

**COMMISSION ON DISABILITY ISSUES
BYLAWS**

**ARTICLE I
Name**

The name of this organization shall be the Commission on Disability Issues.

**ARTICLE II
Legal Requirement**

The Commission on Disability Issues shall follow regulations as prescribed in Ordinance 4960 and the Tucson Code. A copy of these rules and regulations shall be filed with the Tucson City Clerk to keep as a permanent public record.

**ARTICLE III
Officers**

- Section 1. The officers of this Commission shall include a Chairperson, Vice Chairperson and executive Secretary.
- Section 2. The officers shall be elected at the annual meeting.
- Section 3. Election of officers will be by the method and guidance provided by the City legal staff.
- Section 4. The Executive Secretary shall be a representative of the City staff.
- Section 5. Two-thirds of the members of the Commission who are appointed and qualified at any one time must be present to hold election of officers.
- Section 6. The term of each elected officer shall be one year. No officer may hold the same office for more than two consecutive terms.
- Section 7. Each elected officer shall hold office until a successor is elected and qualified. In the event that an officer's term on the Commission should expire prior to completion of his/her term of office, a replacement shall be elected at a subsequent meeting.

ARTICLE IV
Duties of Officers

Section 1. The Chairperson shall:

- A. Preside at meetings of the Commission and ensure meetings are in compliance with all rules governing the Commission.
- B. Ensure that standing committees and other committees are established and chaired and that their tasks are expeditiously and effectively performed.
- C. Serve as an ex-officio member of all committees with the exception of a nominating committee.
- D. Be a spokesperson for the Commission.
- E. Take responsibilities to implement the functions of the Commission as authorized by Ordinance No. 4960, or as authorized by the Commission.
- F. Prepare an annual report due in February of each year.

Section 2. The Vice-Chairperson shall:

- A. Perform the duties of the Chairperson during absences.
- B. Act in an advisory capacity to the Chairperson and perform such functions as assigned by the Chairperson.
- C. Serve as liaison person with the Executive Secretary and ensure that secretarial duties are accomplished in the absence of the Executive Secretary or his/her designee.

Section 3. The Executive Secretary shall:

- A. Attend to correspondence of the Commission; send out notices required; attend meetings of the Commission; scrutinize all matter for compliance with the requirements of Ordinance No. 4960 and the Tucson City Code; keep the minutes of the proceedings showing the vote of each member; maintain accessible files; and supervise the clerical work of the Commission.
- B. As instructed by the Commission, send a copy of each meeting's minutes to all members of the Commission.
- C. Perform such duties as designated by the Chair.

ARTICLE V
Duties of Commissioners

- Section 1. A. Shall be a person who is proven to be knowledgeable about and involved in the issues and concerns related to people with disabilities.
- B. Shall remain mindful that your service on CODI is to serve the greater disability community.
- C. Shall have relevant experience, such as serving on boards / committees / subcommittees or other professional / educational / leadership expertise.
- D. Shall be supportive of the aims of the Tucson Commission on Disabilities Issues.
- Section 2. A. Attend monthly meetings of the commission.
- B. Review and be prepared to discuss meeting materials.
- C. Actively serve on at least one ad-hoc / subcommittee and attend those meetings.
- D. Understand the commission’s strategic goals to sufficiently represent CODI in the community.
- E. When necessary, actively liaison with city departments and partners.

ARTICLE VI
Committees

- Section 1. All Commission meetings will be conducted in accordance with the Arizona Public Open Meeting Law, A.R.S. 38-431.
- Section 2. Standing committees and other committees shall be designated as deemed necessary by the Commission.
- Section 3. Membership and responsibilities shall be designated by the committee.
- Section 4. A. Standing committees must be composed entirely of Commission members.
- B. Subcommittees and other committees will be composed of one or more Commission members and any interested citizen/resident to serve as members.

ARTICLE VII
Meetings

- Section 1. The Commission shall hold a minimum of eight meetings per year.
- Section 2. A quorum **(6)** shall consist of half plus one of the authorized members **(11)**.
- Section 3. The act of a majority of the commissioners present at a meeting at which there is a quorum shall be the act of the commission unless the act of a greater number is required by law or by these bylaws.
- Section 4. The Commission shall hold an annual meeting.
- Section 5. Member decision-making actions will be governed by the provisions of the Arizona law on Conflict of Interest, A.R.S. 38-501.

ARTICLE VIII
Parliamentary Authority

The parliamentary authority of the Commission on Disability Issues shall be Robert's Rules of Procedures, as applicable. Operational authority of the Commission shall be the policies dictated in the Tucson Code, as applicable.

ARTICLE IX
Membership

- Section 1. In accordance with provision of the Tucson Code, Article VII, Section 10A-77, the Commission shall be composed of eleven (11) members, who shall serve without compensation. The Mayor and Council shall individually appoint one (1) member of the commission. In addition, the City Manager shall appoint four (4) members of the commission. (Amended in accordance with Ordinance #11355 adopted by Mayor and Council on May 3, 2016)
- Section 2. Conduct and authority governing the membership shall be in accordance with Tucson Code, Article XIII, Section 10A-134.

ARTICLE X
Removal of Officers

- Section 1. The Commission may by a two-thirds vote of those commissioners appointed and qualified at any one time, have the power to remove any officer or member for reasonable cause. Such cause may include, but is not limited to, malfeasance and misfeasance.

ARTICLE XI
Amendments

These bylaws may be amended at any regular meeting of the Commission by two-thirds vote of those present and voting, provided notice of the change has been given at least one week prior to the meeting at which voting takes place.

Amended August 15, 2018

Article V, Inserting a new Article

Amended June 21, 2017

Amended Article IV, Section 1

Amended Article IV, Section 3

Amended November 16, 2016

Article III, Section 7 Amended

Article IV, Section 3 Amended

Article VI, Section 2 Amended

Article VI, Section 4 Amended

Amended December 15, 1993

Article IV, Section 1-F Deleted

Article IV, Section C Amended

Article VIII, Section 3 Deleted

Amended June 17, 1992

Article VIII Section 1