

# Webster Commission on Disability

## **ARTICLE I: TITLE AND PURPOSE**

1. The name of this commission is the Commission on Disability (hereafter referred to as the Commission)
2. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full equal participation in all aspects of life in the town of Webster for people with disabilities.
3. The purpose of these by-laws is to establish principles and procedures for the governance of this Commission.

## **ARTICLE II: POWERS AND DUTIES**

1. Research local problems of people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of Webster as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the Town of Webster to bring about maximum participation of people with disabilities.
5. Initiate, monitor and promote legislation at the town, state and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such regulations.
6. Encourage public awareness of disability issues.
7. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. Recruit and recommend prospective Commission members to the Selectmen. At one (1) month prior to making recommendations, the Commission shall solicit nominations and ensure that the said nominations reflect different disabilities.
9. File an annual report, which shall be printed in the Town report.
10. Receive gifts of property, both real and personal in the name of the Town subject to the approval of the Selectmen, such gifts to be managed and controlled by the Commission.
11. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

### **Article III: Membership**

1. The Commission shall consist of nine (9) members appointed by the Selectmen. The majority of members shall consist of people with disabilities. One of the members may be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the Town.
2. The members shall initially serve the following, a three year term at which time re-appointment will be required.
3. Resignation shall be made by notifying the chairperson in writing.
4. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Selectmen that he/she be removed from the Commission, unless any or all absences have been excused for good cause by the chairperson. Good cause shall include, but not limited to: illness, a death in the family, weather, and professional responsibilities.
5. The Selectmen shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
6. Any members of said Commission may, after a public hearing, is so requested, be removed for cause by the appointing authority.
7. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
8. All members shall have full voting rights.

### **ARTICLE IV: OFFICERS**

1. The officers shall include a chairperson, vice chairperson, secretary and treasurer.
2. Officers shall be elected annually by the majority vote of the Commission.
3. One (1) member may hold more than one (1) office.
4. Duties:
  - a) The chairperson shall:
    - Develop the agenda in coordination with the officers:
    - Preside over all meetings;
    - Appoint subcommittees as needed;
    - Authorize expenditures as needed up to One hundred dollars (\$100.00) over One hundred dollars (\$100.00) a two thirds membership approval is required.
  - b) The vice chairperson shall perform all functions of the chairperson in his/her absence

c) The secretary shall:

Keep records of all meetings attendance, minutes and correspondence;

Post notice of meetings forty eight (48) hours before meeting at Town Clerks office;

Send notice of meetings and minutes of prior meeting to member prior to meeting.

d) The treasurer shall:

Keep records of all financial matters;

Develop a budget in coordination with the Commission;

Prepare a financial statement for inclusion in the annual report.

## **ARTICLE V: MEETINGS**

1. Regular meetings shall be held at least six (6) times a year.
2. A quorum shall consist of five (5) members.
3. Meeting minutes will be amended and approved at next meeting.
4. Special meetings can be called by the chairperson or by any three (3) members.
5. Decisions will be made by a majority of members present, unless where otherwise noted in these by-laws.
6. Notice of meetings will be sent to the members at least forty-eight (48) hours prior to the meeting.
7. Meetings shall adhere to Robert's Rule of Order.

## **ARTICLE VI: AMENDMENTS**

1. These by-laws may be amended at any duly constituted meeting of the Commission by two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member prior to the meeting.