

**BYLAWS  
OF THE OKLAHOMA CITY  
MAYOR'S COMMITTEE ON DISABILITY CONCERNS**

**ARTICLE I – NAME AND AREA**

**Section 1. Name.** This Committee shall be known as the OKLAHOMA CITY MAYOR'S COMMITTEE ON DISABILITY CONCERNS.

**Section 2. Area.** The Committee serves metropolitan Oklahoma City.

**ARTICLE II - OBJECT AND PURPOSE**

**Section 1. Object.** The object of the Oklahoma City Mayor's Committee on Disability Concerns is to promote full inclusion of persons with disabilities and foster an environment leading to the elimination of prejudice and-discrimination against people with disabilities by conducting and/or supporting activities that will further these goals.

**Section 2. Purpose.** The purpose of the Committee is to make aware, make recommendations and advise the Mayor, City Council and staff of the City of Oklahoma City on matters supporting people with disabilities on any concern or problem that may lead to ultimate employment or fulfillment of the economic needs or general well-being of people with disabilities and issues impacting the disability community.

**Section 3. Action.** When the Committee receives a recommendation or issue, the Committee may take action as appropriate.

**ARTICLE III – MEMBERSHIP**

**Section 1. Number of Members.** The number of Committee members shall not exceed fifty (50). Membership interest shall be confirmed annually. Committee members shall serve until the end of the calendar year, until a successor is appointed, until receipt of a resignation, or until removal for excessive absences.

**Section 2. Qualifications for Membership.** Desired candidates for Committee membership are those who work with the disability community, have family experience as a caregiver, individuals with a disability, advocates, are employed by and represent the City of Oklahoma City, engage in other volunteer work within the disability community, or are recommended directly by the Mayor.

**Section 3. Attendance.** Members are expected to attend all meetings. If they are unable to attend, they are to notify the Secretary prior to the meeting time or their absence will be unexcused.

**Section 4. Unexcused Absences.** A member may be removed if he or she is unexcused for three (3) consecutive regular meetings.

**Section 5. Excessive Absences.** Members who miss more than six (6) meetings (whether excused or not) in a calendar year shall be reviewed by the Executive Committee for possible removal from membership.

#### ARTICLE IV – OFFICERS

**Section 1. Officers.** The officers of the Committee shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer. These officers shall constitute the Executive Committee.

**Section 2. Advisor.** The immediate Past Chairperson shall serve as an advisor to the Executive Subcommittee in an ex-officio capacity.

**Section 3. Term of Office.** All officers shall serve for a term of three (3) years. Officers shall be eligible to serve consecutive terms and are eligible for further re-election to the same office as deemed qualified by the membership. Officers for the coming year shall be elected at the December annual meeting.

**Section 4. Nomination Process.** At the October meeting in election years, the committee membership shall nominate and vote on three committee members to serve in an ex-officio capacity as the Nominating Committee. The Nominating Committee accepts all nominations and will present the final ballot and candidates to the full committee at the November meeting.

**Section 5. Mayoral Input.** The Mayor may appoint, retain or remove a chairperson for the committee or can defer the chairperson selection back to the committee for election.

**Section 6. Elections.** Elections will occur every three (3) years. Officers for the upcoming three-year terms shall be elected at the December annual meeting in the final year of their current three-year term. The new officers shall take office effective January 1.

**Section 7. Vacancy.** In the event of a vacancy or temporary absence of any officer during their three-year term and the vacant officer position has equal to or less than six months remaining of their term in office, the Chairperson shall appoint a member to perform the duties of such officer during the temporary absence period or for the remainder of the term in the event of vacancy. If more than six months are remaining in the vacant officer term, a special election Nominating Committee shall be formed to solicit nominations and the full membership shall vote on the vacant officer position at the next regularly scheduled meeting.

**Section 8. Qualifications for Officer Positions.** Members seeking to serve as Vice Chairperson, Secretary, or Treasurer must be in good standing, have a one- year

record of regular meeting attendance, and serve in good standing on a sub-committee. Members employed by the City of Oklahoma City are not eligible to serve as Chairperson or Vice-Chairperson to eliminate any appearance of a conflict of interest.

## **ARTICLE V – DUTIES OF OFFICERS**

### ***Section 1. Chairperson.***

The Chairperson shall:

- (1) Preside at all meetings of the Committee.
- (2) Prepare meeting agenda and submit it to Secretary for distribution no later than one week prior to meeting date.
- (3) Appoint sub-committee chairs by the regularly scheduled January meeting. In the event of a resignation or vacancy of an existing sub-committee chair, the Chairperson shall appoint a replacement by the next regularly scheduled meeting.
- (4) Serve as an ex-officio, voting member of each sub-committee with the exception of the Nominating Committee and the Audit Committee. Attendance at sub-committee meetings is at the MCDC Chairperson's discretion.
- (5) Act as a signatory, along with other members of the executive committee, for the committee in all legal purposes and financial purposes.
- (6) Serve as a spokesperson for the Committee when required.
- (7) Call and conduct meetings of the executive committee as needed.
- (8) Perform such duties as the membership shall require.

### ***Section 2. Vice-Chairperson.***

The Vice-Chairperson shall:

- (1) Be vested with all the powers of and perform the duties of the Chairperson in the absence or disability of the Chairperson.
- (2) Perform such duties as the Chairperson or the membership shall require.
- (3) Ascend to the Chairperson role in the event the Chairperson position becomes vacant during the term and there is equal to or less than six months remaining in the term. If there is more than six months remaining in the Chairperson's term, then Article IV, Section 5 applies. If the Mayor chooses not to appoint a Chairperson, then Article IV, Section 7 applies.

### ***Section 3. Secretary.***

The Secretary shall:

- (1) Distribute agenda to committee members no later than one week prior to each meeting.
- (2) Take and prepare minutes of committee meetings and ensure minutes are distributed to members no later than one week prior to the next monthly meeting.
- (3) Keep an up-to-date list of and contact information for all members.
- (4) Ensure that the records of the committee are maintained as required by law and are made available when required by authorized persons. These records may

- include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
- (5) Maintain an up-to-date copy of the bylaws.

*Section 4*    **Treasurer.**

The Treasurer shall:

- (1) Perform such duties as the membership shall require in regard to financial records, transactions and money belonging to the Committee.
- (2) This officer shall Have charge and custody of and be responsible for all funds of the Committee.
- (3) Receive all monies payable to the Committee and deposit them in the name of the Committee in such banks, trust companies or other depositories as the membership shall determine.
- (4) Keep records of all financial affairs of the Committee and give monthly reports to the Committee as required.
- (5) Be responsible for the accounting of any monies donated or granted to the Committee. An audit of the account(s) shall be made annually by three (3) active Committee members, other than Executive Committee members, who shall be elected by the Committe.
- (6) All disbursements between \$500 and \$999 must be authorized by at least two members of the Executive Committee.
- (7) All disbursements of \$1,000 or more will require two (2) authorized signatures from the Executive Committee on the check.

## **ARTICLE VI – MEETINGS**

*Section 1.*    **Annual Meeting.** One meeting shall be designated as “the annual meeting” of this Committee and shall be held in December of each calendar year. At the annual meeting, the members shall receive reports on the activities of all sub-committees, including all costs and projections, the annual Financial Report, and, in election years, elect the officers and determine the direction for the coming year.

*Section 2.*    **Regular Meetings.** The Committee shall meet monthly on the fixed day and place determined by the Executive Committee; at the call of the Chairperson; or as a specially called meeting upon the request of any five (5) members. All regular meetings shall be open to attendance by members of the general public.

*Section 3.*    **Quorum.** A quorum for the transaction of any business by the Committee as a whole shall consist of eight (8) members, at least one of which must be from the Executive Committee. Each member or his or her surrogate present shall be entitled to one (1) vote at Committee meetings.

*Section 4.*    **Parliamentary Procedure.** Meetings are governed by the Chairperson consistent with the parliamentary procedure in the latest edition of *Robert’s Rules of Order*, and not inconsistent with these Bylaws. The Parliamentarian, who shall be a

member in good standing appointed by the Chairperson to serve in that capacity, shall be responsible for adherence to these rules.

#### **ARTICLE VII – SUB-COMMITTEES**

The Chairperson shall appoint such standing sub-committees and/or ad hoc task forces as deemed necessary. Sub-committee chairs shall be appointed by the regularly scheduled January meeting each year. In the event of a resignation or vacancy of an existing sub-committee chair, the Chairperson shall appoint a replacement by the next regularly scheduled meeting. These sub-committees shall not be empowered to financially obligate the Committee, except as specifically prescribed and within the limits dictated by the membership.

#### **ARTICLE VIII – FISCAL YEAR**

The Fiscal Year of the Committee shall be the same as the calendar year and ends on December 31.

#### **ARTICLE IX – DUES**

No dues shall be assigned to any member.

#### **ARTICLE X – CHANGE OF BYLAWS**

These Bylaws shall be changed, amended, or repealed only by at least 51 percent of the Committee membership. Any proposed action with respect to a change of Bylaws shall be stated fully in the notice of meeting and shall be distributed to all members at least fifteen (15) days before the meeting at which action is to be taken.

#### **CERTIFICATION**

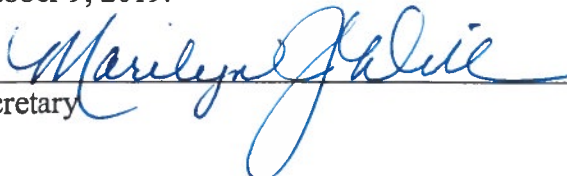
These Bylaws were first approved by a majority of members attending a meeting of the Committee on July 13, 1994.

These Bylaws were amended by a majority of members attending a meeting of the Committee on November 11, 2004.

These Bylaws were amended by a majority of members attending a meeting of the Committee on December 13, 2006.

These Bylaws were amended by a majority of members attending a meeting of the Committee on January 9, 2013.

These Bylaws were amended by a majority of members attending a meeting of the Committee on October 9, 2019.

  
Secretary

10-9-2019  
Date