BYLAWS OF THE

RALEIGH COMMISSION FOR PERSONS WITH DISABILITIES

CITY OF RALEIGH

Pursuant to City Council Action of the City of Raleigh, North Carolina on **July 7, 2026**, the following Bylaws are adopted by the Raleigh Commission for Persons with Disabilities (the "Commission")

ARTICLE 1.
ORGANIZATION

Section 1. Name

The name of this organization shall be the Raleigh Commission for Persons with Disabilities.

Section 2. Purpose

Pursuant to City Council Action **August 19, 2025**, that governs the terms of the Commission, the purposes and activities of the Commission shall be as follows:

a) Advise the Mayor and City Council on matters of concern to people with disabilities.
b) To address barriers preventing equal access to persons with disabilities in employment, health and wellness, housing, education, public access information, recreation, and transportation.
c) To inform people with disabilities of the programs, services, and opportunities available to them within public and private sectors.
d) To advocate for persons with disabilities and seek resolution of concerns affecting them.
e) To interact with other like groups seeking furtherance of Commission goals and functions.
f) To recognize efforts on the part of individuals, organizations, and businesses for activities in the furtherance of the goals of the commission.

Section 3. Annual Workplan

The Commission shall prepare and submit an annual workplan as required by City Council Resolution 2002-240 specifying its areas of focus and activities for the upcoming year that are within the purview and scope of the Commission, incorporating any direction received from City Council. The Annual Workplan must be approved by City Council.

Section 4. Membership

The membership of the Commission shall consist of not more than 15 members who have demonstrated an interest in the issues that affect persons with disabilities.

Part 1, Chapter 4 of the Raleigh Municipal Code sets forth the City's regulations relating to board and commission membership. Pursuant to the City Code, a board or commission member's initial term shall be for a period of two years with the option to be reappointed for additional terms, provided that a member's total term of service does not exceed six

consecutive years on any one board or commission. Additionally, a member cannot serve on more than two City boards or commissions at any one time.

Section 5. Residency
All persons selected for membership on the commission shall be residents of the City unless otherwise specified by the ordinance or resolution establishing the body. In cases where City residency is a requirement for membership, the member shall forfeit their seat upon removing their residence from the City.

Section 6: Resignation of Members
Should a Commission member need or choose to resign prior to the expiration of their term, written notice should be provided to the City Clerk.

Section 7: Term Expiration of Members
Members of the commission or board shall continue to service upon expiration of their term until their successor is named by City Council, unless a resignation is submitted in writing to the City Clerk.

Section 8: Removal of Members
Any member of the Commission who is absent without being excused from three (3) consecutive meetings of the Commission may, upon recommendation of the chairperson or otherwise designated officer of the Commission, be removed or replaced by the Council.

ARTICLE II.
OFFICERS

Section 1. Number
The officers of the Commission shall consist of a Chair, Vice Chair, Treasurer, and Secretary and their duties shall include:

The Chair shall be the principal officer of the Commission. The duties and responsibilities of the Chair are as follows:

a) The Chair shall preside over all meetings of the Commission (in the event that the Chair is absent, the Vice Chair or a designee can be appointed to preside over meetings of the Commission);
b) The chair shall be the principal representative of the Commission before the Mayor, City Council, and other meetings and events where a presentation from the Commission is requested;
c) The Chair shall have the power to create and appoint committees as the need arises;
d) The Chair shall control the creation of the agenda for all Commission meetings;
e) The Chair shall ensure the agenda is distributed to members and City Staff Liaison at least seven (7) days in advance of the monthly meeting.

Vice Chair: In the event the Chair is or absent or unable to attend, the Vice Chair shall perform the duties of the Chair. The Chair may also request the Vice Chair to take their place before the City Council and at other meetings and events where a presentation from the Commission is requested.

Secretary: the duties of the Secretary shall be as follows:

a. The Secretary is responsible for taking accurate and complete minutes of all Commission meetings,
b. The Secretary is responsible for transcribing the minutes and working with the City Staff Liaison to ensure that all Commission meeting minutes are accurately recorded,
c. The Secretary shall submit the minutes to the City Staff Liaison seven (7) days prior to the next Commission meeting,
d. The Secretary shall ensure that all revised minutes are submitted to the City Staff Liaison and,
e. The Secretary shall ensure that any actions taken by the Commission between meetings shall be reflected in the next Commission meeting.

Section 2. Election and Term
The Commission shall submit nominations before their regular November meeting to vote to elect officers for a one-year term. Newly elected officers will begin their term starting January 1 of the following year. Members of the Commission may be reelected to the same office for not more than two one-year terms.

Section 3. Vacancies
In the event of a vacancy in the offices of Chairperson or Vice-Chairperson, the vacancy shall be filled by a nomination and election at the next regular meeting following the meeting at which the vacancy has been announced.

Section 4. Removal of Officers
Any officer elected by the Commission may be removed by the vote of two-thirds of the members of the Commission membership with or without cause at any regular or special meeting of the Commission, but no vote for the removal of an officer shall be effective unless notice of the proposed removal shall have been given to the members of the Commission at least 10 days in advance of the meeting. Such notice shall be sent by the Chairperson at the request of the members proposing the removal.

Section 5. Delegation of Duties of Officers
In the case of an absence of any elected or appointed officers of the Commission, or for any other reason deemed sufficient, the Commission may delegate powers and/or duties of such officer to any member of the Commission.

ARTICLE III.
MEETINGS

Section 1. Regular Meetings
The regular meeting time for the Commission shall be the third Thursday of the month unless

circumstances dictate or necessitate a change.

Section 2. Special Meetings
Special meetings of the Commission may be called at any time by the Chair or a majority of the Commission. The Chair shall give notice stating the time and place of a special meeting as required by the North Carolina Open Meetings Law.

Section 3. Commission Retreat
The Chair and members will determine a date when the Commission shall meet to discuss its performance and plan for the following year's Annual Work Plan. The Chair and members with the assistance of the City Staff Liaison shall coordinate the logistics of planning the Annual Retreat. The Chair and Vice Chair shall plan the agenda schedule, consulting with members on items that should be discussed. Some of the standard agenda items for the Annual

Section 4. Notice of Meetings
All meetings shall be subject to the North Carolina Open Meetings Law as specified in NC General Statutes §143-318.10. Notice of such meetings shall be given as required by law. The Commission shall keep permanent minutes of its meetings, which shall include the attendance of its members and its resolutions, findings, recommendations, and other actions.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, agendas for upcoming regular meetings should be made available to all members and the staff liaison at least 5 business days prior to the regular scheduled meeting.

Section 5. Conduct of Meetings
All meetings shall be open to the public. Any question concerning parliamentary procedure at meetings shall be determined by reference to the most recent edition of Robert's Rules of Order except where such rules conflict with the laws of the State of North Carolina, ordinances of the City of Raleigh, or these Bylaws. Robert's Rules of Order may be suspended by a two-thirds vote of the Commission members present at any meeting. Except as otherwise provided in these Bylaws, the act of a majority of the members presents at a meeting at which a quorum is present shall be the act of the Commission.

Section 6. Quorum
A majority of the voting membership of the Commission, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by a majority vote of the remaining members present shall be counted as present for the purpose of determining whether a quorum is present.

To ensure timely updates of public meeting notifications and recordkeeping in accordance with all applicable City and State regulations, staff liaisons should be notified on the Wednesday of the week that precedes regular meetings with updates regarding whether quorum will or will not be met for the upcoming meeting and any updates regarding meeting cancellations.

Section 7. Voting

Each member shall be entitled to one vote on each matter submitted to a vote at a meeting of the Commission. Voting on all matters shall be by voice vote or show of hands. Silence or failure to vote by a member shall be counted as an affirmative vote on the matter before the Commission. The Secretary shall record the votes on all matters in the meeting minutes. Any member who has an interest in any official act or action before the commission shall publicly disclose on the record such interest and withdraw from any consideration of the matter.

ARTICLE IV
COMMITTEES

Section 1. Number
Committees are permanent standing bodies, while a taskforce is time limited and created for a specific purpose, City Council approval is required for the creation of a committee and/or taskforce. Standing nominating committees shall not be established; however, the council may accept recommendations as it deems appropriate.

Section 2. Special Committees.
The Commission may create and appoint other special committees. Such committees shall report to and be responsible to the Chair and the Commission, and the Commission may direct, limit, or control such committees by resolution at any special or regular meeting or by general rules adopted for guidance.

Section 3. Committee Composition
The composition of each committee must be less than a quorum of the full Commission. The Commission may create temporary ad-hoc committees as needed to meet short-term specific goals and projects.

ARTICLE V
ANNUAL REPORT & WORK PLAN

Section 1. Reporting
Pursuant to City Council Resolution 2002-240, reports describing the activities, accomplishments, and proposal workplan for the Commission shall be developed and submitted or presented to the City Council annually.

ARTICLE VI
RESERVED FOR FUTURE ADVISORY BODY SPECIFIC RULES OF ORDER

ARTICLE VII
CONFLICT OF INTEREST & ETHICS

Section 1. Conflict of Interest
Members will avoid conflict of interest and any conduct which may suggest appearance of impropriety when exercising their responsibilities to the Commission per Resolution No. (1988) 955A entitled A Resolution to Clarify Ethical Responsibilities of Certain Board and

Commission Appointed by the Raleigh City Council.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 1. Conflict of Law
If any provision within these Bylaws conflicts with any applicable Federal, State, or local law, statute, ordinance, rule, or regulation, the applicable law, statute, ordinance, rule, or regulation shall supersede said provision and control.

Section 2. Amendment
These bylaws may be amended by the affirmative vote of two-thirds of the members of the Commission appointed to office, provided that such amendment shall have first been presented to the membership in writing at a regular or special meeting preceding the meeting at which the vote is taken. No bylaw change is effective until approve by City Council.

Section 3. Non-Discrimination Policy
The Commission, its agents, officials, directors, officers, members, representatives, agree not to discriminate in any manner or in any form the administration of its policies, programs, or in access to or treatment in any other program based on actual or perceived age, mental or physical disability, sex, religion, creed, race, color, sexual orientation, gender identity or expression, familial or marital status, economic status, veteran status or national origin in connection with the administration of its policies, programs, or in access to or treatment in any other program or its performance.