BYLAWS OF THE

Durham Mayor’s Committee for Persons with Disabilities

ARTICLE I. NAME.

The name of the committee is City of Durham Mayor’s Committee for Persons with Disabilities

ARTICLE II. PURPOSE AND DUTIES.

Section 1. The purpose of the committee is to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the City, achieve maximum personal independence, become gainfully employed, and use and enjoy fully all public and private facilities available within the community.

The committee shall:

a) Serve as an advocacy group for individuals with disabilities and their families to break down existing barriers in education, employment, housing, transportation and recreation.

b) Serve as an advisory body to the City Council and City administration regarding problems affecting the persons with disabilities in the City of Durham.

c) Serve in an advisory and consultative capacity to the City administration and the City Council to ensure effective compliance with the Americans with Disability Act.

d) Recommend to the Mayor, City Council members, and the City administration measures that will improve the ability of various City departments and contractors to provide service and employment opportunities for disabled persons.

e) Annually evaluate the City’s efforts to comply with Americans with Disability Act by the City of Durham’s ADA Coordinator.

f) Sponsor educational programs, institutes, forums and courses to promote equal treatment, opportunity, understanding and solution of the issues and concerns of disabled persons.

g) Support the initiatives of Disability Rights North Carolina.

h) Perform additional duties and functions as required by the City Council.

ARTICLE III. NON-POLITICAL/NON-PROFIT/NON-SECTARIAN ORGANIZATION

Section 1. This committee shall be non-political, shall not support any political party or candidate for public office, and shall take no position on matters of governmental policy or legislation other than those relevant to its purposes. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. This committee shall be a non-profit, non-sectarian organization and no part of net earnings, contributions, funds or other property shall be used to the benefit of any member, officer, or other private persons. No officer or member shall be remunerated for services, other than the reimbursement for expenses actually incurred in the discharge of official duties by voting members of the organization.
Section 3. The committee shall not discriminate in its practices of membership on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability.

ARTICLE IV. MEMBERSHIP.

Section 1. The board is composed of 25 members consisting of the following organizations, City/County government and citizens represented on the board by one voting member as outlined:

a) Durham Veterans Administration Health Care System Special Emphasis Program
b) Durham Public Schools Special Programs & Behavior Support
c) North Carolina Division of the Blind, Durham Chapter
d) Epilepsy Foundation of North Carolina
e) North Carolina Central University Student Disability Services
f) Durham Center for Senior Life
g) Eight members with disabilities from the community or their family or a community advocate for persons with disabilities
h) Durham Housing Authority
i) City of Durham Transportation Department
j) Durham Police Department
k) Durham County Sheriff’s Department
l) City of Durham Human Relations Department
m) Durham Fire Department
n) Durham County Public Health Department
o) North Carolina Division of Vocational Rehabilitation Services
p) Alliance for Behavioral Services
q) Durham Parks and Recreation
r) Office of Workforce & Economic Development

Section 2. A member serves at the pleasure of the committee.

Section 3. Board members serve for a term of 2 years beginning October 1st on the year of appointment.

Section 4. An individual board member may not act in an official capacity except through the action of the board.

Section 5. A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a “rolling” twelve month timeframe automatically vacates the member’s position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member’s immediate family member, or the birth or adoption of the board member’s child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.

Section 6. At each meeting, board member attendance shall be taken.

Section 7. If a board member has a conflict of interest with any item on that agenda, he/she should reveal such conflict at the onset of the meeting and refrain from the discussion and voting on the matter.

Section 8. A member who seeks to resign from the board shall submit a written resignation
to the Co-chairs of the board and the staff liaison. If possible, a thirty day notice should be given to allow the vacancy to be filled.

ARTICLE V. OFFICERS.

Section 1. The officers of the board shall consist of a chairperson, vice chairperson and a secretary.

Section 2. Officers shall be elected every two years by a majority vote of the board at the first regular meeting after October 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.

Section 3. The term of office shall be two years, beginning November 1st and ending October 31st. An officer may continue to serve until a successor is elected.

Section 4. A person may not serve as an officer in a designated position of a board for more than two consecutive two-year terms. A person who has served as an officer in a designated position of the board for two consecutive terms is ineligible for re-election to that designated office until the expiration of two years after the last date of the person’s service in that office. The board may override the term limit provision for an officer by an affirmative two-thirds of the authorized board members.

Section 4. A member may not hold more than one office at a time.

ARTICLE VI. DUTIES OF OFFICERS.

Section 1. The chairperson shall preside at board meetings, appoint all committees, represent the board at ceremonial functions and approve each final meeting agenda.

Section 2. In the absence of the chairperson, the vice chairperson shall perform all duties.

Section 3. The secretary is to maintain records/minutes of each meeting. The minutes of each board meeting must include the vote of the membership or the consensus of the membership on each item before the board. The Staff liaison may assist in making the minutes available for distribution and review at each subsequent meeting.

ARTICLE VII. AGENDAS.

Section 1. Any board member may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the co-chairs shall approve each final meeting agenda.

Section 2. The board liaison shall submit the meeting agenda through email for each meeting not less than 72 hours before the meeting.

ARTICLE VIII. MEETINGS.

Section 1. Board meetings shall be governed by Robert’s Rules of Order.

Section 2. All meeting are open for attendance by the public, though the public may not
participate in the business of the Committee. Members of the public may be granted the opportunity to address the Committee if given permission by the Co-chairs.

Section 3. The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

Section 4. The co-chairs may call a special meeting when a business matter cannot wait until the next regularly scheduled meeting. The call shall state the purpose of the meeting.

Section 5. Thirteen (13) members constitute a quorum.

Section 6. If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may be held for informational purposes and no formal action can be taken. At the next meeting in which there is a quorum, actions shall be ratified.

Section 7. To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

Section 8. The chairperson and vice chairperson have the same voting privilege as any other member.

Section 9. The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.

Section 10. The co-chairs shall adjourn a meeting not later than 2 p.m., unless the board votes to continue the meeting.

Section 11. Each person and board member attending a board meeting should observe decorum pursuant to the Rules of Decorum Policy adopted by the City Council.

ARTICLE IX. COMMITTEES/WORKING GROUPS

Section 1. The Durham Mayor’s Committee for People with Disabilities shall have the following committees:

a) The Access and Youth Committee focuses on accessibility and barrier removal throughout the community by providing citizen input on accessibility projects, promoting ADA compliance and providing information and policy recommendations on accessibility of City of Durham services and facilities. The committee conducts projects and provides policy recommendations to improve the inclusion of youth with disabilities in our community. The committee’s goals include efforts to strengthen families and support more successful vocational outcomes.

b) The Employment and Awards Committee plans and conducts the annual Mayor’s Awards Program held in October to honor businesses, agencies, and individuals for outstanding support of City of Durham citizens with disabilities. Award categories may include: Employer of the Year, Employee of the Year, Media Award, Distinguished Service Award, Entrepreneur Award, and Outstanding Student with Disabilities Award. The committee promotes the successful employment of qualified individuals with disabilities and supports related initiatives by employers and service providers in the City of Durham.
Section 2. Each committee must be established by an affirmative vote of the board. Each committee shall consist of at least three board members appointed by the co-chairs. A staff member shall be assigned to each committee by the director Equal Opportunity Equity Assurance.

Section 3. The board co-chairs shall appoint a board member as the committee chair, with the member's consent.

Section 4. One half plus one of the total number of appointed committee members constitutes a quorum.

Section 5. Each committee shall meet on a regularly scheduled basis at least quarterly.

Section 6. Each committee shall make an annual report as determined by the board.

Section 7. At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

Section 8. Additional committees may be formed as needed with a majority vote of the board and the approval of the Department of Equal Opportunity/Equity Assurance Director.

WORKING GROUPS

Section 1. The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.

Section 2. A working group may designate a chair, with the member's consent, but is not required to do so.

Section 3. Quorum requirements do not apply to working groups.

Section 4. Staff support will not be provided for working groups.

ARTICLE 9. PARLIAMENTARY AUTHORITY.

Section 1. The rules contained in the current edition of Robert’s Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of order which the board or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

Section 1. A bylaws amendment is not effective unless approved by the board.

Revised and Amended: April, 2017