

**Article I**

**Name**

The name of this organization shall be the Raleigh Mayor's Committee for Persons with Disabilities hereafter called the Committee.

**Article II**

**Headquarters**

The permanent headquarters for this Committee shall be the Office of the Mayor of the City of Raleigh, Post Office Box 590, Raleigh, North Carolina, 27602.

**Article III**

**Operative Area**

The Committee shall be mainly operative in the city of Raleigh, North Carolina, but may operate in other areas in order to carry out its goals and functions.

**Article IV**

**Purposes and Objectives**

- a. To advise the Mayor and City Council on matters of concern to persons with disabilities.
- b. To address barriers preventing equal access to persons with disabilities to employment, health and wellness, housing, education, public access and information, recreation and transportation.
- c. To promote awareness of the contributions made to society by persons with disabilities.
- d. To inform persons with disabilities of the programs, services, and opportunities available to them within both the public and private sectors.
- e. To advocate for persons with disabilities and to seek resolution of concerns affecting them.
- f. To interact with other like groups seeking furtherance of Committee goals and functions.
- g. To recognize efforts on the part of individuals, organizations, and businesses for activities in furtherance of the goals of the Committee.
- h. The Committee is a non-profit, non-partisan organization.

**Article V**  
**Membership**

**Section 1**  
**Eligibility**

- a. The membership of this Committee shall be composed of persons who have demonstrated an interest in the issues affecting persons with disabilities and shown a commitment to the work of the Committee.
- b. Prospective members shall demonstrate interest and show commitment in the work of the Committee by participating in scheduled events and monthly meetings for a period of no less than three months.
- c. Each year, the Nominating Committee shall present a roster of persons willing and eligible to serve to be presented to the Mayor for appointment or reappointment. This roster shall be prepared in conjunction with the Secretary and shall be submitted to the Committee for review in November. The roster shall go to the Mayor no later than the last day of November each year.
- d. The Mayor of the City of Raleigh and members of the City Council shall serve as Ex-Officio members of the Committee.

**Section 2**  
**Appointment and Reappointment**

- a. Members shall be appointed by the Mayor of the City of Raleigh and confirmed by the City Council.
- b. Members shall be reappointed by the Mayor of the City of Raleigh and reconfirmed by the City Council.

**Section 3**  
**Term of Membership**

- a. Members of the Committee shall serve a two-year term, and shall be eligible for reappointment.
- b. All terms for members shall begin on January 1 of the appropriate year and end on December 31 of the appropriate year.
- c. The Mayor will be notified after the November elections of the names of those recommended to be appointed or reappointed to the Committee. The Mayor and City Council shall act on this report before December 31.

**Article VI**  
**Officers**

**Section 1**  
**Honorary Chairperson**

The Mayor of the City of Raleigh shall serve as Honorary Chairperson of this Committee.

**Section 2**  
**Number of Officers**

The Officers of this Committee shall include Chairperson, Vice Chairperson, Secretary and Treasurer.

**Section 3**  
**Nomination, Term of Office, and Election**

- a. The Nominating Subcommittee shall be charged at the September meeting to bring forward a slate of officers to be distributed to the membership of the Committee prior to the November meeting.
- b. The term for all officers shall be one year and shall run from January 1 to December 31.
- c. All officers shall be elected by the Committee membership at the regularly scheduled meeting in November.
- d. All officers may be re-elected for successive terms for any office.
- e. Vacancies may be filled by the Committee at any regular meeting. Persons filling vacancies shall only fill out the rest of the term of the person they are replacing.

**Section 4**  
**Duties**

**A. Chairperson**

The Chairperson shall be the chief officer of the Committee, presiding at all meetings. The Chairperson shall be an ex-officio member of all subcommittees except the Nominating Subcommittee. The Chairperson shall act as a Mediator/Advocate in disputes concerning the Accessible Raleigh Transportation (ART) program. The Chairperson shall perform such duties as usually pertain to the office of the Chairperson, and other duties that may be assigned by the Mayor or City Council.

**B. Vice Chairperson**

The Vice Chairperson shall assume the duties of the Chairperson as directed by the Chairperson or in the absence of the Chairperson. The Vice Chairperson shall be an ex-officio member of all subcommittees except the Nominating

Subcommittee. The Vice Chairperson shall perform other duties as assigned by the Chairperson.

C. Secretary

The Secretary shall keep the minutes of meetings of the Committee and report them monthly to the Committee. The Secretary shall maintain a current roster of the Committee with phone numbers and email addresses. The Secretary shall give notice to the membership of meetings. The Secretary shall maintain attendance and other records of the Committee's business and shall perform other duties designated by the Chairperson.

D. Treasurer

The Treasurer shall have the responsibility of all funds for the Committee, and shall maintain adequate records of monies received and dispersed. The Treasurer shall give a monthly report to the Committee and shall present a complete financial report at the end of the fiscal year, which runs from July 1 to June 30.

**Section 5**  
**Liaison**

The Community Services Division of the City of Raleigh shall provide a liaison to the Committee. The liaison shall attend all meetings and advise the Executive Subcommittee. The liaison shall assist the Treasurer in fulfilling the duties of that office by providing full financial information and administrative support.

**Section 6**  
**Executive Subcommittee**

The four officers of the Committee shall make up an Executive Subcommittee empowered to conduct the business of the full Committee between monthly meetings and when the urgency of such business does not allow for notification of the membership. The liaison from the City of Raleigh shall advise the Executive Subcommittee. The Executive Subcommittee may accept other responsibilities delegated by the Committee membership.

**Article VII**  
**Subcommittees**

**Section 1**  
**Standing Subcommittees**

The following shall be Standing Subcommittees:

- Awards
- Employment Resources
- Health and Wellness
- Housing
- Nominating
- Public Access

Public Information  
Recreation  
Scholarship  
Transportation

## **Section 2**

### **Reports from Standing Subcommittees**

Each standing subcommittee shall present a report of subcommittee activities at each Committee meeting. In the absence of the subcommittee Chairperson, a written report shall be submitted to the Secretary for inclusion in the minutes of the Committee.

## **Section 3**

### **Nomination, Term of Office, and Election**

- a. The Nominating Subcommittee shall be charged at the September meeting to bring forward a slate of Subcommittee Chairpersons to be distributed to the membership of the Committee prior to the November meeting.
- b. The term for all Subcommittee Chairpersons shall be one year and shall run from January 1 to December 31.
- c. All Subcommittee Chairpersons shall be elected by the Committee membership at the regularly scheduled meeting in November.
- d. All Subcommittee Chairpersons may be re-elected for successive terms.
- e. Vacancies may be filled by the Committee at any regular meeting. Persons filling vacancies shall only fill out the rest of the term of the person they are replacing.
- f. The Chairperson of the Committee may appoint Subcommittee Chairpersons as needed to ensure that the work of the Committee continues. Such appointments should be confirmed by the Committee at the next regular meeting.

## **Article VIII** **Meetings**

### **Section 1**

#### **Regular Meetings**

The Committee shall hold regular monthly meetings of the membership with the date and location selected by the Chairperson and communicated by the Secretary. The Chairperson shall have the discretion to add or forego certain monthly meetings when necessary.

### **Section 2**

**Attendance**

- a. Members are expected to attend a minimum of 50% of the scheduled meetings each year and shall not miss three consecutive meetings.
- b. The Committee may excuse any absences.
- c. The Committee may declare any officer's position vacant if said officer does not comply with the attendance policy.
- d. The Committee may decline to offer a members' name for reappointment due to failure to comply with this attendance policy.

**Section 3**

**Special Meetings**

- a. The Committee shall hold a special annual Awards meeting to recognize and honor individuals, organizations, and businesses who have made some significant contributions toward furthering the goals of the Committee.
- b. The Committee shall hold a business meeting in the month of November for the purpose of electing Officers and Subcommittee Chairpersons, as called for in Article VI, Section 3 and Article VII, Section 2 of this document.

**Article IX**

**Rules of Order**

All meetings of the Committee shall be governed by Robert's Rules of Order.

**Article X**

**Amendments**

- a. Proposed amendments to the Bylaws of this Committee must be channeled through the Executive Subcommittee for review before consideration by the full Committee at a regular meeting.
- b. The Bylaws of this Committee and any subsequent amendments shall be effective when approved by a majority vote of Committee members present, provided that a ten-day written notice of proposed changes has been given to the entire membership.
- c. A copy of any amended Bylaws should be forwarded to the Mayor and City Council for information.

The Bylaws of this Committee were revised to be effective November 21, 2002.

The Bylaws of this Committee were amended to be effective November 17, 2005.

The Bylaws of this Committee were amended to be effective January, 2013.