

**CASPER'S COUNCIL OF PEOPLE WITH DISABILITIES**  
**City of Casper, Wyoming**

**Approved 7/16/2019**  
**Revised 4/21/2020**  
**Revised 3/14/2023**

# **Bylaws of the Casper's Council of People With Disabilities**

## **City of Casper, Wyoming**

### **Article I – Name**

1. The name of this organization shall be Casper's Council of People with Disabilities (hereinafter referred to as the CCPD).
2. The official slogan of the CCPD shall be Equal Access, Equality, and Opportunity – For all People!

### **Article II – Mission**

The CCPD's mission is to be an educational and solution-oriented advisory board serving as a catalyst for promoting self-advocacy, equality, accessibility, and opportunity for all people regardless of their disability.

### **Article III – Purpose**

The purpose of the CCPD shall be to serve as an advisory Committee to the Casper City Council and City Manager and staff members of the City of Casper, Wyoming, on the problems and concerns of people with disabilities as they relate to activities of daily living; including employment, recreation, transportation, architectural accessibility, or any other area of concern to people with disabilities in Casper.

1. Develop goals and objectives for addressing issues affecting people with disabilities by:
  - a) Establishing priorities to support the disabled community.
  - b) Develop proposals for presentation to the City Council.
2. Promote improvement in the quality of life for Casper citizens with disabilities by
  - a) Encouraging inter-agency coordination among service agencies and programs relating to people with disabilities and refer disabled persons to appropriate services.
  - b) Participate with and offer recommendations to City staff on past, current, and future projects.
  - c) Bring awareness to and educate the community on issues relevant to people with a disability or handicap.

### **Article IV – Membership**

The City Council for Casper shall appoint the members of the CCPD. The Chairperson of the CCPD may submit recommendations for appointments to the City Council for consideration after approval by the CCPD membership.

1. The CCPD shall consist of between twelve (12) and sixteen (16) members as follows:

up to four (4) executive officers and between eight (8) and twelve (12) members of whom a majority shall consist of persons with a disability or handicap, caretakers, family, parents or legal guardians of persons with disabilities.

2. The CCPD may also consist of non-voting community partners/liaisons of up to twelve (12) potential liaisons.
3. Term of Service:
  - a) Each member/liaison shall serve a term of three (3) years.
  - b) Re-appointments may be made at the direction of the Council with the recommendation of the Chairperson.
  - c) Resignation of CCPD members shall be submitted to the Council and CCPD Chairperson in writing two (2) weeks prior to the effective date.
4. The Mayor shall appoint a member of the City Council to act as a non-voting liaison to the CCPD. The City Council will approve the appointment by minute action at a regular Council meeting.

#### **Article V – Officers**

1. The officers of the CCPD shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer and shall, along with up to two (2) members at large, constitute the Executive Committee.
2. Officers serve a term of one (1) year. A member may only serve two (2) years as an officer in any three-year term. If more than one three-year term is served, a member may never serve more than two (2) consecutive years as an Executive Officer. An exception to this would be if there were not enough nominations or members to fill the offices.
3. Election of Officers:
  - a) The election of Officers shall be held at the September meeting or at a special meeting of the CCPD if an office vacancy should occur.
  - b) The CCPD Chairperson of the regular meeting prior to elections shall invite nominations from the floor. Any person nominated from the floor must signify his or her willingness to serve, if elected.
4. Removal of an Officer:

An Executive Officer may be removed from his or her office by a two-thirds majority vote of the entire CCPD for misuse of their office or for lack of performing their duties.

#### **Article VI – Consensus, Voting, and Quorum**

1. The CCPD operates upon a consensus-building format. In the event a consensus cannot be reached by the CCPD, the Chairperson shall call for a vote.

2. A vote is required for the election of officers, bylaw changes, financial expenditures, set policy, and anytime the Chairperson deems a vote necessary. Yeas and nays of a vote shall be recorded in the minutes.
3. Quorum: As defined in “Robert’s Rules of Order Revised,” fifty (50 percent plus one (1) of the entire CCPD membership constitutes a quorum. No vote may be taken unless the requirement of a quorum has been met.

## **Article VII – Duties of the Membership**

1. The Chairperson of the CCPD shall perform the following duties:
  - a) Determine and compose meeting agenda(s).
  - b) Facilitate all meetings.
  - c) Create special committees in addition to the set standing committees as the Chairperson deems necessary.
  - d) Assign a Chairperson to all standing and other committees.
  - e) Designate projects as deemed necessary.
2. The duties of the Secretary shall be:
  - a) Take, complete, and disburse in a timely manner the minutes of meetings of the CCPD.
  - b) Compose correspondence as requested by the Chairperson and/or CCPD in the conducting of CCPD business.
  - c) The Secretary shall maintain the accuracy of the member roster.
  - d) The Secretary shall furnish all new members with the CCPD bylaws.
  - e) Maintain a book or record covering a time period of not less than three (3) years or more than five (5) years of the CCPD minutes.
3. The Duties of the Vice-chairperson shall be:
  - a) In the absence of the Chairperson, the Vice-chairperson shall assume and fulfill the duties of the Chairperson.
  - b) In the absence of the Secretary, the Vice-chairperson shall assume and fulfill the duties of the Secretary.
4. The duties of the Treasurer shall be:
  - a) Ensure the membership of the CCPD is trained on and follows established policies regarding the handling of cash, check, deposits, and purchases for the CCPD.
  - b) Deposit all donations to the CCPD per established policies.
  - c) Approve all purchases for CCPD based on available budget. All expenditures may be reimbursed only after full approval of the CCPD.
  - d) The Treasurer shall maintain financial records which shall be available for inspection, as requested.
  - e) The Treasurer shall provide a monthly financial report to the CCPD.

5. The entire membership of the CCPD shall perform the following duties:
  - a) Promote self-advocacy for people with disabilities.
  - b) Perform such designated duties within the CCPD as required.
  - c) Belong to and participate on at least one of the standing committees or of the current Chairperson's formed committees.
  - d) Attending meetings regularly. After two (2) missed meetings, a member of the Executive Committee will contact the member. After unexcused absence from three (3) consecutive meetings or four (4) meetings annually shall automatically cause the chairperson to declare a vacancy.
  - e) Assume personal responsibility for promoting the purposes of the CCPD whenever and wherever possible.

### **Article VIII – Meetings**

1. The CCPD shall meet monthly on a day, time, and place mutually agreed upon by the majority of CCPD members.
2. The Chairperson or three (3) or more members of the Executive Committee may call special meetings.
3. Notice of special meetings shall be given to each member 24 hours prior to such meetings.
4. The CCPD Chairperson or a Committee Chairperson may call meetings of the various committees as deemed necessary.
5. All meetings of the CCPD shall be open to the public and shall be posted on Casper's website.
6. Time for public comment is to be included on the agenda.
7. Specific projects and/or business by anyone other than CCPD members or liaisons wishing to be added to the agenda must be requested in writing to the CCPD Chairperson at least two (2) weeks prior to the meeting at which the business is to be introduced.

### **Article IX – Standing Committees**

The CCPD shall have three (3) standing committees that will address specific subject matter. The three (3) standing committees shall be: Quality of Life (QOL), Public Relations (PR), and Events (EVT) committees.

- a) The majority of the CCPD business shall be referred to the appropriate standing committee for accomplishing specific tasks with recommendations given to the CCPD as a whole for action.

- b) Committees should meet as often as necessary and verbal or written progress reports shall be given to the CCPD Chairperson at each monthly meeting.

**1. Quality of Life (QOL) Committee:**

- a) From the membership of the CCPD, the CCPD Chairperson shall appoint a Committee Chairperson.
- b) A majority of CCPD projects will fall under the QOL committee.
- c) The QOL Chairperson may recruit other persons to the QOL committee who are not CCPD members. These individuals are voting members of the committee only and shall not be voting members of the CCPD as a whole.
- d) QOL committee will address issues of equal access and opportunity for all venues and forums. This includes, but is not limited to: buildings, transportation, parks and recreation, pedestrian sidewalks, curbs and pathways, education, employment, or any other area of concern to people with disabilities in Casper.

**2. Public Relations (PR):**

- a) Public Relations (PR) is the actions of the CCPD in promoting the CCPD's activities, information, resources, and goodwill between itself and the Mayor, City Council, City Manager, government, the public, the community, etc., through the spoken word, internet, print and/or broadcast media.
- b) Executive Officers may participate in PR activities or communication without the consent of the CCPD membership. However, if time allows, all PR activities should be presented to the CCPD beforehand.
- c) A PR Committee Chairperson shall be appointed by the CCPD Chairperson to maintain the accuracy and appropriate information of all printed material and the CCPD web postings, with final content requiring the CCPD's approval.
- d) Any voting member may represent themselves as a CCPD member and promote for the CCPD and its projects. However, any communication stating a CCPD endorsement must have the CCPD memberships' express consent and approval.
- e) No member shall take a public stand on an issue in the name of the CCPD, unless the CCPD has agreed upon that issue.
- f) Any and all advertisements of or for the CCPD through the internet, print, or broadcast media must be submitted to and approved by the CCPD membership.
- g) Executive Officers shall have complete access to the CCPD's web postings.
- h) The PR Chairperson may recruit other persons to the PR Committee who are not CCPD members. These individuals are voting members of the committee only and shall not be voting members of the CCPD as a whole.

**3. Events Committee:**

- a) From the membership of the CCPD, the CCPD Chairperson shall appoint an Events Chairperson.

- b) The Events Committee shall maintain a tentative schedule of events for the upcoming calendar year. This calendar shall be updated as necessary.
- c) The Events Committee shall annually plan a CCPD community awareness and education Town Hall Meeting event in a month selected and approved by the CCPD membership. In addition, the Events Committee shall provide information to the Public Relations Committee to raise community awareness.
- d) The Events Committee shall annually acknowledge by Council's proclamation, print, television, and/or plan events in conjunction with Disability Awareness and Disability Employment months.
- e) The Events Committee shall plan participation in annual community events, such as Parade Day, tree lighting ceremonies, etc.
- f) Fundraising may be achieved in person or through events by means of donations to offset expenses for current and future events, or for a specific CCPD project.
- g) Any voting member may represent themselves as a CCPD member and promote and/or fundraise for the CCPD and its projects.
- h) Voting CCPD members may take non-cash donations.
- i) CCPD members may issue a temporary receipt upon receiving a donation and retain a copy for the CCPD Treasurer. They should inform the donor that an official receipt will be mailed from the CCPD Treasurer.
- j) An accounting of all donations will be provided annually to the City's Finance Department and the City Council.
- k) The Events Chairperson may recruit other persons to the Events Committee who are not CCPD members. These individuals are voting members of the committee only and shall not be voting members of the CCPD as a whole.

### **Article X – Chairman's Special Committees**

1. The Chairperson may establish committees in addition to and apart from the standing committees to meet specific goals and objectives of the CCPD.
2. Membership:
  - a) From the membership of the CCPD, the Chairperson shall appoint a Chairperson for each committee, as necessary.
  - b) The Chairperson of each committee may recruit other persons to their committee who are not CCPD members. These individuals are voting members of the committee only and shall not be voting members of the CCPD as a whole.
3. Duties:
  - a) Committees should meet as often as necessary and verbal and/or written progress reports shall be given to the CCPD Chairperson at each monthly CCPD meeting.
  - b) The majority of the CCPD business shall be referred to the appropriate committee for accomplishing specific tasks with recommendations given to the CCPD as a whole by that committee for action.

## **Article XI – Bylaws**

1. Upon the election of new officers, the CCPD’s Executive Committee shall review the Bylaws to maintain timeliness and accuracy.
2. These Bylaws may be amended in any regular meeting of the CCPD by a two-thirds vote of the quorum present, providing the proposed amendment or amendments have been submitted in writing to the members of the CCPD thirty (30) days prior to the meeting, at which time such amendment or amendments shall be voted upon.

## **Article XIII – Parliamentary Authority**

The rules contained in “Robert’s Rules of Order Revised” shall govern this organization in all cases to which they are applicable and when they are not inconsistent with these Bylaws.

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Approved by a majority vote of the CCPD and attested to by:

Chairperson,

\_\_\_\_\_

Date: \_\_\_\_\_

Vice-Chairperson,

\_\_\_\_\_

Date: \_\_\_\_\_

Treasurer,

\_\_\_\_\_

Date: \_\_\_\_\_

Secretary,

\_\_\_\_\_

Date: \_\_\_\_\_

Filed at: The Natrona County Clerk's Office

cc: City Manager's Office  
City Clerk's Office  
City Attorney's Office