

**The Legislative Coalition for People with Disabilities
(LCPD)**

Bylaws (revised June 2009)

Article I. Purpose and Structure

Section 1.01 The legislative Coalition for People with Disabilities is an organization incorporated under Utah code Section 16-6-49,16-6-50 and 16-6-51. LCPD is an educational, charitable, exempt organization under IRS code section 501(c)(3).

Section 1.02 The purpose and mission of the Legislative Coalition for People with Disabilities, hereafter referred to as LCPD, is to advocate for public policy affecting all people in the State of Utah who have disabilities.

Section 1.03 The LCPD is governed by a three-part structure: The General membership, the Leadership Team and the Executive Board.

Article II. General Membership

Section 2.01 GENERAL MEMBERSHIP CRITERIA

- (a) Membership in the LCPD shall be open to all people. Membership is comprised of voting and non-voting members.
- (b) Voting members are individuals whose membership form has been on file with the LCPD for at least 30 days prior to a vote.
- (c) Non-voting members are State or local government (including school district) employees whose employment is related to disability programs supported with public funds.

Section 2.02 MEMBERSHIP RESPONSIBILITIES

- (a) Voting Members have the following roles and responsibilities:
 - (i) Identify public policy issues for LCPD action
 - (ii) Participate in LCPD advocacy
 - (iii) Serve on LCPD committees
 - (iv) Vote on LCPD business
 - (v) Elect officers of the Leadership Team at the Annual Meeting
 - (vi) Support the Leadership Team and Committees to carry out the purpose of the LCPD
- (b) Non-Voting Members
 - (i) Recommend public policy issues for LCPD action
 - (ii) Serve as a resource to voting members
 - (iii) Provide technical assistance and training on legislative and policy issues

Section 2.03 GENERAL MEMBERSHIP VOTING

- (a) Criteria for Voting
 - (i) Meet General Membership criteria in 2.01(b)
 - (ii) Be present when a vote is taken
- (b) Quorum
 - (i) Voting members of LCPD present shall constitute a quorum and may transact business.
- (c) Approval of Issues
 - (i) Issues shall receive at least a ninety (90) percent vote to be supported or opposed.
 - (ii) Members shall represent LCPD positions as determined by vote of the general membership.

Article III. Officers

Section 3.01 OFFICERS OF THE GENERAL MEMBERSHIP

- (a) Officers shall consist of:
 - (i) Chair
 - (ii) First Vice Chair
 - (iii) Second Vice Chair
 - (iv) Secretary/Treasurer
 - (v) Past Chair

Section 3.02 ELECTION OF OFFICERS

- (a) The nominating committee shall recommend the slate of officers to the membership at the annual meeting.
- (b) Additional nominations may be made from the floor.
- (c) Nominees from the floor must be present and consent to nomination, or the person presenting him or her must provide written consent from the nominee.
- (d) Officers shall be elected by a simple majority of voting members present.

Section 3.03 TERMS

- (a) Officers will be elected by voting members for a term of two (2) years.
 - (i) Officers may serve two (2) consecutive terms in the same position.
 - (ii) An officer who assumes an unexpired term is eligible to seek an additional term.

Section 3.04 OFFICER RESPONSIBILITIES

- (a) Responsibilities of the Chair
 - (i) Call meetings of Leadership Team as needed

- (ii) Chair the Leadership Team and General Membership meetings
 - (iii) Provide oversight to Leadership Team
 - (iv) Appoint Nominating Committee consisting of no fewer than three (3) members
 - (v) Act as official spokesperson for LCPD General membership and Leadership Team, or appoint a designee
 - (vi) In consultation with officers, designate ad hoc committees as deemed necessary
 - (vii) In consultation with the officers, appoint members to fill offices vacated prior to end of term
 - (viii) In consultation with the officers, appoint committee chairs
 - (ix) Represent Leadership Team as a member of the Executive Board
- (b) Responsibilities of the First Vice Chair
 - (i) Perform duties of Chair in his/her absence
 - (ii) Serves as Parliamentarian
 - (iii) In absence of the Chair, call meetings of Leadership Team as necessary
- (c) Responsibilities of the Second Vice Chair
 - (i) Chair Bylaws Committee
 - (ii) Chair Legislative Awards Nominations Committee
- (d) Responsibilities of the Past Chair
 - (i) Represent Leadership Team as member of the Executive Board
 - (ii) Chair Nominating Committee
 - (iii) Provide guidance to current chair

Article IV. Leadership Team

Section 4.01 LEADERSHIP TEAM

- (a) Purpose. The purpose of the Leadership Team is to Provide leadership for the advocacy work of the organization
- (b) Composition.
 - (i) The Leadership Team is composed of the officers of the LCPD, and
 - (ii) The Chairs of the Standing Committees

Section 4.02 RESPONSIBILITIES OF LEADERSHIP TEAM

- (a) Provide leadership, oversight, and technical assistance to committees and membership on advocacy issues
- (b) Address organizational needs and plan advocacy strategies
- (c) Speak on LCPD advocacy issues as determined by membership
- (d) Make decisions on behalf of membership as immediate needs arise

- (e) Share information and inform members of leadership team activities
- (f) Plan, organize and facilitate advocacy activities
- (g) Adopt policies and procedures related to the LCPD Mission

Article V. Committees

Section 5.01 STANDING COMMITTEES

- (a) Standing Committees include but are not limited to the following issue committees:
 - (i) Health Services
 - (ii) Services for People with Disabilities
 - (iii) Mental Health
 - (iv) Rehabilitation
 - (v) Education
 - (vi) Higher Education
 - (vii) Housing and Transportation

Section 5.02 AD HOC COMMITTEES

- (a) Ad hoc Committees include but are not limited to the following committees:
 - (i) Bylaws
 - (ii) Nominating
 - (iii) Screening Committee for Legislative Awards Nominations

Section 5.03 COMMITTEE MEMBERSHIP

- (a) LCPD members may serve on the committee(s) of their choice.

Section 5.04 COMMITTEE LEADERSHIP

- (a) Each committee shall have a chair appointed by the Leadership Team.
- (b) Committee chairs are appointed for a term of one year.
- (c) Responsibilities of committee chairs
 - (i) Attend all LCPD meetings, trainings and activities
 - (ii) Schedule and conduct committee meetings
 - (iii) Identify issues
 - (iv) Coordinate year-round advocacy following established time-lines

Article VI. Meetings

Section 6.01 ALL MEETINGS

- (a) All meetings of the LCPD shall be open to the public.

Section 6.02 ANNUAL MEETING

- (a) LCPD will hold one (1) annual membership meeting
- (b) Election of officers will be conducted during the annual meeting.

Section 6.03 REGULAR MEETINGS

- (a) General Membership meetings shall be held at least six (6) times a year.
- (b) General Membership meetings during the Legislative session may occur weekly.

Section 6.04 SPECIAL MEETINGS

- (a) Special meetings of the general membership may be called by the Chair or 3 members of the Leadership Team.

Section 6.05 EXECUTIVE SESSIONS

- (a) The LCPD leadership team may adjourn to executive session upon a two-thirds (2/3) vote of the quorum for the purpose of maintaining privacy or confidentiality for individuals.

Section 6.06 RULES OF ORDER

- (a) Business shall be transacted in accordance with Robert's Rules of Order Newly Revised.

Article VII. Executive Board

Section 7.01 PURPOSE

- (a) The purpose of the Executive Board is to oversee the fiduciary responsibilities of the non-profit corporation.
- (b) The Executive Board is the legal Board of Trustees for the corporation.

Section 7.02 COMPOSITION

- (a) The Executive Board shall be composed of at least five (5) members.
- (b) Officers include President, Vice-President and Secretary.

Section 7.03 SELECTION OF EXECUTIVE BOARD MEMBERS

- (a) The Executive Board members shall nominate and elect Board members jointly with members of the Leadership Team.

Section 7.04 CRITERIA

- (a) Executive Board members must be members of LCPD

Section 7.05 RESPONSIBILITIES OF EXECUTIVE BOARD

- (a) Secure sources of funding to carry out the work of LCPD
- (b) Ratify policies and procedures related to governance of LCPD

- (c) Provide fiscal oversight
- (d) Elect officers for Executive Board
- (e) Hire and fire employees (if applicable)

Section 7.06 MEETINGS OF EXECUTIVE BOARD

- (a) Meetings of the Executive Board shall be held at least quarterly.
- (b) A quorum of the Executive Board shall consist of at least 51% of the current members.

Article VIII. Amending Bylaws

- (a) Notice shall be given in the regular meeting preceding the LCPD meeting in which bylaw amendments will be considered.
- (b) Amendments shall become effective immediately after approval.
- (c) Bylaws may be amended by a majority vote of the quorum at any regular meeting.

Article IX. Funds and Property

- (a) All Funds shall be spent in accordance with budgets and guidelines required by grants or contributors.
- (b) Accounting and disbursement of funds shall be the responsibility of the LCPD Executive Board.
- (c) The Executive Board shall review financial reports and the annual audit.
- (d) The Executive Board shall serve as custodians of property.
- (e) Funds or property shall not be used for personal benefit.

Article X. Changes or Dissolution

Section 10.01 CHANGES

- (a) In the event that administrative or legislative changes alter relationships or terminology, but do not materially change the purpose or composition of LCPD, LCPD may continue as an entity and adapt to these changes through amendments to the bylaws. Clarification may be requested from pertinent parties.

Section 10.02 DISSOLUTION

- (a) In the event that administrative or legislative changes make LCPD no longer a viable entity in the State of Utah, LCPD may be dissolved by a two-thirds (2/3) vote of the members of the Executive Board.
- (b) In the event of dissolution, funds and/or property held in the name of the LCPD shall be returned to the original source or transferred to a similar non-profit organization.
- (c) The LCPD's records shall revert to pertinent parties.

- (d) In the case of an Executive Board having fewer than five (5) members, any of the last group of officers or any three (3) LCPD members may request that appropriate dissolution action be taken.