

CITY OF OMAHA  
MAYOR'S COMMISSION FOR CITIZENS WITH  
DISABILITIES

*Adopted August 26, 2002*

CONSTITUTION AND BY-LAWS

ARTICLE I – Name

Section 1. This Commission shall be known as the Omaha Mayor's Commission for Citizens with Disabilities.

ARTICLE II – Objective

Section 1. To promote quality of life, accessibility and equity in all aspects related to the City of Omaha on behalf of and in cooperation with the citizens of Omaha who experience disabilities

To this end, the Commission will:

1. Advise the Mayor, the City Council, City department heads and other City of Omaha personnel on issues of access, representation, employment, housing and quality of life affecting city citizens with disabilities and their respective families.
2. Serve as a resource for Omaha citizens with disabilities and their families to express concerns and resolutions regarding issues affecting them.
3. Publicize to the citizens of Omaha the role of the Mayor's 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 Omaha citizens.

4. Promote awareness to the general public on the capabilities, needs and desires of citizens with disabilities.
5. Publicly recognize the efforts of employers, businesses, schools, organizations and others who have demonstrated outstanding support of programs and services for disabled citizens.
6. Serve as advocate for accessibility issues and implement plans and projects to improve services for citizens with disabilities.
7. Review and implement plans and projects for advocating services for citizens with disabilities.

Section 2. For the purpose of informal education, provide information to help address the issues and concerns of citizens with disabilities. This may include on-site visits, training classes and seminars. Upon request provide information, materials and consultation regarding citizens concerns and complaints.

Section 3. Publicly recognize business, organizations, individuals, and others, who have proactively achieved/sought accessibility, employment, communications, and services, for citizens with disabilities. The annual presentation of the "Golden Spoke Award" shall be part of this recognition.

Section 4. The Commission shall strive to practice the tenets of accessibility in regards to physical facility and oral/written communication in an effort to be accessible to each of its members and the citizenry.

### ARTICLE III – Membership

Section 1. The Commission shall consist of up fourteen (14) members appointed by the Mayor. At least, one half of which shall experience a disability. The remainder shall consist of individuals whose family members have a disability or who are affiliated with programs or services that support the citizens with disabilities.

Section 2. Members must be persons who are willing to actively work toward the fulfillment of the Commission's objectives.

Section 3. Candidates for membership on the Commission may come through nomination from the Mayor's Office, the Commission itself, or direct letter of application to the Mayor's Office. The process of nomination and selection will be facilitated by mutual consultation between the Mayor's Office and the Commission.

### ARTICLE IV – Officers

Section 1. The elected officers of the Commission shall be:

- Chairperson
- Vice-Chairperson
- Secretary

- Section 2. On an as needed basis, the Chairperson shall appoint three (3) Commission members to serve as a nominating committee for the purpose of bringing forward candidates for officer(s). This process should occur, at least, one month prior to the election.
- Section 3. Additional officer nominations may come from the floor to be considered during the voting process.
- Section 4. Annual officer elections shall occur during the last meeting of each calendar year.
- Section 5. . Newly elected officers will assume their responsibilities following the results of the election.
- Section 6. If an officer must step down, resign, or cannot complete his or her duties, the chairperson has the authority to appoint a replacement to that position for the remainder of that particular term.

## ARTICLE V – Officer Duties

- Section 1. The Chairperson shall preside at all Commission meetings and may call special and/or executive board sessions.
- Section 2. The Vice-Chairperson shall assume duties of the Chairperson in his/her absence.
- Section 3. The secretary is responsible to take roll call, keep accurate records of the proceedings of each meeting and provide a copy of the last regular meeting minutes to the Mayor's office at least 10 days prior to the next meeting. The Mayor's office will distribute the minutes of the last regular meeting to all commission members at least 7 days prior to

the next regular meeting. The Mayor's office is responsible for distribution of all official materials

## ARTICLE VI – Meetings

Section 1. Regular Commission meetings will be held on the fourth Monday of each month, with the exception of December, when no regular meeting will be held.

Section 2. Regular meetings shall commence at 10:30 a.m.

Section 3. Meeting location is in Legislative Chamber, Room LC4, Omaha/Douglas Civic Center, 1819 Farnam Street or in location as designated by chairperson.

Section 4. Executive Board meetings will precede the regular monthly meeting of the Commission as necessary.

Section 5. Parliamentary authority is generally provided by Robert's Rules of Order, relating to volunteer and not-for-profit groups, unless the established bylaws indicate otherwise.

Section 6. For voting purposes, a simple majority of the Commission shall constitute a quorum except for changes in the constitution and bylaws. A quorum of the general membership shall be in attendance at the time a vote is called.

Section 7. Any meeting of the Commission may be held by teleconference or other means which permit all participating members to communicate with all other participating members simultaneously.

Section 8. To address a particular issue or concern, the general membership may call for a special meeting of the commission providing there is a quorum and a vote is taken. A report from any special meeting would be expected at the next commission meeting and any proposed action must be addressed by and voted upon by the commission

Section 9. Participation by all persons during Commission meetings is to be with respect of others, showing common courtesy and allowing the expeditious procedure of the meeting agenda.

### ARTICLE VII – Executive Board

Section 1. The Executive Board shall consist of the Chairperson, Vice-Chairperson, Secretary, and up to two other commission members appointed by the chairperson.

### ARTICLE VIII – Committees

Section 1. The Chairperson of the commission may initiate/create/terminate a sub-committee or an ad-hoc committee of the commission. Such action must be ratified by a vote of the commission members.

Section 2. Committee Chairpersons may be appointed by the Commission Chairperson or he/she may designate the action the sub-committee itself.

Section 3. Committee membership need not be limited to Commission members and are selected by the Committee Chairperson.

Section 4. Committees shall serve in an advisory capacity to the Commission.

## ARTICLE IX – Amendments

Section 1. Constitution/Bylaws may be amended by a two thirds (2/3) vote of the membership provided written notice of such amendments or alterations has been given at the preceding month's Commission meeting.

## ARTICLE X Continuation of Membership

Section 1. Any member not attending a majority of the 11 commission meetings held annually or three (3) consecutive meetings may face removal. This action would be initiated by a majority vote of the Commission provide subject member has been given a 30 day notice. Recommendations for removal of a member will be forwarded to the Mayor for final disposition.

Section 2. Any member of the Commission's Executive Board not attending three (3) consecutive Executive Board meetings may be removed from the Executive Board by a majority vote of the Executive Board. If the individual is a standing commission officer, this action must be ratified by a vote of the commission membership.