

**BY-LAWS OF THE
CAPE FEAR DISABILITY COMMISSION**

ARTICLE I

Name of Organization

The formal name of this organization shall be the Cape Fear Disability Commission (CFDC).

ARTICLE II

Goals and Objectives of the Organization

The principal objective of the CFDC, formerly the Wilmington Mayor's Committee for People with Disabilities, is to improve and enhance the quality of life of people with disabilities living in the Cape Fear Region. 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 CFDC will maintain open membership by welcoming all individuals who wish to join the Commission. Officer positions require a majority vote of the full commission.

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 two consecutive meetings. Members may lose voting privileges by missing three consecutive meetings without notification to the Chairperson. With the appropriate notification to the Chairperson 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 Commission as long as they wish. Members' voting privileges are defined above.

Members shall be a "member in good standing" for at least six (6) months, a total of **six (6) meetings, in order to serve on the Executive Committee.**

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 Commission 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 Chairperson. With the appropriate notification to the Chairperson, 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. Officers may be removed from office, by a majority vote of the Commission, if found to engage in conduct or behavior unsuitable for Officers of the Commission.

ARTICLE IV

Officers

Section I: Titles

The officers of the CFDC shall consist of one Chairperson, three Co-Chairpersons, a Secretary, a Treasurer, and a Moderator. The Officers shall comprise the Executive Committee. At least three (3) members of the Executive Committee must have a disability.

Section II: Chairperson

The Chair shall preside at all meetings of the Commission and shall possess the authority to represent the CFDC and act on its behalf subject to its declared policies. The Chairperson shall appoint, in conjunction with the Commission's other officers, all subcommittees. In addition, the Chair and/or at least one Co-

Chairperson shall serve as an ex-officio member on all subcommittees and shall perform all other duties normally associated with the office of Chair.

The Chair shall appoint the elected Co-Chairs to one of the following roles: Co-Chair of the Cape Fear Disability Commission, Co-Chair of Education and Co-Chair of Outreach.

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

Section III: Co-Chairpersons

The Co-Chairpersons shall preside at all meetings of the Commission and shall possess the authority to represent the CFDC and act on its behalf subject to its declared policies in which the Chair cannot preside. The Co-Chairpersons shall appoint, in conjunction with the Commission's other officers, all subcommittees. In addition, the Chair and/or at least one Co-Chairperson shall serve as an ex-officio member on all subcommittees and shall perform all other duties normally associated with the office of Chair.

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 the Chair's inability or refusal to act.

Co-Chairs shall serve in one of three roles as appointed by the Chair: Co-Chair of the Cape Fear Disability Commission, Co-Chair of Education and Co-Chair of Outreach.

Section IV: Secretary

The Secretary shall be responsible for keeping complete and accurate minutes of all meetings of the CFDC and shall present said minutes at the next regular meeting of the Commission 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 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. A verbal vote, in lieu of voting cards, may be used at discretion of Chairperson.

Section V: Treasurer

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

Section VI: Moderator

The Moderator shall be responsible for facilitating communication during Commission meetings. The Moderator shall ensure that all members' voices are heard, shall ensure that no member dominates the floor, and shall ensure that the Commission 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 implement the rules for business conducted in each meeting.

ARTICLE V

Section I: Regular Meetings

Regular meetings of the CFDC shall be conducted at least Quarterly, and as otherwise determined by the Chair/Co-Chairpersons. Meetings will take place on Wednesdays from 10:30 AM to 12:30 PM, or as otherwise determined by the Chair/ 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: Interpretive Services

Anyone requesting interpretive services should contact City of Wilmington ADA Coordinator, Jonathan Batts at 910-538-3751 or 910-341-5876. Requests must be received at least 14 (fourteen) days before the meeting in order for the request to be honored.

Please be advised, a 48 hour notice of service cancellation is required.

Section III: Establishment of Quorum

A quorum shall be established for the CFDC if at least fifty-one percent (51%) of the Commission'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 IV: Special Meetings

Special meetings of the CFDC may be held at such time and place as determined by the Chair/Co-Chairpersons. Special meetings may be called either by the Chair/Co-Chairpersons or a majority of the members of the Commission. All

members will be notified of the upcoming special meetings a minimum of seventy-two (72) hours in advance.

Section V: Public Meetings

All meetings of the CFDC will be open to the general public and members of the news media.

Section VI: Parliamentary Procedures

The latest edition of "Robert's Rules of Order - Revised" shall constitute the official parliamentary guide for all meetings of the CFDC. 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 Commission's election years for the purpose of formulating a slate of officers with recommendations to be made at the CFDC 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 CFDC, 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 CFDC shall serve as an ex-officio member to each subcommittee.

Section III: Transportation Subcommittee

The Transportation Subcommittee, established June 19, 2013, shall investigate any issues deemed to be transportation related as determined by the CFDC Officers. It shall be chaired by the CFDC Education Co-chair. The Subcommittee shall meet regularly to discuss the background, findings, potential resolutions and updates of said issues. The Subcommittee shall report updates to the full commission at regular scheduled meetings through May 2015. The Subcommittee shall curate WAVE Transit transportation passes awarded by the Making Waves Foundation and manage any processes associated with the Making Waves Grant.

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 CFDC and may be enacted by the following:
The vote of fifty-one percent (51%) or more of the Commission'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 CFDC. 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 Commission's membership for its consideration and recommendation to the CFDC.

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 CFDC 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 Commission's membership.

Section IV: Voting on Amendments(s)

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

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

All rules, procedures and previous by-law provisions of the CFDC are hereby superseded by the provisions of these by-laws, upon their adoption.

First Draft: December 17, 2003
Revised and Approved: December 17, 2003

Revised May 16, 2007
Second Revision November 21, 2012
Third Revision June 25, 2013
Fourth Revision April 17, 2017
Fifth Revision May 18, 2018