



CITY OF SOMERVILLE

COMMISSION FOR PERSONS WITH DISABILITIES

BYLAWS

(Updated on 07/09/13)

Article I – Name

The name of this organization shall be the Somerville Commission for Persons with Disabilities, as amended and incorporated into the general ordinances of the City of Somerville, Ordinance 130.

Article II. Purpose

The purpose of this organization is to:

- A. Research local problems of people with disabilities;
- B. Advice and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities;
- C. Coordinate or carry out programs designed to meet the problems of people with disabilities;
- D. Review and make recommendations about policies, procedures, services, activities and facilities of departments, boards, and agencies of Somerville as they affect people with disabilities;
- E. Provide information, referrals, guidance, and technical assistance to

individuals, public agencies, businesses and organizations in all matters pertaining to disability.

Article III. Membership

Section I. Composition

The Commission shall consist of nine (9) Commissioners, all of whom shall be appointed by the Mayor, and an unspecified number of Associate Commissioners.

The Commission shall be composed as follows:

Commissioners

Residents of Somerville categorized as follows:

- A. One elected or appointed municipal official
- B. One individual who is a parent or family member of a person with a disability.
- C. Seven individuals, the majority of whom will be persons with disabilities, representing as many disabilities as possible.

Associate Commissioner

This unspecified number of Associate Commissioners must be residents of Somerville who either have a disability, have a family member with disabilities or represent the interests of individuals with disabilities.

Associate Commissioners are not appointed by the Mayor. 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. Commissioners who reach their limit may continue with the Commission in the capacity of Associate Commissioner.

Section II. - Term of Appointment for Commissioners

- A. Commissioners shall be appointed to three-year terms.
- B. 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.

Section III. - Recruitment

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

Section IV. - Vacancies

- A. If any 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 above process.

- B. The newly appointed member shall serve until the end of that vacant term, at which time the Mayor may appoint the member for a full term following the recommendation of the Commission.
- C. Resignations must be submitted in writing (assistance provided if needed) to the Mayor.

Article IV. Meetings

Section I. - Regular Meetings

- A. 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.
- B. 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.
- C. The Annual Meeting will be held in June. Business shall include election of officers and annual reports.

Section II. – Special Meetings

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.

Section III. – Quorum

A quorum for the conducting of official business shall consist of 50% plus one Commissioners. Passage of a motion requires the presence of a quorum. The Chairperson may break a tie vote.

Article V. Officers

Section I. – Election

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.

Section II. – Duties

- A. Staff person shall set the agenda for the meetings of the Commission. (Due to the Health Department Commission re-organization plan, The ADA Coordinator is requesting that this item be place on hold until support staff is assigned)
- B. The Chairperson presides at 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 the vacancy and the election at least seven days in advance of the meeting.

- C. 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; assure that meeting notices and agendas are distributed to members.
- D. 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 VI. Amendments

These bylaws may be amended at any time by a 50% plus one 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.