

# FULTON COUNTY COMMISSION ON DISABILITY AFFAIRS BY-LAWS

ADOPTED : 2-96  
AMENDED: 8-19-2013

## ARTICLE I - Name and Territory

**Section 1. - Name:** The name of this organization shall be the Commission On Disability Affairs (hereafter referred to as the CODA).

**Section 2. - Territory:** The geographic area in which the CODA's primary activities are to be conducted will be Fulton County, Georgia.

## ARTICLE II - Philosophy and Objectives

**Section 1. - Philosophy:** It is hereby declared that the CODA shall work to improve the quality of life of all persons who have disabilities within Fulton County: thereby, improving the quality of life of the entire Fulton County community by allowing it to benefit from the contributions of its citizens who have disabilities.

**Section 2. - Objectives:** It shall be the objectives of the CODA:

- a. To provide information to the Fulton County Board of Commissioners, the Office of Equal Employment Opportunities and Disability Affairs (OEEODA), and the community in general, in meeting the mandates of state and federal laws relating to persons with disabilities: including but not limited to the Americans with Disabilities Act of 1990, as amended; changes made by the ADA Amendments Act of 2008, (P.L. 110-325) which became effective January 1,

2009; the Georgia Accessibility Code; the revised 2010 Standards by the United States Department of Justice; and other applicable accessibility laws and standards, impacting persons with disabilities.

- b. To function as a focal point for communication between persons with disabilities, their families, and other concerned citizens and the County and businesses in Fulton County.
- c. To improve through various means the community's awareness of the capabilities of persons with disabilities and of their issues.
- d. To serve as a forum for the expression of views, concerns and possible solutions for issues affecting persons with disabilities.
- e. To document in writing all concerns and findings that need the CODA's attention, the urgency they require, and send them to the Fulton County OEEODA and/or the Fulton County Board of Commissioners for solution and follow-up.

### **ARTICLE III – Membership**

**Section 1. - Members:** Membership in CODA shall consist of such persons as established by the Resolution (93-RM-181 – 4/21/1993). Members of the CODA must be Residents of Fulton County, Georgia.

#### **Section 2. - Rights and privileges of membership**

- a. Receive mailings and publications of the CODA.
- b. Attend and participate in programs sponsored by the CODA.
- c. Serve as members on committees.
- d. Shall include the privilege of voting and/or holding office on the CODA.

e. Shall receive \$50.00 stipend, per monthly meeting attended. No additional stipend shall be paid for meetings that exceed once per month, or for an event, program or other similar activities that do not constitute an official CODA monthly meeting.

**Section 3. – Ex-officio:** The Director of OEEODA – Disability Affairs Unit or designee shall be an ex-officio, non-voting member of the CODA

## **ARTICLE IV –The CODA Commissioners**

**Section 1. - Commissioners:** -The affairs of the CODA shall be managed by sixteen (16) Commissioners; fourteen (14) appointed by and serving at the request of the Fulton County Board of Commissioners, and two (2) appointed by consent of the majority of the CODA. All the CODA Commissioners must be residents of Fulton County, Georgia.

**Section 2.- Term of Office:** -A term of office shall be two (2) years. Terms shall commence on August 1; however membership is effective upon appointment by the Fulton County Board of Commissioners. Such designations of terms are within the discretion of the Board of Commissioners. A CODA Commissioner may continue to serve beyond the two year term until a new CODA Commissioner is designated by the appointing Fulton County Commissioner. A CODA Commissioner-at-large may continue to serve until a new CODA Commissioner is chosen by the CODA.

**Section 3. – Regular Meetings:**-Regular Meetings of the CODA shall be held on the third Wednesday of each month at 6:00 pm. Written confirmation of the time and place of the scheduled meeting or necessary \*changes will be given to each CODA member, either personally, via e-mail or by any other electronic vehicle approved by the county, in compliance with the Georgia Open Meetings Act.

\*Note: On occasion, monthly CODA meetings may fall on, or

immediately prior to a National holiday. In these instances, that CODA meeting date may be changed upon majority vote of the CODA members and/or the revised schedule of that month's B.O.C. meeting. Notification of such changes shall be determined in the month prior to that meeting.

**Section 4. – Special Meetings:** -Special Meeting may be called by the Chairman, or by petition of five (5) CODA members. Notice shall be provided in accordance with Article 4, Section 3 of these Bylaws.

**Section 5. - Vacancies:**

- a. A recommendation may be made by the Chairman of the CODA to the appointing Fulton County Commissioner to declare vacant seats on the CODA for members who miss three (3) consecutive meetings or five (5) meetings per year, unless excused. The Clerk of the Board of Commissioners shall be notified of vacancies due to resignation or termination.
  
- b. The CODA may recommend suitable candidates for existing vacancies to the Fulton County Board of Commissioners. Candidates submitted for consideration should be persons of outstanding character who can complement the work of CODA, and be nominated in accordance with the CODA philosophies and objectives.
  
- c. After a seat on the CODA has been vacated, the CODA may recommend suitable candidates to the Board of Commissioners and the Clerk of the Board of Commissioners to fill the vacant seat.

**Section 6. – Quorum and Voting:**

A quorum shall exist when one-half plus one of the existing appointed commission members are present. Each CODA member shall be entitled to one(1) vote, to be cast in person and not by proxy. Unless a greater vote is required by statute or by Robert's Rules of Order, any proposal to come before the CODA shall be deemed to be adopted upon an affirmative vote

of a majority of CODA members present and voting. The Chairperson may declare a quorum in order to conduct business of the Commission.

**Section 7. – Disclosure of Certain Interests:**

- a. Any duality of interest or possible conflict of interest on the part of any CODA member should be disclosed to the CODA commission and made a matter of record as soon as practicable after the event giving thereto occurs.
- b. Any CODA member having a duality of interest or possible conflict of interest on any matter should not vote or use personal influence on the matters, and should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
- c. The foregoing requirements should not be construed as preventing the CODA member from briefly stating his/her position on the matter, nor from answering pertinent questions of other CODA members since his/her knowledge may be of great assistance.

**ARTICLE V – Officers**

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**Section 1. - Numbers and Term:** The officers of the CODA shall consist of a Chairperson, two Vice -chairpersons, a technical/Information Officer, and a Parliamentarian. The OEEODA shall serve as Recording Secretary for CODA. Nomination for office on the CODA will occur in May, Voting in June, Ratification in July, and Installation and Seating in August.

**Section 2. - Vacancies:** All vacancies in any office of the CODA arising from any cause shall be filled for the un-expired term by a member of the CODA elected by the CODA members remaining on

the Commission.

**Section 3. - Removal from CODA Board Office:** Any CODA member may be removed from office, only for cause by the affirmative vote of three-fourths (3/4) of the CODA membership, or by formal written resignation by the member. This provision specifies officers of the CODA do apply to membership in the CODA. Only the Fulton County Board of Commissioners' may remove a Board of Commissioners appointee from the CODA.

## **ARTICLE VI - Duties of Officers**

**Section 1. - Chairman:** The chairperson shall preside at all meetings of the CODA. The Chairperson shall be an ex-officio member of all committees and shall perform such duties as usually pertain to such office or as may from time to time be assigned by the CODA. The Chairperson shall be directly responsible to the Commission.

**Section 2. – 1<sup>st</sup> Vice-Chairman:** The Vice-chairperson shall perform such duties as the CODA may from time to time designate. In the absence of the Chairperson, the Vice- chairperson shall perform the duties of the Chairperson.

**Section 2A. - 2<sup>nd</sup> Vice- Chairman. –** The 2<sup>nd</sup> Vice-chairman, in the absence of both the Chairman and the 1<sup>st</sup> Vice-chairman shall act as the CODA representative at meetings without executive voting powers.

**Section 3. – Secretary:** The Secretary shall attend and keep the minutes of all meetings of the CODA. The Secretary shall give notice which may be required by law or by these By-laws. The Secretary shall have charge of such books, documents and papers as the Commission may determine. The Secretary shall perform such other duties as may be assigned to him/her from time to time by the Commission. The minutes shall be provided for members of the public to review upon request, and shall be submitted to the Clerk to the Fulton County Commission monthly.

**Section 4. – The Information Officer:** The Information Officer shall be responsible for the internal dissemination to CODA members of information, resources and technical tools found worldwide to aid them in meeting their respective CODA missions.

**Section 4. – Parliamentarian:** The Parliamentarian shall perform such duties, according to Robert's Rules of Order, to ensure that CODA meetings are conducted in an orderly manner. They should be prepared to respond to "points of order" and to provide other relevant advice, per Robert's Rules of Order, as needed. Unless otherwise provided in these By-laws, Robert's Rules of Order shall be observed as the rules of procedure for all meetings of the CODA and its committees.

## **ARTICLE VII – Committees**

**Section 1. - Appointment of Committees:** The Chairman shall appoint, with the approval of the CODA, such standing committees, as may be deemed necessary in order to conduct the affairs of the CODA. Each committee shall serve at the request of the Chairperson and the CODA.

**Section 2. - Committee Membership:** Each committee shall be comprised of three (3) CODA members. In addition, committees may include interested citizens from the community who have special interests, experience, or input into the committee's charge.

**Section 3. - Rights and Privileges of Committee Membership:**

- a. Receive mailings and publications of the CODA.
- b. Attend and participate in programs sponsored by the CODA.
- c. Serve as members on committees.
- d. Attend the CODA meetings.
- e. Non-CODA members can vote at committee meetings, but

shall not have the privilege of voting at the CODA meetings or holding office on the Commission.

## **ARTICLE VIII - Rules and Procedures**

Unless otherwise provided in these By-laws, Robert's Rules of Order shall be observed as the rules of procedure for all meetings of the CODA and its committees. All meetings shall be in compliance with the State of Georgia Open Meetings Act.

## **ARTICLE IX – Amendments**

The By-laws may be amended by the affirmative vote of not less than a majority of the CODA members present and voting at any regular meeting, or at any special meeting called for that purpose, provided copies of the proposed amendments must be distributed to each CODA member with a notice of such regular or special meeting.

Proposed Modification by Bylaws Committee: Mr. Irvin Cox, Dr. Rometta Powell, Ms. Lenee Windom and Mrs. Melissa Firestone, ex-officio member, presented to the CODA at the August, 2013 CODA meeting.

## **Certification**

Passed by the Commission On Disability Affairs at the September, 2013 CODA meeting.



Yvette Pollard  
Chairman  
Commission on Disability Affairs



Dr. Ann Harris  
Acting Director  
Office of Equal Employment  
Opportunity and  
Disability Affairs