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**BYLAWS OF THE  
Mayor's Committee for People with Disabilities**

**ARTICLE 1. NAME.**

The name of the board is Mayor's Committee for People with Disabilities.

**ARTICLE 2. PURPOSE AND DUTIES.**

The committee is established to encourage, assist, and enable persons with disabilities to participate in the social and economic life of the City, achieve maximum personal independence, become gainfully employed, and use and enjoy fully all public and private facilities available within the community.

The committee shall:

- (1) serve as an advisory body to the city council and city manager regarding problems affecting the persons with disabilities in the Austin area;
- (2) serve in an advisory and consultive capacity to the Human Resources Department and the city council to ensure effective compliance and enforcement of Chapter 5-6 (Discrimination Against A Person With A Disability);
- (3) recommend to the mayor, council members, and the city manager measures aimed at improving the ability of various city departments and contractors at providing service and employment opportunities for ~~disabled persons~~ **people with disabilities**;
- (4) annually evaluate the City's efforts to implement Chapter 5-6 (Discrimination Against A Person With A Disability);
- (5) sponsor educational programs to promote equal treatment, opportunity, and understanding and sponsor meetings, institutes, forums, and courses of instruction to lead to clearer understanding and solution of the issues and concerns of ~~disabled persons~~ **people with disabilities**;
- (6) assist the Human Resources Department in training city employees and contractors regarding the needs and concerns of persons with disabilities;
- (7) provide services and information to the mayor, city council, city manager and heads of all city departments and agencies to achieve the purposes of Chapter 5-6 (Discrimination Against A Person With A Disability);
- (8) perform additional duties and functions as required by the city council.
- (9) The council encourages the committee to hold periodic joint meetings with the Commission on Seniors.

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of **eleven** members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of **four** years beginning **March 1<sup>st</sup>** on the year of appointment.

- 1 (D) An individual board member may not act in an official capacity except through the action of the  
2 board.
- 3
- 4 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular  
5 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position  
6 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an  
7 absence due to illness or injury of the board member, an illness or injury of a board member’s  
8 immediate family member, **active military service**, or the birth or adoption of the board member’s  
9 child for 90 days after the event. The board member must notify the staff liaison of the reason for  
10 the absence not later than the date of the next regular meeting of the board. Failure to notify the  
11 liaison before the next regular meeting of the board will result in an unexcused absence.
- 12
- 13 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member  
14 does not have a conflict of interest with any item on that agenda, or identifies each agenda item on  
15 which the member has a conflict of interest. Failure to sign the sheet results in the member being  
16 counted as absent and his/her votes are not counted.
- 17
- 18 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the  
19 board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a  
20 thirty day notice so the city council can appoint a replacement.
- 21

#### 22 **ARTICLE 4. OFFICERS.**

- 23
- 24 (A) The officers of the board shall consist of a chair and a vice-chair.
- 25
- 26 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after  
27 **April 1<sup>st</sup>**. In the event a current officer becomes ineligible to serve as an officer, the board may hold  
28 an emergency election as needed.
- 29
- 30 (C) The term of office shall be one year, beginning **May 1st** and ending **April 30<sup>th</sup>**. An officer may  
31 continue to serve until a successor is elected. A person may not serve as an officer in a designated  
32 position of a board for more than **four** consecutive one-year terms. A person who has served as an  
33 officer in a designated position of a board for **four** consecutive terms is not eligible for re-election  
34 to that designated office until the expiration of two years after the last date of the person’s service in  
35 that office. The board may override the term limit provision for an officer by an affirmative vote of  
36 two-thirds of the authorized board members.
- 37
- 38 (D) A member may not hold more than one office at a time.
- 39

#### 40 **ARTICLE 5. DUTIES OF OFFICERS.**

- 41
- 42 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial  
43 functions and approve each final meeting agenda.
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- 45 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
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## ARTICLE 6. AGENDAS.

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with the vice chair and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

## ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) To determine the frequency of meetings, an agenda item needs to be approved by a majority of the board whether to meet monthly, quarterly.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Six members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.

1 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The  
2 **Human Resources Department** shall retain all other board documents. The documents are public  
3 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).  
4

5 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the  
6 meeting.  
7

8 (N) Each person and board member attending a board meeting should observe decorum pursuant to  
9 Section 2-1-48 of the City Code.  
10

11 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.  
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### 13 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

#### 14 **COMMITTEES**

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21 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet  
22 until its creation is approved by the Council Audit and Finance Committee. Each committee shall  
23 consist of at least three board members appointed by the chair. A staff member shall be assigned to each  
24 committee by the director of the **Human Resources Department**.  
25

26 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
27

28 (D) A majority of the total number of appointed committee members constitutes a quorum.  
29

30 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
31

32 (F) Each committee shall make an annual report to the board at the January board meeting.  
33

34 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
35 (Texas Open Meetings Act).  
36

37 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall  
38 indicate that the member has no conflict of interest with any item on the committee meeting agenda,  
39 or identify each agenda item on which the member has a conflict of interest.  
40

#### 41 **WORKING GROUPS**

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43 (A) The board can determine the size of a working group but the number of board members serving on  
44 the working group must be less than a quorum of the board.  
45

46 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
47

48 (C) Quorum requirements do not apply to working groups.

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2 (D) Staff support will not be provided for working groups.  
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4 (E) Working groups are not required to post their meetings in accordance with the Texas Government  
5 Code Chapter 551 (Texas Open Meetings Act).  
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8 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**  
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10 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all  
11 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of  
12 procedure which the board or city council may adopt.  
13

14 **ARTICLE 10. AMENDMENT OF BYLAWS.**  
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16 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.  
17

18  
19 The bylaws were approved by the Mayor's Committee for People with Disabilities at their meeting  
20 held on \_\_\_\_\_ .  
21

22  
23  
24 \_\_\_\_\_  
25 *(Signature of Executive or Staff Liaison)*

\_\_\_\_\_  
*(Insert – Title -- Executive or Staff Liaison)*