

EMPLOYMENT FIRST MAINE COALITION

BYLAWS

FIRST DRAFT June 28, 2013

Revised: July 2, 2013

Reviewed and Approved by Membership: _____

ARTICLE 1 – NAME and PURPOSE

Section 1: The name of the organization shall be the Employment First Maine Coalition, as established by the Maine Revised Statutes, Title 26, Chapter 39.

Section 2: The Employment First Maine Coalition (hereafter “the Coalition”) is to serve as a conduit for information and input for advocacy groups, commissions, and councils that focus on issues facing persons with disabilities in Maine, including making recommendations to the Governor, Legislature, and state agencies regarding ways to improve the administration of employment services and employment outcomes for persons with disabilities, and to conduct other activities consistent with the purpose of the Employment First Maine act.

ARTICLE 2 – MEMBERSHIP

Section 1: The coalition shall strive to ensure that at least half of its members are persons with disabilities.

Section 2: The Chair, or the Chair's designee, shall maintain an official membership roster.

Section 3: The coalition membership shall be constituted by those entities listed in the statute, and by additional individuals and entities as elected by a majority vote at a duly called and properly noticed meeting when a quorum is present.

ARTICLE 3 – OFFICERS

Section 1: The coalition shall annually elect from among its members a Chair, a Vice-Chair, and a Secretary to serve a term of one year.

Section 2: The Chair of the Coalition shall:

- (a) Call meetings with proper advance notice as defined in Article 4 Section 1 of the coalition bylaws;
- (b) Facilitate or delegate facilitation of meetings;
- (c) Prepare meeting agendas in consultation with the Coalition steering committee;
- (d) Ensure minutes are taken and distributed by the Coalition Secretary;
- (e) Call for votes;
- (f) Work to build consensus around issues;
- (g) Represent the Coalition and serve as point of contact;
- (h) Coordinate Coalition workgroup activities.

Section 3: The Vice-Chair of the Coalition shall:

- (a) Assume duties as Chair if the Chair is not available;
- (b) Assist the Chair in performance of duties.

Section 4: The Secretary of the coalition shall:

- (a) Ensure the minutes are taken and distributed, including on the Coalition website.
- (b) Maintain the roster of Coalition members;
- (c) Draft correspondence as requested by the Chair.

ARTICLE 4 – COALITION MEETINGS

Section 1: Notice of meetings – Notice of all meetings shall be provided to all coalition members at least 30 days, but no more than 90 days, before any coalition meeting. Notice shall be provided by the preferred method of contact provided by each member as recorded on the formal membership roster.

Section 2: Minutes - The chair or the chair's designee shall ensure that minutes of all meetings be promptly compiled and permanently maintained as a public record of the acts of

the coalition. A draft of the minutes of each meeting of the coalition must be circulated to the members with the notice of the succeeding meeting. Minutes shall be posted on the coalition website and remain available to the public.

Section 3: Quorum - A quorum is constituted by a majority of the coalition members.

Section 4: Voting - The members of the coalition may act only by majority vote of the members present in person or via telephone or remotely such as by Skype, at duly called and properly noticed meetings when a quorum is present.

Section 5: All meetings of the coalition must be open to the public and public comment must be invited before action on any item of business is taken.

ARTICLE 5 – STEERING COMMITTEE

Section 1: The coalition steering committee shall be comprised of the coalition's elected chair and vice-chair and the leaders of the individual workgroups. Other steering committee members may be elected by majority vote of coalition members.

ARTICLE 6 – WORKGROUPS

Section 1: The primary workgroups of the Coalition shall be:

- (a) Legislation/Rule Change Group
- (b) Communication Group
- (c) Business/Employer Group
- (d) Transition/Children's Issues

Section 2: Additional workgroups may be added as determined necessary by the Coalition membership by majority vote.

Non-members of the Coalition may participate in its workgroups, but cannot vote or take leadership roles.

Workgroups will have defined project plans within their scope, and will coordinate information and activities with the rest of the Coalition membership.

ARTICLE 7 – AMENDMENTS

Section 1: These bylaws may be amended when necessary by a two-thirds majority vote of coalition members in attendance and voting.

Section 2: Proposed amendments to these bylaws must be distributed to the coalition membership, as listed on the formal membership roster, no less than 30 days in advance of the coalition considering the amendment.