

# CITY OF SOMERVILLE

## COMMISSION FOR PERSONS WITH DISABILITIES

By Laws

As of **January 31<sup>st</sup>** 2023

### SOMERVILLE COMMISSION ON DISABILITY

#### ARTICLE I TITLE AND PURPOSE

1. The name of this Commission shall be the Somerville Commission for Persons with Disabilities (hereafter referred to as the Commission) as amended and incorporated into the general ordinances of the City of Somerville, Ordinance 130.

Somerville Commission for Persons with Disabilities (SCPD)  
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2/2022  
7/9/2013

## **ARTICLE II POWERS AND DUTIES**

1. Act as a centralizing force in the City of Somerville by providing information, referral, guidance, coordination, and technical assistance to all public and private agencies and entities, individuals, organizations, and institutions engaged in all public activities, public places, and public programs intended to eliminate discrimination against persons with disabilities. (Arlington COD)
2. Assist the City, its residents, and those who work in and visit Somerville in bringing about full integration and participation of people with disabilities in the City of Somerville through the following activities.
3. Research local problems of people with disabilities.
4. Advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities.
5. Coordinate or carry out programs designed to meet the problems of people with disabilities
6. Review and make recommendations about policies, procedures, services, activities facilities of departments, boards, and agencies of Somerville as they affect people with disabilities.

7. Provide information, referrals, guidance, and technical assistance to individuals, public agencies, businesses, and organizations in all matters pertaining to disability.

## **ARTICLE III MEMBERSHIP**

1. The Commission shall consist of nine (9) Commissioners, all of whom shall be appointed by the mayor, and are residents of Somerville at the time of initial appointment or reappointment representing as many disabilities as possible and will consist of the following, the majority of members shall consist of people with disabilities.

- One (1) seat shall be filled by an elected or appointed municipal official
- One (1) seat shall be filled by an individual who is a parent or family member of a person with a disability.
- Five (5) seats shall be filled by persons with disabilities.
- Two (2) seats may be filled by any Somerville resident.

2. An unspecified number of additional members are not appointed by the mayor, must be residents of Somerville who either have a disability, have a family member with disabilities or represent the interests of individuals with disabilities. To be considered an Associate Commissioner, an individual must attend three meetings and be voted in by the Commission. Associate Commissioners serve at will, with no designated terms and have no voting capability. Associate Commissioners may be considered as candidates for Commission seats, as opportunities arise from vacancy or term completion

3. Commissioners who reach their limit may continue with the Commission in the capacity of Associate Commissioner.

4. Commissioners shall be appointed to three-year terms.

5. After serving two consecutive terms an individual must take leave of the position for a period of one term (three years) before serving again in that capacity. Said individual may serve as Associate Commissioner in the interim.

6. One month prior to making appointments to the Commission, the Mayor shall solicit nominations from as many organizations and individuals who represent a broad cross-section of interests and disabilities.

7. The Commission members shall actively recruit, review and recommend prospective members of the Commission to the Mayor

8. If a member misses three unexcused meetings of the Commission during the year, the position of said member will be reviewed by the Commission and a recommendation shall be provided to the mayor. If a vacancy ensues it shall be filled as soon as possible according to the process above.

9. Resignations must be submitted in writing (assistance provided if needed) to the mayor.

## **ARTICLE IV OFFICERS**

1. Officers of the Commission shall consist of a chairperson and a secretary to be elected for a term of one year. After serving two consecutive one-year terms, an individual must take leave of that position for a period of one year before serving again in that capacity. An exception to this limitation applies in the event that no other members run for office.

2. Staff person shall set the agenda for the meetings of the Commission. (Due to the Health Department Commission reorganization plan, The ADA Coordinator is requesting that this item be place on hold until support staff is assigned)
3. The Chairperson presides meetings; represents the Commission in an official capacity, when necessary appoints members of standing committees as well as special and ad hoc committees, and notifies the mayor when vacancies occur. The Chair shall notify the members of vacancies and the election at least seven days in advance of the meeting.
4. The secretary shall prepare the minutes of the meetings for the approval at the next meeting, preside at Commission meetings in the absence of the chairperson; ensure that meeting notices and agendas are distributed to members.
5. In the event that a vacancy shall occur in any office before the natural expiration of the term, the Commission shall hold at its next regular meeting a special election to elect a member to serve out the remainder of the term.

## **ARTICLE V. MEETINGS**

1. The Commission will hold at least ten (10) regular meetings during the year, to be held the second Tuesday of the month at a location within the City of Somerville which is accessible to people with disabilities. If a holiday falls on the second Tuesday, then the meeting will be postponed until the third Tuesday of the month.

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2. Notice of the regular meetings, including the business to be conducted, will be mailed and/or e-mailed to each member at his or her home address or place of business one week prior to the meeting.
3. The Annual Meeting will be held in June. Business shall include election of officers and annual reports.
4. Special Meetings of the Commission may be called by the Chairperson or any two members of the Commission, upon notice to all the members of the Commission.
5. Quorum for the conducting of official business shall consist of a simple majority of current Commissioners. Passage of a motion requires the presence of a quorum. The Chairperson may break a tie vote.

## **ARTICLE VI. AMMENDMENTS**

These bylaws may be amended at any time by a 50% plus one a majority of the members present at a meeting where there is a quorum. However, the amendments must be in conformance with the Commission's establishing ordinance.