

**BY-LAWS**

**MAYOR’S COMMISSION ON UNITY, DIVERSITY &**

**PROSPERITY**

**ARTICLE I – NAME**

**SEC. 1. Name.** The name of this Commission will be Mayor’s Commission on Unity, Diversity, & Prosperity (MCUDP). MCUDP is convened pursuant to Sec. 4-201 (11) and (13) of the Charter of the Consolidated Government of Columbus, Georgia.

**ARTICLE II – PURPOSE AND POLICY**

**SEC. 1. Mission Statement.** The purpose of the MCUDP is to create a community where every person is valued and presented with equal access to opportunities. The Commission will pursue its mission by gathering information, data and public input in order to provide and/or recommend policies, strategies, education efforts and programs to the Mayor, and, upon the Mayor’s invitation, to City Council.

**ARTICLE III – MEMBERSHIP**

**SEC. 1. Eligibility.** The Commission shall be composed of members who are appointed by the Mayor. Each member of the Commission shall have experience, training, or perspective which will further the mission of MCUDP. The composition of the Commission should reflect that of its mission and of the demographics of the community.

**SEC.2. Term of Office.** Upon appointment members will be assigned a one, two or three year term. Members appointed to an initial one or two year tem may serve two additional three year

terms. Other than those members serving an initial one or two year term, members shall not serve more than two consecutive three year terms.

**SEC. 3. Ex Officio Members.** The Mayor, in consultation with the MCUDP, may appoint Ex Officio Members to said Commission to provide Administrative Support and/or subject matter expertise.

**SEC. 4. Administrative Support.** General administrative support and oversight of MCUDP shall be provided by the Mayor's Office, specifically the Executive Assistant to the Mayor. The Executive Assistant to the Mayor will perform duties as the Corresponding Secretary for the Executive Committee and Commission, and shall record and keep on file Minutes and records of all meetings of the Executive Committee and the General Membership Meetings, and shall facilitate or direct the notification of members of all meetings and related programs. The Executive Assistant to the Mayor shall perform such other duties in the promotion and support of the activities of the Commission as may be prescribed by the Mayor and Executive Committee.

#### **ARTICLE IV – EXECUTIVE COMMITTEE**

**SEC. 1. Number, Manner of Selection, and Term of Office.** The Executive Committee of MCUDP will consist of the Officers of the Commission.

#### **ARTICLE V – OFFICERS**

**SEC. 1. Enumeration and Election of Officers.** The officers of the Commission will be a Chair, a Vice Chair, a Recording Secretary and a Treasurer. A full slate of officers shall be elected at the May meeting for a term of two years. Any office becoming vacant during the term will be filled by election of the membership at the next Commission meeting for the remainder of the unexpired term.

**SEC. 2. The Chair.** The Chair will preside at all meetings of the organization and of the Executive Committee. The Chair will have usual powers of supervision and management as may pertain to the office of the Chair and will perform such duties as may be designated by the Executive Committee, a majority vote of the Commission or the Mayor.

**SEC. 3. The Vice Chair.** The Vice Chair will, in the event of an absence, disability, or death of the Chair, possess all the powers and perform all the duties of that office, until such time as the Chair returns. If the Chair does not return in four (4) consecutive months, the Commission will select one of its members to fill the vacancy. The Vice Chair will perform such other duties as the Chair and Executive Committee may designate.

**SEC. 4. The Recording Secretary.** The Secretary will sign, with the Chair, all contracts and other instruments when so authorized by the Mayor and/or Council and will perform other functions as may be incident to the office. Other functions include arranging the meetings, drafting and receiving correspondence, media, flyers and the reserving of conference rooms.

**SEC. 5. The Treasurer.** The Treasurer shall monitor all information concerning the finances of the Commission and present a report to the Board at their regular meetings.

**SEC. 6. The Advisor/Consultant.** The Community Reinvestment Director and the Affirmative Action Administrator will act as the Advisors and Consultants for the Commission. The Advisors/Consultants shall be non-voting ex-officio members of the Commission. The Advisors/Consultants shall perform such other duties in the promotion and support of the activities of the Commission as requested by the Commission or Mayor.

**SEC. 8. Compensation of Officers.** Members of the Executive Committee or Commission will not receive any stated salary for services, but may be entitled to receive from the Commission

reimbursement of expenses incurred in relation to travel, lodging or meals associated with the Mayor's Commission as allowed by law.

## **ARTICLE VI – ELECTIONS**

**SEC. 1. Election of Officers.** General Election of MCUDP officers will be held at the May Commission meeting after notice and a 30-day period in which to receive nominations for Officer Positions. Officers will assume office in July at the Commission Meeting.

**SEC. 2. NOMINEES.** Nominees for all offices must indicate a willingness to serve before being nominated.

## **ARTICLE VII – FINANCIAL ADMINISTRATION**

**SEC. 1. Fiscal Year.** The Fiscal Year of the Commission shall correspond to the Fiscal Year of the Consolidated Government of Columbus, Georgia.

**SEC. 2. Budget Committee.** The Executive Committee as needed shall appoint a Budget Committee.

## **ARTICLE VIII – MEETINGS**

**SEC. 1. Membership Meetings.** The Commission shall meet monthly unless determined otherwise by the Executive Committee. Time and place shall be determined by the Executive Committee. The year for membership shall coincide with the Fiscal Year of the Commission.

**SEC. 2. Quorum.** One-third of the membership shall constitute a quorum at all Commission meetings.

**SEC. 3. Agenda.** The annual meeting in May shall set priorities and goals for the Commission and shall transact such other business as may properly be necessary.

**SEC. 4. Attendance.**

- (A) Members of the Commission are required to attend a minimum of 50% of meetings annually (according to the fiscal year) in order to remain a member of the Commission. Any consecutive or chronic absence(s) shall be subject to administrative removal from the Commission upon recommendation of the Executive Committee to the Mayor.
- (B) Failure to meet the above requirements may constitute removal from the Commission, as determined by the Executive Committee or Mayor.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

**SEC. 1. Parliamentary Authority.** The rules contained in Robert’s Rule of Order Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-laws. The Commission shall otherwise be subject to the laws of Columbus, Georgia and the State of Georgia.

## **ARTICLE X- AMENDMENTS**

**SEC. 1. Amendments.** These By-laws may be amended by a two-thirds vote of the voting members present at a meeting of the General Membership after two- weeks’ notice given. Amendments must be submitted to the membership in writing at least two weeks in advance of the meeting.

Separate signature page follows

These By-Laws were unanimously adopted at the first meeting of the Mayor's Commission on  
Unity, Diversity and Prosperity, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Signed: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Print name

Attested by: \_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Print name