

**CITY OF CHATTANOOGA  
MAYOR'S COUNCIL ON DISABILITY  
BY-LAWS**

**ARTICLE I  
NAME**

**1.01 Name of Organization.** The name of the organization shall be the Mayor's Council on Disability (hereafter the "Council"). The Council was formed by Mayor Ron Littlefield in 2006.

**ARTICLE II  
MISSION STATEMENT**

**2.01 Mission Statement.** The Council is an advisory group of Chattanoogaans providing direction and guidance to the Mayor and Chattanooga City Council by proposing policies, programs, practices and procedures that give equal opportunity for all individuals with disabilities and to empower individuals with disabilities to achieve economic self-sufficiency, independent living, inclusion and integration into all aspects of society.

**ARTICLE III  
MEMBERS**

**3.01 Members.** The Council shall consist of at least fifteen (15) members. All appointments shall be approved by the Mayor of the City of Chattanooga. The members shall include at least 1/2 representation by persons with disabilities or *their parents, immediate family members, guardians and/or conservators*. Members shall include persons who are familiar with issues and concerns of persons with disabilities and the Americans with Disabilities Act (ADA) and/or persons chosen by the Mayor to serve at his request. The membership shall represent a wide range of disabilities and service interests.

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

**3.02.01 Regular Term:** The Nominating Committee shall prepare and present a list of recommended candidates to the Mayor for consideration and action **at the annual March meeting.** The Council shall forward the list of prospective members to the Mayor for approval.

**3.02.02 Expired Term:** When necessary, the Nominating Committee shall provide the Chairperson with a list of recommended candidates to fill any expired or unexpired terms. The Chairperson shall present the nominee to the City Council and Mayor for consideration and action. 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 of each member shall begin at the next regularly scheduled Council meeting following the Mayor's approval and continue for a period of two (2) years or until successor is appointed. A member shall be eligible to serve a maximum of two (2) consecutive **two (2) years terms.** Members appointed to fill unexpired terms shall be eligible to serve two (2) complete consecutive two (2) year terms.

*For the purpose of initiating a Council membership rotation structure, all current Council members shall serve a full two (2) year initial term. The second term shall be based on the following formula: The remaining original members present shall serve their first term till March of 2008. All new members appointed during the 2007 session shall serve till 2009. This will allow for a staggered board.*

*Following the completion of this first staggered rotation all Council members will be appointed subject to the provisions as described in the beginning of this section 3.03. After the initial appointments, terms of*

*all members shall be for two (2) years. All members shall continue to serve until their successors are appointed.*

**3.04 Removal of Members for Non-Attendance of Cause.** A member who misses three (3) consecutive properly noticed meetings without notification will be dismissed from the Council. The Mayor may remove any Member for good cause. A dismissal for any reason will be announced at the Council meeting and recorded in the minutes.

**3.05 Removal of Members by Petition.** A member may also be dismissed from the Council by the following procedures:

- a) Petition for consideration of dismissal by a minimum of five (5) Council members.
- b) Notice of the petition and impending vote shall be mailed or e-mailed to all members at least two (2) weeks prior to the vote.
- c) Members in question or designated representative shall be given the opportunity to speak to the Council prior to the vote.
- d) Dismissal shall require an approval vote of a majority of the Council membership provided a quorum is present.

**3.06 Resignation of Members.** Any Council member may resign at any time by submitting a written resignation to the Chairperson and the Mayor. Resignations will be reported at the next regularly scheduled meeting of the Council.

**3.07 Spokesperson.** No member shall represent themselves or act as a Council spokesperson without prior designation from the Council Chairperson and the City Liaison.

## ARTICLE IV OFFICERS

**4.01 Titles.** The Officers of the Council shall be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, a Parliamentarian, and other such Officers as may from time to time be elected by the Council. Such Officers shall have the authority to perform the duties prescribed from time to time by the Council.

**4.02 Election, Qualification, and Term of Office.** Officers shall be elected from the Council membership at the annual March meeting and serve beginning with the next regularly scheduled meeting following the election for a term of one (1) year or until a successor has been elected with a maximum of two (2) consecutive one year terms. Any vacancy shall be filled for the unexpired portion of the term by special election of the Council.

**4.03 Resignation.** Any Officer may resign from their position at any time by delivering a written resignation to the Chairperson or Secretary. Resignations will be reported at the next regularly scheduled meeting of the Council.

**4.04 Removal.** Any Officer may be removed at any time, either for or without cause, by written notice from the Mayor or vote of a majority of the Council members at a meeting, provided that the notice of said meeting specified the proposed removal and a quorum is present.

**4.05 Duties of Chairperson.** The Chairperson shall preside at all meetings of the Council on and perform such other duties of the Chairperson. The Chairperson may participate in all discussions and vote on any matters before the Council. The Chairperson shall be an ex-officio member of all committees and task Forces of the Council.

**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 the Council membership and notify the Council whenever a member is subject to

dismissal due to absence pursuant to Section 3.04. The Vice-Chairperson shall have such other duties as are authorized by the Council from time to time.

**4.07 Duties of Treasurer.** The Treasurer, acting with the Executive Committee, shall insure that a true and accurate accounting of the financial transactions of the Council's activities is made and that such accounting is presented to and made available to the Council. The Treasurer may or may not be a member of the Council.

**4.08 Duties of Secretary.** The Secretary is responsible for the minutes and to discuss necessary additions/deletions prior to distribution. In the Secretary's absence, the parliamentarian shall perform the Secretary's duties as listed above.

**4.09 Duties of Parliamentarian.** The Parliamentarian is responsible for advising the Council on the implementation of *Robert's Rules of Order, Revised*. In the absence of the Secretary, the parliamentarian shall perform the Secretary's duties.

## ARTICLE V MEETINGS

**5.01 Regular Meetings.** Regular meetings of the Council shall be held the 1st Monday of the Month at a time and place to be determined by the Council or as provided in Section 6.01.

**5.02 Special Meetings.** Special meetings shall be held at the call of the Chairperson or any three (3) Council members. Three (3) business days notice of the special meeting shall be given to members with the notice specifying the purpose of said special meeting. Under unique circumstances emergency meetings may be called by the Chairperson as needed.

**5.03 Notice.** Notice of each Council meeting shall be mailed or e-mailed to each member's residence, usual place of business or as designated by said Council member not less than five (5) business days

before the day on which the meeting is to be held. Each such notice shall state the general nature of business to be transacted, the date, day, time, and place of such meeting, and by what authority it is called.

**5.04 Public Notice.** The Council shall give adequate public notice of its regular and special meetings.

**5.05 Quorum.** Seven (7) members of the Council shall be present to transact official business of the Council.

**5.06 Voting.** At all meetings of the Council, except as otherwise expressly required by the by-laws, all matters shall be decided upon by the affirmative vote of a majority of members present at the meeting. The Chairperson or Acting Chairperson shall be entitled to vote on all matters.

**5.07 Participation of Non-members.** Visitors and non-members are welcome to attend and observe the Council meetings. Participation in discussion will be time limited to two (2) minutes and only upon recognition by the Chair. Public comments at the end of the meeting are permitted subject to the time constraints and recognition as listed above.

## ARTICLE VI COMMITTEES

**6.01 Executive Committee.** The Executive Committee shall consist of the elected officers of the Council, the Chairperson of the Nominating Committee, and the Chairperson of the By-Laws Committee. The duties and responsibilities of the Executive Committee shall be to determine the time and place of regular meetings and appropriate cancellation or postponement of regular meetings. The Executive Committee shall serve as a liaison to Special Committees. The Executive Committee shall perform such other duties as may be assigned by the Council and which are not inconsistent with these by-laws. Council members may not serve a consecutive term on the Executive Committee.