

MAYOR'S COUNCIL ON DISABILITY ISSUES

BYLAWS Amended February 2013

ARTICLE I

NAME

The name of the organization shall be the Mayor's Council on Disability Issues hereinafter referred to as CODI.

ARTICLE II

PURPOSES

CODI was created by resolution #R-100-84 of the Council of the City of Knoxville, Tennessee, on June 6, 1984, Resolution #R -100-84 was amended June 14, 1989.

CODI was founded for the following purposes:

- a.) to serve as an advisory group to provide direction and guidance to the Mayor of Knoxville and the Knoxville City Council in matters concerning persons with disabilities, and
- b.) to promote coordination, communication, and cooperation in working toward common goals concerning persons with disabilities.

ARTICLE III

MEMBERS

3.01 Members. CODI shall consist of at least nine (9) and up to twenty-one (21) members nominated by CODI, appointed by the Mayor, subject to City Council approval. The members shall include a minimum of fifty (50) percent persons with disabilities and represent a wide range of disabilities. In addition, members shall include persons who are familiar with issues and concerns of persons with disabilities and represent a variety of service interests.

3.02 Appointment of Members. Members shall be nominated and appointed to CODI pursuant to the following procedures:

- a) **Regular Term:** The Nominating Committee shall prepare and present a list of recommended candidates to the members of CODI for consideration and action at the June meeting. **Members of CODI will vote to fill the number of slots that are vacant choosing from the list of nominees presented by the nominating committee. The slots will be filled by those receiving the largest number of votes from members present.** CODI will forward the list of prospective members to the Mayor and City Council for approval.
- b) **Expired Term:** When necessary, the Nominating Committee shall provide the chairperson **and City Liaison** with a list of recommended candidates to fill any unexpired terms. The **City Liaison will forward candidates to the Mayor who** shall appoint the individuals to fill the remainder of the term's fiscal year **upon City Council approval.** The appointed members are then eligible to be nominated and approved at the annual elections pursuant to sub-section (a).

3.03 Term of Membership. The term shall begin with a scheduled orientation meeting in July following City Council's approval and continue for a period of three (3) years or until a successor is appointed, with a maximum of two (2) consecutive three (3)-year terms. Members appointed to fill unexpired terms will still be eligible to serve two (2) additional consecutive three (3)-year terms. Former CODI members may be considered for additional terms after a 3 year period of non-membership.

3.04 Unauthorized Representation of CODI. No member shall represent themselves or act as CODI spokesperson without prior authorization from the city liaison. In the event that the city liaison is unavailable to authorize a representative, a representative can be authorized by a unanimous vote of the executive committee.

3.05 Removal of Members for Non-Attendance. A member who misses three (3) properly notified general membership meetings of CODI during a one (1) fiscal year period (July to June) will be reviewed for dismissal from CODI. At the time when a member has not attended two (2) meetings, the member will be notified in writing that he/she is in jeopardy of dismissal. On the third absence, the member's dismissal **will be discussed by the Executive Committee and City Liaison who will then contact the member to discuss the reason(s) for the absence. If warranted, the Executive Committee will recommend dismissal of the member to the Mayor. If the Mayor determines that dismissal is necessary, the member will be notified in writing on the Mayor's behalf.**

3.06 Removal of Members by Petition. A member can be dismissed from CODI by the following procedure:

- a. Petition for consideration of dismissal of any member will be

brought to the Executive Committee.

- b. ***The Executive Committee will speak to the persons impacted to understand both the reason dismissal is desired and the response to the proposed dismissal by the affected member.***
- c. ***If warranted, the Executive Committee will recommend dismissal of the member to the Mayor.***
- d. ***If the Mayor determines that dismissal is necessary, the member will be notified in writing on the Mayor's behalf.***

3.07 **Resignation of Members.** Any CODI member may resign at any time by submitting a written resignation to the chairperson and the mayor, via the city liaison. Resignations will be reported at the next regularly scheduled meeting of CODI.

ARTICLE IV

OFFICERS

4.01 **Titles.** The officers of CODI shall be chairperson, vice-chairperson, and secretary. Other officers may be elected by CODI to perform the specific time limited duties prescribed by CODI.

4.02 **Election, Qualification, and Term of Office.** Officers shall be elected from CODI membership by CODI at the June meeting and serve beginning with the next regularly scheduled meeting following City Council's approval for a term of one (1) year or until a successor has been elected with a maximum of three (3) consecutive terms. Any vacancy shall be filled for the unexpired portion of the term by special election of CODI.

4.03 **Resignation.** Any officer may resign from their position at any time by delivering a written resignation to the chairperson. Resignations will be reported at the next regularly scheduled meeting of CODI.

4.04 **Removal.** Any officer may be removed at any time, either for or without cause, by a majority vote of CODI members at any scheduled general membership meeting, provided that the notice of said meeting specified the proposed removal.

4.05 **Duties of Chairperson.** The chairperson shall preside at all meetings of CODI and perform such other duties as are authorized by CODI. The chairperson may participate in all discussions and vote on any matters before CODI. The chairperson shall be an ex-officio member of all

committees of CODI. The chairperson is responsible for advising CODI on the implementation of Robert's Rules of Order, as revised.

- 4.06** **Duties of Vice-Chairperson.** The vice-chairperson shall, in the absence of the chairperson, perform the duties of the chairperson. The vice-chairperson shall review attendance records of CODI membership and notify the city liaison and CODI whenever a member is subject to dismissal due to absence pursuant to Section 3.04. The vice-chairperson shall have other duties as are authorized by CODI as determined necessary.
- 4.07** **Duties of Secretary.** The secretary is responsible for recording the minutes of the general membership meetings of CODI and to discuss necessary additions/deletions prior to distribution. Minutes from the prior general membership meeting and subcommittee reports will be sent by the secretary to the membership and city liaison with notification of the meeting no less than ten (10) business days prior to a scheduled meeting [see Section 5.03] In the secretary's absence, the vice-chairperson shall perform the secretary's duties as listed above.
- 4.08** **City Liaison.** The city liaison acts as the voice between CODI and the city administration. The city liaison serves as staff support for CODI by ensuring that meeting locations are secured, notifications of meetings are made in compliance with the bylaws, that accommodations required for participation in the meetings are provided, and that the public is properly notified of CODI meetings. The city liaison will facilitate meetings between CODI and city departments as necessary and performs the duties of secretary when necessary to ensure that minutes are properly disseminated.
- 4.09** **Past Chairperson.** To provide continuity, the Past Chairperson, if their term on CODI has ended, may continue as an ex officio member of CODI until the current Chairperson's term has ended. The Past chairperson will serve on committees as determined by the board of directors.

ARTICLE V

MEETINGS

- 5.01** **General Membership Regular Meetings and Sub-committee Meetings.** Regular meetings of CODI shall be held bi-monthly beginning in August on the second Wednesday of the month at a time and place to be determined by the Executive Committee. Sub-committees (including Nominating, Bylaws, and Transportation) will meet as directed by CODI and the sub-committee chairperson(s) in the months between general membership meetings (See Section 6.01).

- 5.02 Notice of General Membership Regular Meetings and Sub-committee Meetings.** CODI members and the city liaison will receive adequate notice of each general membership regular meeting. The secretary will be responsible for notifying the membership of general membership regular meetings. Sub-committee chairpersons will be responsible for notifying sub-committee members and the city liaison prior to any meeting. In the event that the secretary or sub-committee chairperson cannot fulfill this duty, the city liaison is responsible for notification. All meeting notices shall state the general nature of business to be transacted, the day, time and place of such meeting, and by what authority it is called.
- 5.03 Special Called Meetings.** Special called meetings of the entire membership shall be held at the call of the chairperson or any three (3) CODI members for the purpose of conducting business at a time other than the regularly scheduled general membership meetings. Special called meetings will only be called in the event of a time-sensitive matter. The chairperson will be responsible for providing adequate notice to the membership of a special meeting. The meeting notice shall state the general nature of business to be transacted, the day, time and place of such meeting, and by what authority it is called.
- 5.04 Public Notice.** In accordance with TCA 8-44-103, CODI shall give adequate public notice of its general membership, subcommittee and special meetings. The city liaison is responsible for providing public notice.
- 5.05 Quorum.** Fifty per cent (50%) plus 1 of the entire membership shall constitute a quorum. A quorum shall be present to transact official business of CODI.
- 5.06 Voting.** At all meetings of CODI, except as otherwise expressly required by these bylaws, all matters shall be decided upon by the affirmative vote of a majority of members present at the meeting. The chairperson shall be entitled to vote on all matters.
- 5.07 Participation of Non-members.** Non-members are welcome to attend and observe CODI meetings. Participation in discussion will be time-limited to three (3) minutes and only upon recognition by the chairperson. Time may be extended by motion from any CODI member and a majority vote by the membership present.
- 5.08 Public Forum.** Time will be dedicated to Public Forum at all CODI meetings. Members of the public are welcome to make comment(s) regarding issues of concern during the public forum portion of any CODI meeting. Speakers will be given three (3) minutes to address the committee. The committee may allow additional time by motion and a vote of the majority of those members present.

ARTICLE VI

COMMITTEES

- 6.01** **Committees.** The officers of CODI and the city liaison will compose the Executive Committee. In addition there will be three standing sub-committees of CODI to include: Nominating Committee, Bylaws Committee, and Transportation Committee. Every member of CODI will serve on at least one committee. Special Committees as appropriate will be formed by CODI. Each committee shall elect a chairperson at the annual retreat or at the appropriate meeting following the retreat. No one member shall serve as chair for more than one standing sub-committee or special committee at any one time. Every committee must consist of at least three (3) people.
- 6.02** **Executive Committee.** The duties and responsibilities of the Executive Committee shall be to determine the time and place of regular meetings and the appropriate cancellation or postponement of regular meetings. The Executive Committee shall perform such other duties as may be assigned by CODI and which are not inconsistent with these bylaws.
- 6.03** **Nominating Committee.** The Nominating Committee shall consist of one chairperson and a minimum of two (2) members determined at the August meeting by motion and majority vote of those present to hold office for one (1) year. The duties and responsibilities of the Nominating Committee shall include gathering diversity statistics for the city liaison, identifying gaps within CODI with regard to representing the stakeholders of Knoxville, approaching prospective members, nominating candidates for membership on CODI and nominating candidates for CODI office. See 3.02 and 4.02.
- 6.04** **Bylaws Committee.** The Bylaws Committee shall consist of one chairperson, and a minimum of two (2) members determined at the August meeting by motion and majority vote of those present to hold office for one (1) year. The duties and responsibilities of the Bylaws Committee shall include review of bylaws, CODI adherence to bylaws, and recommendation of appropriate bylaws revisions in addition to recommendations of policies with regard to the rules governing the conduct and activities of CODI.
- 6.05** **Transportation Committee.** The Transportation Committee shall consist of one chairperson, and a minimum of two (2) members determined at the August meeting by motion and majority vote of those present to hold office for one (1) fiscal year. From the committee one member will be selected from the membership to represent CODI on the KAT CAC (Knoxville Area Transit Community Advisory Committee). The duties and responsibilities of the Transportation Committee shall be to keep CODI abreast of policies

and practices of the local public transportation provider, KAT. When matters arise that warrant discussion amongst CODI and working with KAT to change a particular policy or practice, the Transportation Committee will bring said matters to the full CODI membership for discussion and/or action. Additionally, the committee will keep abreast of and advise the full membership of other transportation issues that affect Knoxville citizenry and its visitors, to include multi-modal public and private sector operations.

6.06 **Special Committees.** The CODI membership may establish and dissolve committees in order to research, study, evaluate, and make recommendations on various issues. Special Committee chairpersons will be appointed by the CODI membership. It will be the responsibility of the chairperson to identify at least two (2) additional CODI members and/or community stakeholders who will best serve the purpose of the special committee. Recommendations for membership will be presented by the special committee chairperson and approved by majority vote of the CODI membership. Once convened, the committee will propose a timeline for report to the general CODI membership which will be subject to approval by majority vote.

6.06 **Committee Chairs.** Chairpersons must provide notification of meetings in accordance with Section 5.02. The chairpersons will be responsible for providing a written report to the secretary four weeks prior to the next regularly scheduled general membership meeting for inclusion in the notice for the general membership meeting.

ARTICLE VII

RULES OF ORDER

When a parliamentary matter arises that is not covered by these bylaws, Robert's Rules of Order, Revised, shall govern the meeting.

ARTICLE VIII

AMENDMENTS

These bylaws may be amended by recommendation of the Bylaws Committee and an affirmative vote of a majority of the total membership of CODI. Proposed amendments to these bylaws shall be presented for review at least one month prior to vote. After CODI approval, bylaws will be submitted to the Mayor for endorsement and then to City Council for approval.