers' positions occurring during existing terms shall be filled by nominations and vote of committee members.

Section V: Termination of Office

The termination of an Officer's position shall be executed by the Executive Committee upon that Officer missing two consecutive meetings without notification to the Secretary. With the appropriate notification to the Secretary, Officers may be absent for valid reasons and retain their office. In addition, an Officer may vacate their office during their term by giving written notice to the Executive Committee and/or may also give verbal notice at a regular meeting.

ARTICLE IV

Officers

Section I: Titles

The officers of the Wilmington Mayor's Committee for People with Disabilities shall consist of two Co-Chairpersons, at least one of whom must have a disability, a Secretary, a Treasurer, and a Moderator. The Officers shall comprise the Executive Committee.

Section II: Co-Chairpersons

The Co-Chairpersons shall preside at all meetings of the Committee and shall possess the authority to represent the Mayor's Committee for People with Disabilities and act on its behalf subject to its declared policies. The Co-Chairpersons shall appoint, in conjunction with the Committee's other officers, all subcommittees. In addition, each of the Co-Chairpersons shall serve as an ex-officio member on all subcommittees and shall perform all other duties normally associated with this office.

It shall be the responsibility of the Co-Chairpersons to execute the duties of the Chair position in a coordinated fashion and to perform those duties in each other's absence or in the event of one of the Co-Chair's inability or refusal to act.

Section III: Secretary

The Secretary shall be responsible for keeping complete and accurate minutes of all meetings of the Mayor's Committee for People with Disabilities and shall present said minutes at the next regular meeting of the Committee for the membership's approval. In addition, the Secretary shall provide each meeting's minutes to all members prior to the next regular meeting and have hard copies available for all members attending each meeting.

The Secretary shall take roll at each regular meeting and determine at the start of each meeting which members have voting privileges and which do not, and determine if a quorum is present. The Secretary shall distribute green voting cards to each member holding voting privileges at the beginning of each meeting, and these cards shall be used by members to cast votes.

The Secretary will provide members with notification of the time and place of each meeting a minimum of one week in advance.

Section IV: Treasurer

The Treasurer shall be responsible for managing the Committee's budget, including receiving funds, documenting all revenue and expenses, reconciling any discrepancies, and reporting balances to the Committee at each regular meeting. The Treasurer shall ensure that all expenses related to the work of the Committee are paid in a timely manner.

Section V: Moderator

The Moderator shall be responsible for facilitating communication during Committee meetings. The Moderator shall ensure that all members' voices are heard, shall ensure that no member dominates the floor, and shall ensure that the Committee does not spend an inappropriate and extraordinary amount of time on any one item. In the absence of the Moderator, the Co-Chairpersons will perform the duties of the Moderator. The Moderator shall ensure that a current copy of Robert's Rules of Order is available at each meeting, and shall implement the rules for business conducted in each meeting.

ARTICLE V

Section I: Regular Meetings

Regular meetings of the Mayor's Committee for People with Disabilities shall be conducted at least monthly, and as otherwise determined by the Co-

Chairpersons. Meetings will take place on Wednesdays from 10:30 AM to 12:30 PM, or as otherwise determined by the Co-Chairpersons. Each member will be notified of the time and place of the said meeting a minimum of one week in advance.

Section II: Establishment of Quorum

A quorum shall be established for the Mayor's Committee for People with Disabilities if at least fifty percent (50%) of the Committee's voting members are present and available to vote during any meeting. A quorum must be established prior to the legal transaction of business or voting.

Section III: Special Meetings

Special meetings of the Mayor's Committee for People with Disabilities may be held at such time and place as determined by the Co-Chairpersons. Special meetings may be called either by the Co-Chairpersons or a majority of the members of the Committee. All members will be notified of the upcoming special meetings a minimum of seventy-two (72) hours in advance.

Section IV: Public Meetings

All meetings of the Mayor's Committee for People with Disabilities will be open to the general public and members of the news media.

Section V: Parliamentary Procedures

The latest edition of "Robert's Rules of Order - Revised" shall constitute the official parliamentary guide for all meetings of the Mayor's Committee for People with Disabilities. A current copy of the handbook shall be available at each meeting. The Moderator shall be in charge of the handbook and the implementation of the rules. The Co-Chairpersons will be responsible for these rules during the absence of the Moderator.

ARTICLE VI

Nominations and Installation of Officers

Section I: Nomination and Installation of Officers

The Executive Committee shall appoint a Nominating Committee in April of each of the Committee's election years for the purpose of formulating a slate of officers with recommendations to be made at the Mayor's Committee for People with Disabilities May meeting. After the announcement of the Nominating Committee's recommendations at the May meeting an opportunity will be given

for nominations from the floor. Nominations shall be closed and all officers will be voted on at the May meeting with the installation of officers conducted at the June meeting.

ARTICLE VII

Subcommittees

Section I: Appointment

The Co-Chairpersons shall annually appoint the subcommittees provided for in these by-laws and such other subcommittees as they may deem necessary from time to time in order for the proper conduct of business. The terms of office for members of the subcommittee shall be for one year or for such shorter period as the Co-Chairpersons may designate.

Section II: Subcommittee Composition

Each subcommittee shall be composed of at least two (2) members from the Mayor's Committee for People with Disabilities, one (1) of whom shall be designated as the chairperson, and as many citizens from the local community which the subcommittee chairperson deems to be necessary for the proper and orderly conduction of business. Citizen involvement on subcommittees shall represent a cross-section as to race, gender, age, social, and economic characteristics of the community. In conformance with Article IV, Section II of these bylaws, each of the Co-Chairpersons of the Mayor's Committee for People with Disabilities shall serve as an ex-officio member to each subcommittee.

ARTICLE VIII

Amendments to the By-laws

Section I: Introducing Proposed Amendments

Proposals for amendments to these by-laws shall be submitted in writing to the Co-Chairpersons of the Mayor's Committee for People with Disabilities and may be enacted by the following:

The vote of fifty percent (50%) or more of the Committee's voting members at any regular or special meeting.

Section II: Procedures for Consideration

Any and all proposals for amendment(s) to these by-laws shall be discussed by the Mayor's Committee for People with Disabilities. After such discussion, the Co-Chairpersons may opt to refer such proposed amendment(s) to a special subcommittee composed of not more than five (5) of the Committee's membership for its consideration and recommendation to the Mayor's Committee for People with Disabilities.

Section III: Notification of Proposed Amendment(s)

A copy of the proposed amendments to the by-laws shall be sent to each member of the Mayor's Committee for People with Disabilities at least ten (10) days prior to the meeting when the amendments shall be considered. This written notice shall clearly state the time and location of the meeting at which such information will be brought before the Committee's membership.

Section IV: Voting on Amendments(s)

When the above-described procedures have been utilized, the by-laws of the Mayor's Committee for People with Disabilities may be amended by a two-thirds (2/3) vote of the Committee's voting membership at any regular or special meeting of the Mayor's Committee for People with Disabilities.

Section V: Previous Rules, Procedures and By-laws Superseded

All rules, procedures and previous by-law provisions of the Mayor's Committee for People with Disabilities are hereby superseded by the provisions of these by-laws, upon their adoption.

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