

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43

**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 consultative 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 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 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.

- 44 (B) A member serves at the pleasure of the city council.
45
46 (C) Board members serve for a term of four years beginning March 1st on the year of appointment.
47
48 (D) An individual board member may not act in an official capacity except through the action of the
49 board.
50
51 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular
52 meetings in a “rolling” twelve month timeframe automatically vacates the member’s position
53 subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an
54 absence due to illness or injury of the board member, an illness or injury of a board member’s
55 immediate family member, active military service, or the birth or adoption of the board member’s
56 child for 90 days after the event. The board member must notify the staff liaison of the reason for
57 the absence not later than the date of the next regular meeting of the board. Failure to notify the
58 liaison before the next regular meeting of the board will result in an unexcused absence.
59
60 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the
61 member does not have a conflict of interest with any item on that agenda, or identifies each agenda
62 item on which the member has a conflict of interest. Failure to sign the sheet results in the member
63 being counted as absent and his/her votes are not counted.
64
65 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the
66 board, the staff liaison, or the city clerk’s office. If possible, the resignation should allow for a
67 thirty day notice so the city council can appoint a replacement.
68

69 **ARTICLE 4. OFFICERS.**

- 70
71 (A) The officers of the board shall consist of a chair and a vice-chair.
72
73 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after
74 April 1st. In the event a current officer becomes ineligible to serve as an officer, the board may hold
75 an emergency election as needed.
76
77 (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may
78 continue to serve until a successor is elected. A person may not serve as an officer in a designated
79 position of a board for more than four consecutive one-year terms. A person who has served as an
80 officer in a designated position of a board for four consecutive terms is not eligible for re-election
81 to that designated office until the expiration of two years after the last date of the person’s service in
82 that office. The board may override the term limit provision for an officer by an affirmative vote of
83 two-thirds of the authorized board members.
84
85 (D) A member may not hold more than one office at a time.
86

87 **ARTICLE 5. DUTIES OF OFFICERS.**

- 88
- 89 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial
- 90 functions and approve each final meeting agenda.
- 91
- 92 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- 93

94

95

96 **ARTICLE 6. AGENDAS.**

97

- 98 (A) Two or more board members may place an item on the agenda by oral or written request to the staff
- 99 liaison at least five days before the meeting. After first consulting with the vice chair and receiving
- 100 input from the staff liaison, the chair shall approve each final meeting agenda.
- 101
- 102 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for
- 103 each meeting not less than 72 hours before the meeting.
- 104
- 105 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
- 106 Meetings Act).
- 107

108 **ARTICLE 7. MEETINGS.**

109

- 110 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open
- 111 Meetings Act).
- 112
- 113 (B) Board meetings shall be governed by Robert's Rules of Order.
- 114
- 115 (C) The board may not conduct a closed meeting without the approval of the city attorney.
- 116
- 117 (D) To determine the frequency of meetings, an agenda item needs to be approved by a majority of the
- 118 board whether to meet monthly, quarterly.
- 119
- 120 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
- 121 or more members. The call shall state the purpose of the meeting. A board may not call a meeting
- 122 in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more
- 123 often than once a quarter, unless the meeting is required to comply with a statutory deadline or a
- 124 deadline established by Council.
- 125
- 126 (F) Six members constitute a quorum.
- 127
- 128 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
- 129 then the meeting may not be held.

- 130
131 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members
132 necessary to provide a quorum.
133
134 (I) The chair has the same voting privilege as any other member.
135
136 (J) The board shall allow members of the public to address the board on agenda items and during a
137 period of time set aside for public communications. The chair may limit a speaker to three minutes.
138
139 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include
140 the vote of each member on each item before the board and indicate whether a member is absent or
141 failed to vote on an item.
142
143 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
144 Human Resources Department shall retain all other board documents. The documents are public
145 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
146
147 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the
148 meeting.
149
150 (N) Each person and board member attending a board meeting should observe decorum pursuant to
151 Section 2-1-48 of the City Code.
152
153 (O) A member of the public may not address a board at a meeting on an item posted as a briefing.
154

155 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

156 COMMITTEES

- 157
158
159
160 (A) Each committee must be established by an affirmative vote of the board. A committee cannot meet
161 until its creation is approved by the Council Audit and Finance Committee. Each committee shall
162 consist of at least three board members appointed by the chair. A staff member shall be assigned to
163 each committee by the director of the Human Resources Department.
164
165 (B) The board chair shall appoint a board member as the committee chair, with the member's consent.
166
167 (C) A majority of the total number of appointed committee members constitutes a quorum.
168
169 (D) Each committee shall meet on a regularly scheduled basis at least quarterly.
170
171 (E) Each committee shall make an annual report to the board at the January board meeting.
172

173 (F) Committee meetings must be posted in accordance with Texas Government Code Chapter 551
174 (Texas Open Meetings Act).

175
176 (G) At each committee meeting, a committee member shall sign in on a sheet provided and shall
177 indicate that the member has no conflict of interest with any item on the committee meeting
178 agenda, or identify each agenda item on which the member has a conflict of interest.
179

180 WORKING GROUPS

181
182 (A) The board can determine the size of a working group but the number of board members serving on
183 the working group must be less than a quorum of the board.

184
185 (B) A working group may designate a chair, with the member's consent, but is not required to do so.
186

187 (C) Quorum requirements do not apply to working groups.
188

189 (D) Staff support will not be provided for working groups.
190

191 (E) Working groups are not required to post their meetings in accordance with the Texas Government
192 Code Chapter 551 (Texas Open Meetings Act).
193

194 195 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

196
197 The rules contained in the current edition of Robert's Rules of Order shall govern the board in all
198 cases to which they are applicable, except when inconsistent with these bylaws or with special rules of
199 procedure which the board or city council may adopt.
200

201 **ARTICLE 10. AMENDMENT OF BYLAWS.**

202
203 A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.
204

205
206 The bylaws were revised in accordance with Resolution 20220217-033 on March 8, 2022
207
208
209

210 *Jonathan Babiak*

211 *(Signature of Executive or Staff Liaison)*

OCR Business Process Consultant

(Insert – Title -- Executive or Staff Liaison)