

Commission for Citizens with Disabilities

Bylaws

Article 1

Purpose

The authorization for establishment of the Commission for Citizens with Disabilities is set forth in the Article XXXXIII, Chapter 2, Sections 2-457 through 2-463 of the Lexington-Fayette Urban County Government (LFUCG) Code of Ordinances, which also authorizes the Commission to adopt bylaws and appoint committees for the transactions of its business.

The Commission shall:

- 1) Advise the Mayor and the Lexington-Fayette Urban County Council (Urban County Council) on issues of access, representation, employment, housing and quality of life affecting citizens with disabilities and their families.
- 2) Serve as a resource for citizens with disabilities and their families to express concerns and solutions regarding issues affecting them.
- 3) Publicize the role of the Commission for Citizens with Disabilities and the resources available to assist citizens with disabilities, employers, housing representatives, business owners, engineers and architects, and others who have a role in bettering the life of Lexington-Fayette County citizens.
- 4) Promote awareness to the general public of the capabilities, needs and desires of citizens with disabilities.
- 5) Publicly recognize the efforts of employers, businesses, schools, organizations, individuals, and others who have demonstrated outstanding support of programs and services for citizens with disabilities.
- 6) Serve as advocates for accessibility issues and implementation of plans and projects to improve services for citizens with disabilities.
- 7) Advise urban county departments and divisions on policy matters which affect the daily lives of people with disabilities, especially with regard to public facilities.

Powers and Duties

The business and affairs of the Commission for Citizens with Disabilities shall be managed by its members. The business of the Commission shall be consistent with Sec. 2-463 of the Code of Ordinances, which establishes the powers and duties of the Commission, as permitted by law.

Article 2 Membership

Appointment of members

The Commission shall consist of seventeen (17) members, which shall be appointed by the Mayor subject to confirmation by the Urban County Council. The seventeen (17) appointed members shall be representatives of the following: two (2) members from the Urban County Council; four (4) members from organizations or individuals representing people with specific disabilities; one (1) member representing the business community; one (1) member representing a regional college or university; one (1) member representing rehabilitation professionals; two (2) members from employment and/or education advocacy organizations; two (2) members from the community at large; the ADA coordinator for LFUCG or designee; the Commissioner of Social Services or designee; the Commissioner of Public Safety or designee; and the Commissioner of Environmental Quality and Public Works or Planning, Preservation and Development or designee. The length of term is four (4) years from date of appointment.

For all appointed members of the Commission, the term shall be four (4) years from the date of appointment, provided the terms of those originally appointed shall be staggered in the following manner: nine (9) members shall be appointed for two (2) years and eight (8) members shall be appointed for four (4) years. Vacancies shall be filled for the unexpired term in the manner prescribed for the original appointment. Any member may be reappointed for additional terms. The membership of two (2) Urban County Council members shall be deemed to have terminated upon their leaving office as members of the Urban County Council.

Attendance

Commission members are expected to make every effort to attend all meetings. Notification of absences should be made in advance to the Secretary of the Commission. If a member misses, without reasonable cause, four (4) consecutive regular scheduled meetings, his/her record of attendance shall be submitted to the Mayor and Urban County Council for their consideration regarding removing the member of the Commission, after a simple majority vote of the Commission.

Voting

Voting can be done either in person or by ballot. It will be the responsibility of the Secretary to track the results of the voting.

Quorum

The majority of the Commission shall constitute a quorum for transaction of business at any meeting of the Commission. The acts of a simple majority of those members present at any regular or special meeting of the Commission shall be the acts of the Commission.

Resignation and Removal

Any member of the Commission may resign from the Commission at any time by giving written notice to the Commission and the Mayor. A resignation shall be effective when notice is delivered unless the notice specifies a later effective date.

Any member may be removed from the Commission by a majority vote of the Urban County Council for inefficiency, neglect of duty, malfeasance, or conflict of interest. If a member misses, without reasonable cause, four (4) consecutive regular scheduled meetings, his/her record of attendance shall be submitted to the Mayor and Urban County Council for their consideration regarding removing the member of the Commission, after majority vote of the Commission.

Article 3 Executive Committee

The Commission will elect a Chair, Vice-Chair, Secretary annually as noted in Article 8 by a simple majority vote of those members present. The Commission shall also have a Treasurer which shall be the Social Services Commissioner or designee. The elected officers along with the Treasurer shall be known as the Executive Committee. The Executive Committee shall coordinate the activities of the Commission and shall act for the Commission if necessary between meetings.

The Chair shall preside over the meetings, respond and initiate conversation with the Office of the Mayor or the Urban County Council, and assume all functions that are usually associated with the Chair. The Chair will be responsible for setting an agenda for each meeting.

The Vice-Chair shall assume the duties of the Chair at the meetings when the Chair is absent. In the event that the Chair is unable to complete their term, the Vice-Chair will move into position until an election as noted in Article 4 can take place.

The Secretary shall maintain the records of the meeting minutes and membership lists. The Secretary shall prepare the agenda for Commission meetings. The Secretary shall prepare minutes of the Commission's meetings and shall submit these minutes to each member within three (3) weeks after each meeting. Meeting minutes must contain the attendance of those members present and absent, a description of any motions that are made, who made the motion, who seconded the motion, and the result of the vote. Following elections, such minutes are to include the results of the election and a roster of the current membership.

The Treasurer shall have charge and custody of, and be responsible for, all funds of the Commission. The Treasurer will properly receive and give receipts for monies due and

payable to the Commission from any source whatsoever, and deposit all such monies in the name of the Commission. The Treasurer will keep an accurate record of all money received and disbursed and provide a financial report at every regular meeting of the Commission.

The Executive Committee officers will hold office for one (1) year, with the term being January 1 to December 31. No officer may hold an office more than two (2) consecutive terms.

Article 4

Executive Committee Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled through a special election with a simple majority vote of the Commission at a regular meeting at which a quorum is present, for the unexpired portion of the term. The special election to fill an Executive Committee vacancy shall occur at the second regular meeting following a vacancy or will be held as soon thereafter as shall be convenient.

Article 5

Meetings

The Commission shall meet in regular public session at least six (6) times a year at a date and time established by the Commission. The time and day may be changed by a simple majority vote of those members present. A regular scheduled meeting of the Commission will take place unless a simple majority of those members present vote to eliminate a meeting. All regular meetings are open to the public.

Special meetings may be called by the Chair, or upon written notice submitted by a majority of the membership with seven (7) days notice. A simple majority of the membership must be available for business to be conducted.

Passage of motions will be by simple majority of those present.

If there is a conflict, State Statutes, LFUCG Ordinances, Resolutions, or administrative codes will supersede any individual Commission rules but the rest of the rules will remain in tact.

Article 6 Committees

Mission specific ad hoc committees may be created at the discretion of the Commission. All such committees shall cease to exist when their specified tasks are completed, or after one (1) year, unless specifically extended by the Commission. Established committees shall create a work plan and provide a monthly update to the Commission during the duration of the committee.

Article 7 Amendments

Proposal of an amendment to these bylaws may be made by the Commission, by the Executive Committee or by a petition to the Chair signed by not fewer than ten (10) percent of the members of the Commission. The Secretary shall distribute copies of the proposed amendment to all members not less than three (3) weeks before the regular meeting and opportunity shall be given for discussion. Amendments may be adopted by a simple majority of those members present.

Article 8 Elections

An annual election of officers will be held at the October meeting of each calendar year for the three (3) positions of the Executive Committee. If the election of officers is not held at such meeting, the elections shall be held as soon thereafter as shall be convenient. Only members of the Commission in good standing are eligible for the Executive Committee.

Nominations for each of the Executive Committee officers (Chair, Vice-Chair, and Secretary) will be presented during the September meeting. A current member in good standing may nominate any other member in good standing. Nominations may be verbal by a member if present at the meeting, or in writing to the Secretary prior to the meeting. Each nominated member will affirm or deny their willingness to serve within the position nominated verbally at the meeting or in writing to the Secretary. Once a slate of nominees has been established, an inclusive ballot of nominees will be distributed to all members of the Commission by the Secretary within seven (7) days of the nominations for consideration.

All members will cast their vote at the October meeting. A single vote for each of the candidates of their choice for each position on the ballot will be cast. Votes will be

immediately tallied and a simple majority vote of those members present will determine the outcome for each officer position.

Those elected will be installed into the positions at the December meeting. The newly installed Executive Officers will assume their respective positions on January 1.

These bylaws will become effective October 31, 2007.

We certify that the above is a true and correct copy of the bylaws of the Commission for Citizens with Disabilities that was adopted by a majority vote of the membership present at the regularly scheduled meeting convened on October 31, 2007 at the LFUCG government center in Lexington, Kentucky.

Bylaw Amendments

These bylaws were amended and approved on ~~December 10, 2014~~ January 28, 2015.
These bylaws were amended and approved on July, 2010.

Signed: Gill Barnett Date: 1/28/15
Title: Chair - Director @ Lextran

Signed: Rogen Daman Date: 1/28/15
Title: Vice Chair - ADA Coordinator