

MAYOR'S COUNCIL FOR PEOPLE WITH DISABILITIES
City of Cheyenne, Wyoming



Bylaws
Revised and Adopted January 8, 2014

BYLAWS OF THE MAYOR'S COUNCIL FOR PEOPLE WITH DISABILITIES:

City of Cheyenne, Wyoming

ARTICLE I – NAME

1. The name of this organization shall be the **Mayor's Council for People with Disabilities** (Herein after referred to as the MCPD or Council).
2. The official slogan of the Council shall be **Equal Access and Opportunity... Not Special Treatment!**

ARTICLE II – MISSION

The MCPD's mission is to be an educational and solution orientated advisory board serving as a network, which is a catalyst and referral organization, promoting self-advocacy equality, accessibility and opportunity for all people regardless of their disability.

ARTICLE III – PURPOSE

The purpose of the Council shall be to serve as an advisory Council to the Mayor, ~~and~~ City Council and staff members of the city of Cheyenne, Wyoming on the problems and concerns of people with disabilities as they relate to activities of daily living; including employment, recreation, transportation, architectural accessibility, or any other area of concern to people with disabilities in Cheyenne.

1. Develop a City Plan for addressing issues affecting people with disabilities by:
 - a) Establishing goals and objectives.
 - b) Establishing priorities to implement the goals and objectives set forth.
 - c) Develop project and budget proposals for presentation to the Mayor and City Council.
2. Promote improvement in the quality of life for Cheyenne citizens with disabilities by:
 - a) Encouraging inter-agency coordination among service agencies and programs relating to people with disabilities and refer disabled persons to appropriate services.
 - b) Participate with and offer recommendations to city staff on past, current and future projects.
 - c) Bring awareness and educate the community on issues relevant to people with a disability or handicap.-

ARTICLE IV – MEMBERSHIP

1. Composition:

The Mayor of Cheyenne shall appoint the members of the Council and confirmation shall be approved or denied by City Council. The Chairperson of the Council may submit recommendations for appointments to the Mayor for consideration after approval by the Council membership.

2. The Council shall consist of not more than fifteen (15) members, as follows: three (3) executive officers and twelve (12) members of which a majority shall consist of persons with a disability or handicap, community partners, caretakers, family, parents or legal guardians of persons with disabilities.

3. Term of Service:

a) Each member shall serve a term of three (3) years

b) Re-appointments may be made at the direction of the Mayor with the recommendation of the Chairperson.

c) Resignation of Council members shall be submitted to the Mayor and Council Chairperson in writing two weeks prior to the effective date.

4. In addition, the city council president shall appoint a member of the city Council to act as a non-voting liaison to City Council

5. The Mayor shall appoint an Ex-officio as a non-voting liaison to the Mayor's office.

ARTICLE V – CONSENSUS/VOTING/QUORUM

1. The MCPD operates upon a consensus building format except under certain situations.

a) In the event a consensus can not be reached, the council chairperson shall call for a vote.

2. A vote is required for the election of officers, bylaw changes, and financial expenditures, set policy and anytime the chairman deems a vote necessary. Yaws and nays of a vote shall be recorded in the minutes.

3. Quorum: As defined in "Roberts Rules of Order revised", Fifty (50) percent plus one (1) of the entire council membership constitutes a quorum. No vote may be taken unless the requirement of a quorum has been met.

ARTICLE VI – OFFICERS

1. **Executive Committee:**

The officers of the Council shall be Chairperson, Vice-chair, and Secretary/treasurer and shall constitute the Executive Committee.

2. **Term of Office:**

Officers serve a term of one-year. A member may only serve two years as an officer in any three-year-term. If more than one three-year term is served, a Member may never serve more than two years in a row as an Executive Officer. An exception to this would be if there were not enough nominations or members to fill the offices.

3. **Election of Officers:**

- a) The election of officers shall be held at the December meeting or at a special meeting of the Council if an office vacancy should occur.
- b) The Council Chairperson of the regular meeting prior to elections shall invite nominations from the floor. Any person nominated from the floor must signify his or her willingness to serve if elected.

4. **Removal of an officer:**

An Executive Officer may be removed from his or her office by a majority vote of the entire Council for misuse of their office or for lack of performing their duties.

ARTICLE VII – DUTIES OF THE MEMBERSHIP

1. The Chairperson of the Council shall perform the following duties:

- a) Determine and compose meeting agenda(s).
- b) Facilitate all meetings.
- c) Create special committees in addition to the set standing committees as he/she deems necessary.
- d) Assign a Chairperson to all standing and other committees.
- e) Designate projects as deemed necessary.

2. The Duties of the Vice-chairperson shall be:

- a) In the absence of the Chairman the Vice-chairman shall assume and fulfill the duties of the Chairman.
- b) In the absence of the Secretary the Vice-chairman shall assume and fulfill the duties of the Secretary.

3. The duties of the Secretary/Treasurer shall be:

- a) Take, complete and disburse in a timely matter the Minutes of meetings of the council.

- b) Compose correspondence as requested by the Chairman and/or council in the conducting of council business.
 - c) The secretary shall maintain the accuracy of the member roster.
 - d) The secretary shall furnish all new members with the MCPD bylaws.
 - e) Maintain a book of record covering a time period of not less than three (3) years of the council minutes and financial ledger.
 - f) Deposit all donations with the city treasurer into the MCPD line-item **Account 210-00-0000-36-07662.**
 - g) Communicate regularly with the city treasure, keeping informed of the MCPD line-item deposits and paid-outs.
4. The Entire Membership of the Council shall perform the following duties:
- a) To promote self-advocacy for people with disabilities.
 - b) To perform such designated duties within the Council as required.
 - c) To belong to and participate on at least one of the standing committees or of the current Chairperson's formed committee's.
 - d) To attend meetings regularly. Unexcused absence from three consecutive or four meetings annually shall automatically cause the chairperson to declare a vacancy.
 - e) To assume personal responsibility for promoting the purposes of the Council whenever and wherever possible.

ARTICLE VIII – MEETINGS

1. Regular meetings:

The Council shall meet monthly on a day, time and place mutually agreed upon by the majority of Council members.

2. Special meetings:

The Chairperson or his/her designated representative may call special meetings.

3. Committee meetings:

The Council Chairperson or a committee chairperson may call meetings of the various committees at such times as deemed necessary.

4. Notice:

Notice of special meetings shall be given to each member 24 hours prior to such meetings.

5. Public:

- a) All meetings of the Council shall be open to the public.
- b) Time for public comment is to be included on the agenda.
- c) Specific projects and/or business by non-Council individuals wishing to be added to the agenda must be requested in writing to the Council Chairperson at least two weeks prior to the meeting at which the business is to be introduced.

ARTICLE IX – STANDING COMMITTEES

The council shall have four (4) standing committees that will address specific subject matter. The four (4) standing committees shall be: Quality of Life (QOL), Public Relations (PR), Events (EVT) and the Fund-raising (FR) committee.

- a) The majority of the Council business shall be referred to the appropriate standing committee for accomplishing specific tasks with recommendations given to the Council of the whole for action.
- b) Committees should meet as often as necessary and verbal and/or written progress reports shall be given to the Council Chairperson at each monthly Council meeting.
- c) Committees will address issues of equal access and opportunity for all venues and forums. This includes, but is not limited to: buildings, transportation, parks and recreation, pedestrian sidewalks, curbs and pathways, education and employment.

1. QUALITY OF LIFE (QOL) COMMITTEE:

- a) From the membership of the Council, the council Chairperson shall appoint a committee chairperson.
- b) A majority of council projects will fall under the QOL committee.
- c) The QOL Committee, per city code Chapter 10.56, shall always consist of a person that is responsible for over-seeing and the on-site evaluation of residential handicapped parking permit applications with a recommendation given to the council. The council then approves or denies the permit application with its recommendation going to the mayor for final disposition.
- d) The QoL Chairperson may recruit other persons to the QOL committee who are not Council members.

These individuals are voting members of the committee only and shall not be voting members of the Council of the whole.

2. PUBLIC RELATIONS (PR)

- a) Public relations (PR) is the actions of the Council in fund raising or promoting the Councils activities, information, resources and goodwill between itself and the Mayor's office, government, the public, the community, etc. through the spoken word, internet, print or broadcast media.
- b) Executive Officers may participate in PR activities or communications without the consent of the Council. However, if time allows all PR activities should be presented to the Council before hand.
- c) A PR committee Chairperson shall be appointed by the Council Chairperson to maintain the accuracy and appropriate information of all printed material and the MCPD website. With final content having the Council's approval.
- d) Any voting member may represent himself or herself as a Council member and promote and/or fund raise for the Council and its projects. However, any communication stating a Council endorsement must have the Councils expressed consent and approval.
- e) No member shall take a public stand on an issue in the name of the Council unless the Council has agreed upon that issue.
- f) Any/all advertisements of/for the Council through the Internet print or broadcast media must be submitted to and approved by the Council.
- g) Executive Officers shall have complete access and administrative rights to the Councils website. This is to include any/all passwords, editorial tools and the sites mailbox. The sites passwords shall be changed with the election of new officers. The sites passwords are to be held in confidence by the Executive Officers and the site manager.
- h) The PR Chairperson may recruit other persons to the PR committee who are not Council members. These individuals are voting members of the committee only and shall not be voting members of the Council of the whole.

3. EVENTS COMMITTEE:

- a) From the membership of the Council, the council Chairperson shall appoint a committee chairperson.
- b) The events committee shall, annually in November, prepare a calendar of all upcoming events for the

upcoming calendar year. This calendar shall be updated monthly to include the following twelve (12) months.

- c) The events committee shall annually plan a MCPD community awareness and education/fund-raiser event in the month of August.
- d) The events committee shall annually acknowledge by mayor's proclamation, print, television and/or plan events in conjunction with Disability Awareness and Disability Employment months.
- e) The events committee shall plan participation in annual community events, such as, Super Day, CFD, etc.
- f) The Events Chairperson may recruit other persons to the Events committee who are not Council members. These individuals are voting members of the committee only and shall not be voting members of the Council of the whole.

4. FUND-RAISING COMMITTEE:

- a) The council chairperson shall appoint a fundraising committee chairperson.
- b) Fundraising may be achieved in person or through events and advertising.
- c) Members may, as a group or individually, solicit donations from individuals, businesses, clubs and associations.
- d) Any voting member may represent himself or herself as a Council member and promote and/or fund raise for the Council and its projects.
- e) Voting council members may take donations.
- f) Council members may issue a temporary receipt upon receiving a donation. Informing the donor that an official receipt will be mailed from the city treasurer's office.
- g) Official Donor receipts will be mailed from the city treasurer's office.
- h) The Chairperson may recruit other persons to the Fundraising committee who are not Council members. These individuals are voting members of the committee only and shall not be voting members of the Council of the whole.

ARTICLE X – CHAIRMAN'S SPECIAL COMMITTEES

- 1. The chairperson may establish committees in addition to and apart of the standing committees to meet specific goals and objectives of the Council.

2. Membership

- a) From the membership of the Council, the Chairperson shall appoint a chairperson for each committee as necessary.
- b) The Chairperson of each committee may recruit other persons to their committee who are not Council members. These individuals are voting members of the committee only and shall not be voting members of the Council of the whole.

3. Duties

- a) Committees should meet as often as necessary and verbal and/or written progress reports shall be given to the Council Chairperson at each monthly Council meeting.
- b) The majority of the Council business shall be referred to the appropriate committee for accomplishing specific tasks with recommendations given to the Council of the whole by that committee for action.

ARTICLE XI – BYLAWS

- a) The Council annually, upon the election of new officers, shall review the bylaws to maintain timeliness and accuracy.
- b) These bylaws may be amended in any regular or special meeting of the Council by a two-thirds vote of the entire Council, providing the proposed amendment or amendments have been submitted in writing to the members of the Council thirty (30) days prior to the meeting at which such an amendment or amendments shall be voted upon.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order Revised" shall govern this organization in all cases to which they are applicable and when they are not inconsistent with these bylaws.

Mayor's Council for People with Disabilities

Revised Bylaws: January 8, 2014

Approved by a majority vote of the Council and attested to by:

Chairwoman Ann Picot

_____ **Date:** _____

Vice-Chairman Mark McKay

_____ **Date:** _____

Secretary/Treasurer Daryl Hensel

_____ **Date** _____

Completed by: Gregg Crisp

Filed at: The Laramie County Clerks office

cc: Mayor's office, City Clerks Office