



## COMMITTEE FOR PERSONS WITH DISABILITIES

### MISSION STATEMENT

To provide knowledge, insight and guidance to the community, the City Manager, the Mayor, and City Council on the rights and needs of persons with disabilities, (PWD) and to further opportunities for persons of all abilities to enjoy a life of independence, productivity, and self-determination. Boards, commissions, and committees help keep our city government dynamic, responsive and accountable.

### VISION STATEMENT

The Committee for Persons with Disabilities envisions a diverse community dedicated to the fullest possible inclusion of all citizens, regardless of their ability level.

### BYLAWS

#### ARTICLE I

##### Name

The name of this organization shall be Committee for Persons with Disabilities; hereafter referred to as the CFPWD. The CFPWD is acknowledged and supported by the Texas Governor's Committee on Persons with Disabilities, and partners with them on pertinent disability issues. The CFPWD operates under the authority of Chapter 24 of the Code of Ordinance of the City of Corpus Christi, as amended.

#### ARTICLE II

##### Duties and Functions

- A. The CFPWD shall operate within the geographic limits of Corpus Christi and will carry on a program that will encourage, assist, and enable persons with disabilities (PWD) to participate in the social and economic life of the City. The CFPWD will:
1. Serve in an advisory capacity to the City Council and City Manager regarding issues affecting PWD within the City limits of Corpus Christi;
  2. Serve in an advisory capacity to the Neighborhood Services Department CFPWD liaison to ensure effective compliance and enforcement of the City's Code of Ordinance, Chapter 24- Human Relations- Article V - Discrimination against an Individual with a Disability;
  3. Encourage PWD to achieve maximum personal independence;
  4. Promote and defend PWD rights to enjoy and utilize all public and private facilities available within the community;
  5. Encourage the study of equal opportunities and services provided to the disabled community for possible recommendations for changes to City programs, facilities, and services;
  6. Promote better public understanding concerning needs and contributions of PWD;
  7. Educate citizens on and promote the services available to PWD and encourage them to use

- those services;
8. Remove architectural barriers; and
  9. Promote participation in community life.
- B. Functions of the CFPWD shall be to:
1. Promote active cooperation and support from employers, veterans, civic, consumer, and other community groups in meeting the needs of PWD;
  2. Plan and implement activities designed to promote inclusion of PWD on a year- round basis; these activities would include, but would not be limited to, employment development, removal of environmental and transportation barriers, legislative and legal awareness, recognition and awards, and public information for PWD;
  3. Carry out special activities which emphasize the needs and contributions of PWD;
  4. Conduct appropriate studies to enhance understanding of the needs of PWD and determine the adequacy of resources to meet those needs;
  5. Promote establishment of training and other facilities necessary to help PWD find suitable employment;
  6. Cooperate with other community organizations in obtaining employer acceptance of job ready PWD, as well as employer understanding of, and the need for compliance, with anti-discrimination regulations;
  7. Maintain a year-round public awareness program through the news media and other resources on the employment problems faced by PWD;
  8. Cooperate with service agencies and community advocates to inform other organizations in assuring that PWD are informed about rehabilitation, training, and placement services available to them;
  9. Cooperate with Texas Governor's Committee on People with Disabilities by receiving and distributing their publicity materials to promote employment and activities pertaining to PWD; and
  10. Exchange information on activities planned and carried out by community advocate organizations with respect to educating the public on rehabilitation and employment of PWD.

### **Article III** Membership

- A. Committee members shall serve without compensation. The Committee is composed of nine (9) City residents who are appointed by the Mayor and City Council who: have disabilities; are advocates for PWD; or who represent agencies or organizations that address the needs of PWD. The Neighborhood Services Department CFPWD liaison, Director of Parks and Recreation (or designee), Development Services Department, which also serves as the City's Building Official (or designee), the Americans with Disabilities Act liaison from the Engineering Department, and a representative of the Corpus Christi Police Department's Parking Control Unit should all serve as ex-officio non-voting members.

Membership is a two-year duration on a staggered term basis, with reappointment subject to the discretion of the Mayor and City Council. Term not to exceed 3, 2-year terms. A member who has reached the term limit of 6 consecutive years of service may

reapply for membership after a one-year absence. Reappointments are addressed in February.

- B. Interested parties may apply electronically via the City Secretary's web page and/or contacting the City Secretary's office at 361-826-3105.
- C. Committee members are encouraged to review bios and provide recommendations to the Mayor (if asked to by the Mayor's office) and City Council to fill vacant positions per the position's term allowance.
- D. In the event of the death or resignation of a member of the Committee, a successor shall be appointed by the Mayor, with the approval of the City Council, for the remaining term of the vacant position.
- E. A member's appointment can be terminated by:
  - 1. Resignation in writing to Chairperson, the Neighborhood Services Department CFPWD liaison, or to the City Secretary's office;
  - 2. Violation of the attendance policy;
  - 3. By filing as a candidate for City Council office per City Charter, section 5;
  - 4. Being elected to a non-City office; or
  - 5. Residence changes outside the city limits.
  - 6. Failure to comply with the following eligibility requirements: taking the oath if required by State law, complying with the City's Ethics Code, completing the Open Meeting Act Training, complying with financial reporting if applicable and completing the training course.

#### **ARTICLE IV** Attendance

- A. Five (5) of the nine (9) member committee must be present in order to have a quorum for regular and special meetings. A quorum (# of members/ 2, rounded up, plus 1) is the minimum number of members needed to officially conduct a meeting. Meetings that do not meet the quorum requirement cannot take place and are cancelled or adjourned due to no quorum.
- B. If a CFPWD member is unable to attend a scheduled regular or special meeting, it is the member's responsibility to contact the Neighborhood Services Department CFPWD liaison by phone or email a minimum of forty-eight (48) hours in advance (when possible) and provide confirmation of attendance. The intent is to ensure that five (5) of the nine (9) members have confirmed their commitment to attend prior to the meeting.
- C. If the Neighborhood Services Department CFPWD liaison does not know if a quorum of 5 committee members will be met 24 hours prior to a meeting (ie: no communication from members), the liaison will make phone calls to those who have not responded with an attendance confirmation.
- D. Once confirmed that a minimum of five (5) members will not attend, a cancellation meeting notice due to no quorum will be communicated as soon as possible to the nine (9) CFPWD members, the five (5) designated city staff, and the scheduled presenters.

- E. In situations where a meeting did not take place due to no quorum, an absence will not count against members who communicated confirmation that they would attend the meeting. For members who communicated that they could not attend or made no communication with the Neighborhood Services Department CFPWD liaison, the incident will be counted as an absence and may affect continuation as a committee member.
- F. Three or more absences, regardless of reason, may result in the member voluntarily relinquishing their remaining term resulting in an automatic vacancy. Absences related to life changing events are exceptions to this rule. This intent is to ensure members are fulfilling their commitment and oath they made as assigned to this committee.
- G. Automatic vacancies shall be reported to the City Secretary's office as stated in the City's Orientation Handbook for City Boards, Commissions, and Committees and City Code, section 2-61. Any member, otherwise eligible, shall not be precluded from reappointment by reason of such automatic vacancy. A committee member who has relinquished their term as a result of excessive absences will not be eligible to apply for a reappointment for one full calendar year.

## **Article V**

### **Officers**

- A. The officers of the CFPWD shall be a Chairperson, a Vice-Chairperson, and a Secretary. Officers are nominated and voted on annually on the first meeting after January 31<sup>st</sup>. In the event a current officer becomes ineligible to serve, the next meeting agenda will have a Discussion/ Action item to nominate and vote on a replacement. If possible, the Chairperson and Vice-Chairperson shall have at least one year of experience on the CFPWD prior to selection.
- B. The responsibilities of the Chairperson:
  - 1. Presiding officer at all meetings and will attend and serve as an ex-officio voting member of the Human Relations Commission.
  - 2. Maintain order by enforcing established rules and ensure the meeting proceeds smoothly and follows the agenda as stated in Article VII Section H.
  - 3. Call special meetings when indicated and perform other duties applicable to the office as allowed by the City Secretary's office.
  - 4. Create subcommittees and place committee members into subcommittees.
  - 5. Once elected, the Chairperson will make a motion to accept nominations for the position of Vice Chairperson.
  - 6. After the position of Vice Chairperson is filled, the Chairperson will make a motion to accept nominations for the position of Secretary.
  - 7. Review the committees' bylaws and make changes or suggestion on an as needed basis. Committee members will review the changes and/or suggestions and vote on the changes.
  - 8. Annual Review Report- prepare a report of the committee's goals and objectives for each calendar year and the goals for the upcoming year. The CFPWD Chair conducts the annual review of the CFPWD activities and prepares the annual report using the template provided

by the City Secretary's Office. The report must be ratified by the committee and filed with the City Secretary and City Manager by January 31<sup>st</sup> of each year.

- C. The responsibilities of the Vice Chairperson are:
  - 1. Be the presiding officer in the absence or vacancy of the Chairperson for that period.
  - 2. Address items B. 1 to 4 above.
  
- D. The responsibilities of the Secretary are:
  - 1. Take notes at meetings and share with the Neighborhood Services Department CFPWD liaison to ensure that meeting minutes are accurate.
  - 2. Be the presiding officer in the absence or vacancy of the Chairperson and the Vice Chairperson. Address items B. 1 to 4 above.

## **Article VI**

### **Subcommittees and Staff Reports**

- A. The Chairperson shall appoint members for the following subcommittees:
  - 1. Engineering (Eng.) subcommittee will report on the review of Accessibility Complaints turned in to the Neighborhood Services Department CFPWD liaison pertaining to concerns regarding accessible pathways and removal of barriers. Will prioritize work to be done and make recommendations to Engineering staff based on limited City funds pertaining to ADA improvements.
  - 2. Public Service Announcements (PSA) subcommittee will report on ongoing and preparation of community PSAs pertaining to ADA subject matter.
  - 3. Accessible Recreational Playground (ARP) subcommittee will report on Parks & Recreation activities to ensure accessibility of all parks and address areas of accessibility concerns for people of all ages and abilities.
  - 4. The Community Volunteer Involvement (CVI) subcommittee will report on potential activities that the committee would like to be involved in to promote community awareness of the CFPWD.
  
- B. Monthly staff Reports will be provided to the Committee by the following:
  - 1. Neighborhood Services Department CFPWD liaison will report on citizen concerns regarding potential architectural barriers, sidewalk complaints, requests for curb ramps, or other ADA related community activity.
  - 2. Development Services Building Official (or designee) will report on new constructions activity and permits for new construction.
  - 3. Engineering will report ongoing ADA improvements on Street Improvement Projects, Capital Improvement Projects, or projects that may be addressed via Community Development Block Grants (CDBG).
  - 4. Parks and Recreation will report on their programs, activities and events to ensure accessibility for all is addressed.
  - 5. CCPD Parking Control will report on ADA citation trends.

**Article VII**  
Meetings and Agendas

- A. Regular meetings are scheduled for the first Wednesday of the month from 3 p.m. to 5 p.m. at City Hall, City Council Chambers. If the first Wednesday falls on or 3 days before or after a City designated holiday, the meeting will be the 2<sup>nd</sup> Wednesday of the month. A meeting calendar should be discussed and approved at a December meeting. All committee members, staff and the general public in attendance shall adhere to Council Chambers behavior guidelines.
- B. Committee meetings shall comply with Texas Government Code Chapter 551 of the Texas Open Meetings Act. Committee members are required to take the Texas Open Meetings Act Training within 90 days after being sworn in and provide certificate of completion to the Neighborhood Services CFPWD liaison.
  - 1. Per the Texas Open Meetings Act, Amended section 551.143 now prohibits discussion about an item of public business among a quorum of a governmental body through a series of communications.
- C. Five (5) of the nine (9) member committee must be present in order to have a quorum for regular and special meetings.
- D. No committee member, staff person, or members of the audience shall berate, embarrass, accuse, or show any personal disrespect for any member of the staff, committee members, or the public at any committee meeting. All committee members, staff and the general public in attendance shall adhere to Council Chambers behavior guidelines.
- E. Sometimes meetings need to be canceled due to weather, a national emergency, or no quorum. Should the need arise to cancel a regular or special meeting, the Neighborhood Services Department CFPWD liaison will notify members of the cancelation by email and/or phone.
- F. Agendas must be posted by the City Secretary's office 72 hours before the meeting start time and must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- G. Special Meetings, in addition to the regular scheduled meetings, shall be held as deemed necessary by the Chairperson. Request for Special Meeting by a Committee member should be made through the Chairperson. The agenda for a Special Meeting must be posted at least 72 hours in advance of the meeting and no other business can be transacted or discussed except that for which the meeting was called for.
- H. Business discussions should adhere to agenda items only. Items discussed but not listed on the Agenda can be placed on future agendas for discussion and possible action.

- I. A committee member may make a request to the Chairperson to place an item on the agenda orally or by written request at least five (5) days before the deadline to post the agenda.
- J. After consulting and receiving input from the Neighborhood Services Department CFPWD liaison, the Chairperson shall approve the final meeting agenda.
- K. As an option and not mandatory or required, it is the responsibility of the member to view and print out the Agenda packet prior to the meeting. The distribution of the agenda packets will be distributed by email. Agendas can be viewed at the following website: [www.cctexas.com/government/city-secretary/agendas/boards](http://www.cctexas.com/government/city-secretary/agendas/boards)

**Article VIII**  
MEETING PROTOCOL

- A. The Chairperson shall call the meeting to order as per the time noted on the agenda.
- B. In the absence of a quorum, Chairperson may delay start time of the meeting for up to 15 minutes.
- C. A roll call is conducted to confirm five (5) or more of the nine (9) committee members are present which establishes a quorum.
- D. If quorum exists, Chairman proceeds with the agenda. If only five (5) members are in attendance, all must be in place during the meeting. If a member leaves momentarily, the meeting is recessed until the quorum is reconvened. If a member leaves early, the meeting is to be adjourned.
- E. If no quorum exists, there is no meeting.
- F. Committee members not present will be counted as absent and towards their allotted absences.
- G. Meetings should follow the "Procedural Rules of Order" as stated in the City of Corpus Christi Board, Commission and Committee Orientation Manual that is provided to each appointee by the City Secretary's office. The Orientation Manual may be viewed at <https://www-cdn.cctexas.com/sites/default/files/CTYSEC-orientation-manual.pdf>

**Article IX**  
AMENDMENTS and APPROVAL OF BYLAWS

- A. These bylaws may be amended at any regular or special meeting by a two-thirds vote of those present, providing that notice of the proposed amendment shall be on the agenda and sent to all members.

C. These bylaws shall be effective when approved by a majority vote of the CFPWD.

D. End.

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*CFPWD Bylaws February 2017*

*Revised March 2020*

*Approved August 5, 2020*

*Revised & Approved March 1, 2023*