

**BY-LAWS OF THE
CAPE FEAR DISABILITY COMMISSION**

ARTICLE I

Name of Organization

The formal name of this organization shall be the Cape Fear Disability Commission (CFDC).

ARTICLE II

Goals and Objectives of the Organization

The principal objective of the CFDC, formerly the Wilmington Mayor’s Committee for People with Disabilities, is to improve and enhance the quality of life of people with disabilities living in the Cape Fear Region. This objective can be best realized through advocacy for the following:

- Reduction and elimination of barriers in the community for people with disabilities, including, but not limited to, barriers related to employment, housing, transportation, and attitude;
- Increases in people with disabilities participating fully in all aspects of our community.

ARTICLE III

Membership

Section I: Appointments

The CFDC shall be comprised of up to 15 voting members that will serve as the board of directors of the CFDC. Appointed representatives shall be from the City of Wilmington, New Hanover County, and a representative from one of the beach communities. Additional appointees may include representatives from Pender and Brunswick counties, social service agencies, community nonprofits, and at-large members. Board composition should strive to represent a cross-section as to disability, race, gender, age, social, and economic characteristics of the community. A minimum of 50% of board members must have a disability.

The CFDC will welcome all individuals who wish to participate in the work of the Commission through attendance at board meetings, which will be open to the public and through sub-committees or “work groups” that will report to the board. However, only appointed board members will hold voting rights. Executive officer positions of the board require a majority vote of the full board.

Section II: Composition and Qualifications

Board members shall be in good standing and shall maintain a good attendance record. Board members may lose voting privileges by missing three consecutive meetings without notification to the Chairperson. With the appropriate notification to the Chairperson, board members may be absent for valid reasons and keep their voting privileges. Board members who have temporarily lost voting privileges may regain them by attending two consecutive meetings. Non-voting board members are encouraged to continue to attend meetings.

Section III: Terms of Office

Board members and officers will serve a two-year term and may serve consecutive terms.

Members shall be a "member in good standing" for at least six (6) months, and have attended a minimum of 2 quarterly **meetings, in order to serve on the Executive Committee** as an officer.

Section IV: Filling Vacancies

Vacancies in board member positions will be filled by nominations from board members or an appointment committee, and a vote of the full board. Nominating individuals or committees may perform the subsequent recruitment to fill the board position. Vacancies in officers' positions occurring during existing terms shall be filled by nominations and vote of the full board.

Section V: Termination of Office

The termination of an Officer's position shall be executed by the Executive Committee upon that Officer missing two consecutive meetings without notification to the Chairperson. With the appropriate notification to the Chairperson, Officers may be absent for valid reasons and retain their office. In addition, an Officer may vacate their office during their term by giving written notice to the Executive Committee and/or may also give verbal notice at a regular meeting. Officers may be removed from office, by a majority vote of the full board, if found to engage in conduct or behavior unsuitable for Officers of the Commission.

ARTICLE IV

Officers

Section I: Titles

The officers of the CFDC shall consist of one Chairperson, one Co-Chairperson, a Secretary, and a Treasurer. The officers shall comprise the Executive Committee.

Section II: Chairperson

The Chair shall preside at all meetings of the Commission and shall possess the authority to represent the CFDC and act on its behalf subject to its declared policies. The Chairperson shall appoint, in conjunction with the executive officers, all subcommittees and work groups.

Section III: Co-Chairperson

The Co-Chairperson shall preside at all meetings of the Commission and shall possess the authority to represent the CFDC and act on its behalf subject to its declared policies in which the Chair cannot preside.

It shall be the responsibility of the Co-Chairperson to execute the duties of the Chair position in a coordinated fashion and to perform those duties in each other's absence or in the event of the Chair's inability or refusal to act.

Section IV: Secretary

The Secretary shall be responsible for keeping complete and accurate minutes of all meetings of the CFDC and shall present said minutes at the next regular meeting of the Commission for the membership's approval. In addition, the Secretary shall provide each meeting's 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 regular meeting and determine at the start of each meeting which board members have voting privileges and which do not, and determine if a quorum is present. The Secretary shall distribute voting cards to each member holding voting privileges at the beginning of each meeting, and these cards shall be used by members to cast votes. A verbal vote, in lieu of

voting cards, may be used at discretion of Chairperson. The Secretary will provide members with notification of the time and place of each meeting a minimum of one week in advance.

Section V: Treasurer

The Treasurer shall be responsible for managing the Commission's budget, including receiving funds, documenting all revenue and expenses, reconciling any discrepancies, and reporting balances to the Commission at each regular meeting. The Treasurer shall ensure that all expenses related to the work of the Commission are paid in a timely manner.

ARTICLE V

Meetings of the CFDC

Section I: Regular Meetings

Regular meetings of the CFDC shall be conducted at least quarterly, and as otherwise determined by the Chair/Co-Chairperson. Meetings will take place on Wednesdays from 10:30 AM to 12:30 PM, or as otherwise determined by the Chair/ Co-Chairperson. Each member will be notified of the time and place of the said meeting a minimum of one week in advance.

Section II: Interpretive Services

Anyone requesting interpretive services should contact City of Wilmington ADA Coordinator, Jonathan Batts at 910-889-7371 or 910-341-5876. Requests must be received at least 14 (fourteen) days before the meeting in order for the request to be honored.

Please be advised, a 48 hour notice of service cancellation is required.

Section III: Establishment of Quorum

A quorum shall be established for the CFDC if at least fifty-one percent (51%) of the board members are present and available to vote during any meeting. A quorum must be established prior to the legal transaction of business or voting.

Section IV: Special Meetings

Special meetings of the CFDC may be held at such time and place as determined by the Chair/Co-Chairperson. Special meetings may be called either by the Chair/Co-Chairperson or a majority of the members of the board. All board members will be notified of the upcoming special meetings a minimum of seventy-two (72) hours in advance.

Section V: Public Meetings

All meetings of the CFDC will be open to the general public and members of the news media.

Section VI: Parliamentary Procedures

The latest edition of "Robert's Rules of Order - Revised" shall constitute the official parliamentary guide for all meetings of the CFDC. A current copy of the handbook shall be available at each meeting.

ARTICLE VI

Nominations and Installation of Board Members and Officers

Section I: Nomination and Installation of Officers

The board shall appoint a Nominating Committee in February of each of the Commission's election years for the purpose of formulating a slate of officers with recommendations to be made at the CFDC May meeting. After the announcement of the Nominating Committee's recommendations at the May meeting an opportunity will be given for nominations from the floor. Nominations shall be closed and all officers will be voted on at the May meeting with the installation of officers conducted at the August meeting.

Section II: Nomination and Installation of Board Members

The board shall appoint a Nominating Committee in February of each of the Commission's election years for the purpose of appointing board members with recommendations to be made at the CFDC May meeting. After the announcement of the Nominating Committee's recommendations at the May meeting an opportunity will be given for nominations from the floor. Nominations shall be closed and all board members will be voted on at the May meeting with the installation of new board members conducted at the August meeting.

ARTICLE VII

Subcommittees/Work Groups

Section I: Appointment

The executive board shall nominate for appointment, approve by vote of the full board, and subsequently recruit individuals to participate on subcommittees or work groups. Subcommittees shall consist of at least one member of the CFDC board, as Chair, and may include CFDC members and citizens from the local community; of whom a Co-Chair will be appointed. The terms of office for members of the subcommittee or work group shall be for one year or for such shorter period as the executive board may designate.

Section II: Subcommittee/Work Group Composition

Each subcommittee or work group shall be composed of at least one board member of the CFDC (who will represent the subcommittee at CFDC meetings and report on subcommittee actions), and as many citizens from the local community which the subcommittee chairperson deems to be necessary for the proper and orderly conduction of business, of which a Co-Chair will be appointed. If the CFDC board member is not available to attend the CFDC meeting to report on committee business, a committee designee can be selected to fill the role. Citizen involvement on subcommittees should strive to represent a cross-section as to disability, race, gender, age, social, and economic characteristics of the community.

ARTICLE VIII

Amendments to the By-laws

Section I: Introducing Proposed Amendments

Proposals for amendments to these by-laws shall be submitted in writing to the Chairperson of the CFDC. Proposals for amendments may also be made by board members at any regular or special meeting.

Section II: Procedures for Consideration

Any and all proposals for amendment(s) to these by-laws shall be discussed by the CFDC executive board. After such discussion, the Chairperson may opt to refer such proposed amendment(s) to a special subcommittee composed of not more than five (5) of board members for its consideration and recommendation to the CFDC executive board.

Section III: Notification of Proposed Amendment(s)

A copy of the proposed amendments to the by-laws shall be sent to each board member of the CFDC at least ten (10) days prior to the meeting when the amendments shall be considered. This written notice shall clearly state the time and location of the meeting at which such information will be brought before the board.

Section IV: Voting on Amendments(s)

When the above-described procedures have been utilized, the by-laws of the CFDC may be amended by a vote of fifty-one percent (51%) or more of voting board members at any regular or special meeting.

Section V: Previous Rules, Procedures and By-laws Superseded

All rules, procedures and previous by-law provisions of the CFDC are hereby superseded by the provisions of these by-laws, upon their adoption.

First Draft: December 17, 2003
Revised and Approved: December 17, 2003

Revised May 16, 2007
Second Revision November 21, 2012
Third Revision June 25, 2013
Fourth Revision April 17, 2017
Fifth Revision May 18, 2018
Sixth Revision February 19, 2020