

**BY LAWS  
MAYOR'S COMMISSION ON DISABILITY ISSUES**

**ARTICLE I**

**GENERAL**

1. Name and Location

This committee shall be known as the Mayor's Commission on Disability Issues ("the Commission"); it is headquartered in the City of Oxford, Lafayette County, Mississippi.

2. Purpose

The Committee is organized to increase awareness of disability issues and to help promote equality for those with disabilities in matters of access in housing, public facilities, transportation, and other areas as needed to help increase the quality of life for citizens with disabilities in the City of Oxford.

**ARTICLE II**

**MEMBERSHIP**

1. Composition of the Committee

The Committee shall be composed of five (5) to seven (7) regular members. All members shall serve for a three year term and without compensation. *Ex-officio* members include the Mayor, the ADA Coordinator, designated City Department heads, a member of the Board of Alderman, and others as deemed appropriate. All members shall be appointed by the Mayor. Members shall serve at the will and pleasure of the Mayor. The members so appointed shall elect from among themselves a Chairman, a Vice-Chairman and a Secretary. A member of the committee shall not serve as Chairman, Vice-Chairman or Secretary for more than two (2) successive three (3) year terms.

2. Attendance

Officers and committee members must attend 75% of all meetings of the Committee. Excessive absences will result in removal from the Committee.

3. Meetings

The committee shall meet at a regularly scheduled time at least six (6) times per year. The time and place for regularly scheduled meetings shall be decided upon at the October meeting each year.

4. Special Meetings

Special meetings can be called by the Chairman or three (3) members of the Committee with five (5) days written notice.

5. Quorum

A quorum shall consist of a majority of members of the Committee who are duly appointed and qualified.

## 6. Rules of Order

The rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Committee may adopt. Motions before the committee are decided by a majority vote. In the event of a tie vote, the Mayor will cast the deciding vote. In the Mayor’s absence, the Alderman will cast the deciding vote.

## **ARTICLE III**

### **REMOVAL OF MEMBERS**

#### Section 1: Removal

Officer and committee members may be removed by a majority vote by the other officers and members of the Committee. Reasonable notice and an opportunity to be heard must occur before any vote to remove an officer or member of the Committee. A special meeting of the Committee shall be convened followed by a secret vote.

#### Section 2: Reasons for Removal

Reasons for removal include but are not limited to, violations of the code of conduct; conflict of interest not reported to the Committee; abuse of power; behavior gravely incompatible with the proper function and purpose of the office; misconduct; excessive absences; or dereliction of duties.

#### Section 3: Resignations

An officer or member of the Executive Council may resign by delivering a written resignation to the Chair, Vice-Chair, or Secretary. Such resignation shall be effective upon receipt unless specified to be effective at some other date. Acceptance of a resignation shall not be necessary to make it effective.

#### Section 4: Vacancies

If the office of any officer or any seat on the Committee becomes vacant, the Mayor may select a replacement.

## **ARTICLE IV**

### **OFFICERS**

#### 1. Duties of Officers

The officers of the Committee shall consist of a Chairman, a Vice-Chairman, and a Secretary. Officers shall be elected by the committee at the October meeting of the Committee.

A. Chairman. The Chairman shall preside at all meetings of the committee and perform all duties incident to this office.

B. Vice-Chairman. The Vice-Chairman shall act in the absence of the Chairman.

C. Secretary. The Secretary shall cause to be recorded the minutes for each meeting and preparation of other documents as needed.

## **ARTICLE V**

### **AMENDMENTS**

#### 1. Revisions

These by laws may be amended or altered by two-thirds (2/3) vote at any regular or special meeting, providing the notice for the meeting includes the proposals for amendments. Any proposed amendments or alterations shall be submitted to the Committee members in writing, at least ten (10) days in advance of the meeting at which they are to be acted upon.

*Revised 10/2/07*