The Legislative Coalition for People with Disabilities (LCPD) Bylaws
(Approved December 5, 2019)

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: 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 interested in issues affecting people with disabilities and their families in Utah. 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 (not including school district) employees who administer state or federally funded disability programs. This clause does not apply to individuals who work for disability advocacy organizations or disability service providers.

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. Information on the election of officers is included in Article III
(vi) Support the Leadership Team and Committees to carry out the purpose of the LCPD

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

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 at any meeting 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) Individuals attending LCPD meetings by phone or videoconferencing technology may vote on issues by voice vote, or by submitting their vote to the Chair via email or text message during the meeting.
   (iii) Members shall represent LCPD positions as determined by vote of the General Membership of the LCPD
Article III. Officers

Section 3.01 Officers of General Membership
(a) Officers shall consist of:
   (i) Chair
   (ii) First Vice Chair
   (iii) Second Vice Chair
   (iv) Secretary
   (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 held in May of every year.
(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 them must provide written consent from the nominee.
(d) Officers may be voting or non-voting members of the LCPD.
(e) 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.
(b) Officers may serve two (2) consecutive terms in the same position.
(c) 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 a Nominating Committee consisting of no fewer than three (3) LCPD members;
   (v) Act as official spokesperson for LCPD General membership and Leadership Team, or appoint a designee;
In consultation with officers, designate ad hoc committees as deemed necessary;

In consultation with the other Leadership Team officers, appoint members to fill offices vacated prior to end of term;

In consultation with the officers, appoint committee chairs;

Represent Leadership Team as a member of the Executive Board.

(b) Responsibilities of the First Vice Chair
   (i) Perform duties of Chair in their 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 Secretary
   (i) Update membership records
   (ii) Update website
   (iii) Send announcements to members

(e) 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 Purpose
The purpose of the Leadership Team is to Provide leadership for the advocacy work of the organization

Section 4.02 Composition
   (a) The Leadership Team is composed of the officers of the LCPD, and
   (b) The Chairs of the Standing Committees

Section 4.03 Responsibilities of the Leadership Team
   (a) Plan, organize and facilitate LCPD advocacy activities;
(b) Address organizational needs and plan advocacy strategies;
(c) Provide leadership, oversight, and technical assistance to committees and membership on advocacy issues;
(d) Speak on LCPD advocacy issues as determined by a vote of the general membership;
(e) Solicit advice and facilitate an email vote of the membership as immediate needs arise
(f) Share information and inform members of leadership team activities
(g) Create policies and procedures related to the LCPD Mission.

Article V. Committees

Section 5.01 Standing Committees
Standing committees include, but are not limited:

- Health Services
- Services for People with Disabilities
- Mental Health
- Rehabilitation
- Education
- Higher Education
- Housing and Transportation

Section 5.02 Ad Hoc Committees
Ad hoc committees include, but are not limited to:

- Bylaws
- Nominating
- Screening Committee for Legislative Awards Nominations

Section 5.03 Committee Membership
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 LCPD Leadership Team meetings;
   (ii) Attend all LCPD meetings, trainings and activities;
   (iii) Schedule and conduct committee meetings;
   (iv) Identify policy & advocacy issues in their committee’s defined focus area;
   (v) Coordinate year-round advocacy following established time-lines.

**Article VI. Meetings**

**Section 6.01 All Meetings**
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 per fiscal year in May.
(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**
Special meetings of the general membership may be called by the Chair or 3 members of the Leadership Team in order to facilitate membership feedback and to allow the membership to vote on the LCPD position on developing issues.

**Section 6.05 Executive Sessions**
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**
Business shall be transacted in accordance with Robert’s Rules of Order Newly Revised.
Article VII. Board of Directors

Section 7.01 Purpose
   a) The purpose of the Board of Directors is to oversee the fiduciary responsibilities of the non-profit corporation.
   b) The Board of Directors is the legal Board of Trustees for the corporation.

Section 7.02 Composition
   a) The Board of Directors shall be composed of at least nine (9) members.
   b) Board of Directors members include President, Vice-President, Secretary, and Treasurer, and the Chair of the LCPD Leadership Team.

Section 7.03 Selection of Board of Directors Members
   a) The LCPD Leadership Team shall nominate Board of Directors members, and the election of Board of Directors members shall occur at the Annual Meeting of the LCPD;
   b) Nominations for the Board of Directors may be accepted from the floor;
   c) Board of Directors members shall be elected by a majority vote of the general membership in attendance at the Annual Meeting;
   d) Vacancies on the Board of Directors can be replaced on an as needed basis at any regular meeting of the LCPD, and the term of members of the Board of Directors elected in this manner will run from the date of the prior Annual Meeting in which elections were held.

Section 7.04 Criteria to Serve on the Board of Directors
Members of the Board of Directors must be members of LCPD.

Section 7.05 Responsibilities of Board of Directors
   a) Provide oversight of LCPD finances;
   b) Secure funding to carry out the work of LCPD;
   c) Ratify policies and procedures related to governance of LCPD;
   d) Hire and fire employees (if applicable).

Section 7.06 Meetings of the Board of Directors
   a) Meetings of the Board of Directors shall be held at least quarterly.
b) A quorum of the Board of Directors shall consist of at least 51% of the current members.

**Article VIII. Amending Bylaws**

**Section 8.01**
Notice shall be given in the regular meeting preceding the LCPD meeting in which bylaw revisions or amendments will be considered.

**Section 8.02**
Amendments and revisions shall become effective immediately after approval.

**Section 8.03**
Bylaws may be amended or revised by a majority vote at any regular LCPD meeting.

**Article IX. Funds and Property**

**Section 9.01**
All Funds shall be spent in accordance with budgets and guidelines required by grants or donors.

**Section 9.02**
Accounting and disbursement of funds shall be the responsibility of the LCPD Treasurer, and the LCPD Board of Directors.

**Section 9.03**
The Board of Directors shall review financial reports and the annual audit.

**Section 9.04**
The Board of Directors shall serve as custodians of LCPD property.

**Section 9.05**
Funds or property shall not be used for personal benefit.

**Article X. Changes or Dissolution**

**Section 10.01 Changes**
In the event that administrative or legislative changes alter relationships or terminology, but do not materially change the purpose or composition of LCPD, the LCPD may continue as an entity and adapt to these changes through amendments to the bylaws.

**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 Board of Directors.

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 non-profit organization that also engages in disability advocacy.

c) The LCPD’s records shall revert to pertinent parties who may be in a position to continue the advocacy work of the LCPD.

d) In the case of the Board of Directors 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.