

*SCCDI Bylaws (As Revised on 02/28/05)*

Article I. Name:       The name of this organization shall be:  
                  the *Savannah-Chatham Council on Disability Issues (SCCDI)*.

Article II: Purpose

The Savannah-Chatham Council on Disability Issues shall facilitate and coordinate community efforts to improve the quality of life for citizens with disabilities in the City of Savannah and Chatham County through advising and advocating with local leaders.

This includes, but is not limited to, matters necessary for compliance with the Americans with Disabilities Act of 1990, Section 504 of the Federal Rehabilitation Act of 1973, (as amended); the Georgia Public Access Statute, O.C.G.A. 30-3-1, and other related legislation.

Article III: Objectives

The objectives of the Council shall be:

- 1-     To address issues affecting people with disabilities with attention given to avoiding duplication, addressing broad concerns, adjusting public attitude and defining public policy.
- 2-     To promote awareness of disability issues and the benefits of increased community access to the public and businesses.
- 3-     To articulate positions on issues pertaining to persons with disabilities.
- 4-     To advise the City Council and County Commission on issues pertaining to persons with disabilities.
- 5-     To review, analyze and recommend policies related to city and county services that impact citizens with disabilities.
- 6-     To affiliate with State and National organizations that deal with disability issues.
- 7-     To provide a regular forum for the discussion of issues pertaining to persons with disabilities.
- 8-     To establish contact with community organizations dealing with issues affecting people with disabilities.
- 9-     To serve as a clearinghouse for information and referral assistance.

## Article IV: Membership

- 1- The Council shall be composed of a maximum of twenty (20) members with representation balanced among the business community, human service providers and consumers (i.e., citizens with disabilities). At least fifty-percent (50%) of the members shall be persons with disabilities.
- 2- ***Ten (10) SCCDI members shall be appointed by the City Council and ten (10) by the County Commission in consultation with the Chairperson of the SCCDI Council. Appointments to fill unexpired terms shall be made in the same manner.***
- 3- Advisory members may be appointed to serve on permanent Committees of the Council. Advisory members shall have full voting rights only in their respective Committee.
- 4- Members shall serve terms consistent with the appointing body. Members appointed to one initial term may serve that term plus two (2) consecutive two-year terms.
- 5- Members shall be required to attend at least 75% of all regularly scheduled meetings for the calendar year and shall inform the staff coordinator when not able to attend scheduled meetings. If a member is unable to attend due to sickness, travel or extraordinary circumstances, absences may be excused by the Council and will not be reflected as an absence.

## Article V: Officers

There shall be three officers: Chair, Vice-Chair, and Secretary/Treasurer elected from among the membership.

The Chair will develop all meeting agenda items in coordination with the Staff Coordinator and will preside at meetings, adhering to the agenda. The Chair will appoint Committee Chairs, task forces as needed. Committee membership will be appointed by the Committee Chairs.

The Vice-Chair shall act as Chair in the Chair's absence.

The Secretary/Treasurer shall ensure that members receive timely notification of meetings, and shall ensure that meeting packets are distributed to members prior to the meetings. The Secretary/Treasurer shall provide timely financial reports at Council meetings, and ensure processing of payments as approved by the Council.

Staff services shall be provided by the City of Savannah Bureau of Central Services. The Central Services Bureau Chief shall designate staff to serve as the Staff Coordinator.

The County Manager shall designate a county staff representative to serve as liaison to the

Council.

#### Article VI: Meetings

- 1- Official meetings shall be held bi-monthly, but not less than four (4) times per year.
- 2- The Staff Coordinator will make certain that accommodations are available to persons with sensory and mobility limitations, including aids such as interpreters for deaf and hard of hearing persons, and Braille or appropriate printed materials for members with visual limitations. Meetings will be held in a physically accessible location.
- 3- A quorum shall consist of six (6) members present at any official meeting. A quorum must be present to adopt motions.
- 4- Special meetings shall be called as needed at the call of the Committee Chair by a majority of the SCCDI members.
- 5- All meetings shall be governed by Roberts Rules of Order.
- 6- The Staff Coordinator shall notify members and staff liaisons of meetings. Public notice will be made of all regular meetings through the City of Savannah and Chatham County.
- 7- The Chair shall be responsible for establishing procedural rules and conducting meetings in conformance with such rules. The Council may overrule the Chair on a procedural matter by a majority vote of these members present at any meetings.
- 8- All agenda items shall have been developed by the Chair and the Staff Coordinator prior to the meetings. An open discussion shall be held at each meeting to present items of business or to share information. The public may attend meetings and present items at a time designated by the Chair.
- 9- The Staff Coordinator shall be responsible for minutes of all meetings. The Staff Coordinator shall send a draft copy of minutes to all members no later than two weeks after the meeting, and maintain file copies of all approved minutes.
- 10- One copy of approved minutes will be forwarded to both City and County Managers. -The City and County representatives will keep the respective Manager's office informed of any Council recommendations. The Staff Coordinator will develop and distribute correspondence, research data and other written material as necessary for Council's activities.

#### Article VII: Committees

The Chair of the Council shall appoint chairs for the following Committees: Transportation, Employment, Public Awareness, and Physical and Communications Accessibility.

- 1- The Transportation Committee shall be responsible for, but not limited to, monitoring and analyzing transportation services in the area, their activities and operations. This charge shall include identifying and analyzing community needs, and developing recommendations to meet these needs. The Committee shall interact with the citizens at large with special efforts to reach a target population of citizens with special needs and encourage their active participation in transportation issues.
- 2- The Employment Committee shall develop methods of promoting employment for citizens with disabilities. The Committee shall serve as a resource for employment information and work with potential employees to educate them on employment opportunities for people with disabilities. The Committee shall offer consultation services for businesses, public and private agencies regarding implementation of federal, state and local regulations for employment of persons with disabilities.
- 3- The Public Awareness Committee shall provide information to the general public as well as to citizens with disabilities about local, regional and federal programs and services. The Committee will serve as an educational resource on disability issues for both the public and private sector.
- 4- The Physical and Communications Accessibility Committee shall review plans for government programs, facilities and serve to assure such projects are accessible to persons with disabilities. The Committee will advise City and County Governments, and the community about necessary modifications to ensure community accessibility. The Committee shall serve as a resource to the private sector on accessibility matters as they relate to federal, state and local regulations. Specialists from the community shall be utilized, as needed to assist the Committees in their work.

#### Article VIII: Amendments

These bylaws may be amended at any regular official meeting of the SCCDI Council by a majority vote of those members present, providing that a notice of the proposed amendment has been distributed to all SCCDI members at least ten (10) days prior to the meeting.