

## **Town of Mooresville**

### **Mayor's Council for Individuals with Disabilities**

#### **MISSION**

**The mission of Mooresville's Mayor's Council for Individuals with Disabilities is to promote and advocate, throughout all aspects of the community, for equal, accessible, inclusive opportunities for individuals with disabilities; and to recognize and collaborate with all businesses, agencies and individuals who contribute to this purpose.**

**Town of Mooresville**  
**Mayor's Council for Individuals with Disabilities**  
**By-Laws**

ARTICLE 1. NAME

The name of this organization shall be the Mooresville Mayor's Council for Individuals with Disabilities.

ARTICLE II. GOALS AND OBJECTIVES OF THE ORGANIZATION

The principle objective of the Mooresville Mayor's Council for Individuals with Disabilities is to improve and enhance the quality of life of individuals with disabilities in the Mooresville area. This objective can be realized through advocacy for the following;

- Promoting increases in individuals with disabilities participating fully in all aspects of our community.
- Reduction and elimination of barriers in the community for individuals with disabilities, including, but not limited to, barriers related to employment and workforce development, healthcare, infrastructure, public education, public awareness, and culture and recreation.

Examples of such advocacy would include:

1. Educate the public on the abilities, challenges, and needs of individuals with disabilities.
2. Improve access to all levels of education through partnerships with local education entities.
3. Conduct public relation activities in these areas and coordinate services for individuals with disabilities.
4. Promote utilization of workers with disabilities.
5. Act as a liaison between local citizens and Mooresville community business partners for full inclusion of individuals with disabilities.
6. Inform individuals that while the Council does not provide rehabilitation or job placement services, these responsibilities are assigned to specific agencies and branches of the federal and state governments.
7. Recognize outstanding achievements and efforts by individuals and organizations to create an inclusive community that acknowledges and embraces the talents and contributions of individuals with disabilities.

ARTICLE III. MEMBERSHIP AND TERMS OF OFFICE

The Mooresville Mayor's Council for Individuals with Disabilities welcomes all individuals who wish to participate in the Council.

## MEMBERSHIP

### A. COMPOSITION AND QUALIFICATIONS FOR VOTING MEMBERS

1. Individuals with Disabilities are encouraged to apply for membership.
2. The Council shall consist of a minimum of seven (7) and a maximum of eleven (11) voting members and shall be appointed as set forth herein. Members will be appointed by the Mayor through an application process established by the Council. The Mayor may choose members based on a list of names submitted to the Mayor by the nominating committee. Members will include, but are not limited to, representatives from health agencies, business community members, individuals with disabilities, etc.
3. Members shall be in good standing and shall maintain a good attendance record by missing no more than three meetings in a twelve month period.
4. Vacancies of voting members occurring during existing terms shall be filled by the Mayor based on a list of names submitted by the nominating committee.
5. Individuals who have lost voting privileges may re-apply for voting membership to the Council.
6. The Mayor may also appoint ex-officio non-voting members.

### B. TERMS OF OFFICE

1. The initial membership of the Council shall consist of the steering committee presently serving at the effective dates of these By-laws. Such initial members shall serve until July 1, 2013.
2. At the meeting of the Council at which these bylaws are adopted there shall be a drawing in order to determine the initial terms of the members of the Council. After the drawing, three members shall have an initial term of one year, three members shall have terms of two years, and any remaining members shall have terms of three years. The minutes of this meeting shall show the results of the drawing.
3. Thereafter, any new members shall serve the same term of years as the member to whose seat is being filled.
4. Any seats left vacant before the fulfillment of a term shall be filled by a person to serve out such vacant term.
5. Members may be reappointed at the will of the Council and the Mayor.
6. Officers shall be elected annually in June of each year by a quorum of the general membership present to serve a term of no more than three, one year consecutive terms. Nominations for only one office at a time shall be presented.
7. A nominating committee of three members, excluding current officers, shall be selected from the general membership.

#### ARTICLE IV. OFFICERS AND EXECUTIVE COMMITTEE

- A. Officers shall consist of a Chair, a Co-Chair, and a Secretary with at least one position to be filled by an individual with a disability. These officers shall make up the Executive Committee of the Council.
- B. Duties of the officers include, but are not limited to:
  - 1. Chairperson or Co-chairperson: The Chairperson shall preside at all meetings of the Council and has the authority to represent the Mayor's Council for Individuals with Disabilities and act on its behalf subject to its policies. The Co-Chair shall appoint, in conjunction with the Council's other officers, all committees. In addition, the Co-Chairperson or designee shall serve as an ex-officio non-voting member on all committees and shall perform all other duties normally associated with this office. It shall be the responsibility of the Co-Chairperson to execute the duties of the Chairperson in the event of the Chair's inability or refusal to act. The Chair is entitled to vote in all matters.
  - 2. Secretary: The secretary shall be responsible for keeping complete and accurate minutes of all meetings of the Mayor's Council for Individuals with Disabilities and shall present such minutes at the next regular meeting of the Council for the membership's approval. In addition, the Secretary shall provide the 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 meeting, determine which members have voting privileges, and determine if a quorum is present.

In the event that the Chair and Co-Chair are absent, the Secretary shall preside over the meeting until such time that a member is elected to serve as chair of the meeting.

- C. Any officer may be removed by an affirmative vote of at least two thirds of the full Council.
- D. Any officer may resign from office by submitting, in writing, such resignation to the Executive Committee and will take effect upon receipt.
- E. The immediate past Chair of the Council shall serve as an ex-officio non-voting member of the Council in order to foster continuity in facilitating the purpose and actions of the membership.
- F. Executive Committee: The Executive Committee shall be composed of the officers and the immediate past Chair and Co-Chairperson. Duties of the Executive Committee include, but are not limited to:
  - 1. Set the agenda for the monthly meeting
  - 2. Attend to issues that arise between meetings and present those issues to the Council at the next regular meeting or at a special meeting.
  - 3. Monitor the chairs of all committees to ensure that any task assigned to a committee is being completed.

4. Lead Council public relations efforts, including booths at events and maintenance of the Council's website.

## ARTICLE V. MEETINGS

### A. MEETINGS

1. Regular meetings of the Mayor's Council shall be held the third Thursday of each month from 10:30AM-12:00PM in the Mooresville Town Hall.
2. A quorum shall be established if at least fifty percent (50%) of the Council's voting members are present and available to vote during any meeting. A quorum must be established prior to the transaction of business or voting.
3. Special meetings may be called either by the Chair, the Co-Chair, or a majority of the members of the Council. Notice of any special meeting shall be posted at Town Hall and all members notified of an upcoming special meeting a minimum of forty eight (48) hours in advance (excluding weekends and Town holidays) of the meeting.
4. All meetings will be open to the general public.
5. The "Suggested Rules of Procedure for a City Council, Third edition, by A. Fleming Bell, II, of the School of Government at the University of North Carolina at Chapel Hill, as such may be amended by the Council from time to time, shall constitute the official parliamentary guide for all meetings of the Council.

## ARTICLE VI. COMMITTEES AND STANDING COMMITTEES

### A. COMMITTEES

The Co-Chairperson shall annually appoint, in conjunction with the Council's other officers, all committees provided for in these by-laws and such other committees 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 committee shall be for one year or for such shorter period as the Chair or Co-Chair may designate.

### B. COMMITTEE COMPOSITION

Each committee shall be composed of at least one (1) member from the Mayor's Council and as many citizens from the local community which the Council Co-Chairperson deems to be necessary for the proper and orderly conduction of business. One member of the committee shall be designated as the chairperson. Every attempt should be made to ensure that citizen involvement on committees represents a cross-section as to race, gender, age, social, and economic characteristics of the community. The chairperson of each committee shall file a work plan for their committee with the Council's Secretary within thirty (30) days of its formation.

1. The standing committees shall be: Executive, Healthcare, Infrastructure, Public Education, Public Awareness, Culture and Recreation, and Workforce Development.

2. Ad hoc committees may be created by the Executive Committee for specific functions and will cease to operate when the need is met.

ARTICLE VII. AMENDMENTS

These bylaws may be amended in whole or in part by submitting to all members such amendments in writing one week prior to any regular meeting. Amendments may be adopted only by a vote of at least two thirds of the full Council.

ARTICLE VIII. DISABILITY DEFINED

The term disability when used in these By-laws shall be that same definition used by the Americans with Disabilities Act, which states that disability is defined as:

- A physical or mental impairment that substantially limits one or more of the major life activities of such individual; or
- A record of a physical or mental impairment that substantially limits a major life activity (“record of”); or
- When a person is regarded as having such impairment.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

By:

The Steering Committee

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