



Town of Sudbury

Commission on Disability

40 Fairbank Road Sudbury, Massachusetts 01776-1681

Phone: 978-639-3265

Fax: 978-443-6009

Rules and Regulations of the Sudbury Commission on Disability (Pursuant to Sudbury Town Bylaws)

Article I: Name and Purpose

Section 1: The name of the organization shall be the **Sudbury Commission on Disability**.

Section 2: The Sudbury Commission on Disability is organized exclusively for scientific and educational purposes, more specifically to work independently and in collaboration with other Town departments to create and implement programs to provide advocacy, education, and remediation to develop a culture focused on the elimination of barriers and to assist people with disabilities in becoming empowered to advocate for themselves. The Commission does this through independent action and by providing technical assistance to other Town departments and to people with disabilities and their families.

Article II: Membership

Section 1: Membership shall consist only of the members of the Commission and associate members.

Article III: Meetings

Section 1: The **annual meeting** for the purpose of election of officers shall be set by the Commission in March of each year.

Section 2: Special meetings. The Chair or the Commission may call special meetings.

Section 3: Notice. Notice of each meeting shall be given to each member and posted for public viewing as required by Sudbury Town Bylaws.

Article IV: Commissioners

Section 1: Commission role, size, and compensation: The Commission is responsible for overall policy and direction of the Commission. The Commission shall have up to 9 members and not fewer than 5 members. People with disabilities shall constitute at least 51% of the Commission. Commissioners receive no compensation.

Section 2: Meetings: The Commission shall meet at least once a month, at an agreed upon time and place.

Section 3: Commission appointments: Commissioners are appointed by the Sudbury Board of Selectmen upon the advice and recommendation of the Commission.

Section 4: Terms: All Commissioners shall serve three-year terms, but are eligible for reappointment by the Selectmen.

Section 5: Quorum: A quorum of a majority of members must be present before business can be transacted and motions made or passed.

Section 6: Notice: An official Commission meeting requires that each member have advance written notice. The date of the next meeting is set at the end of each meeting, and published in the draft minutes of that meeting.

Section 7: Officers and Duties: There shall be four officers of the Commission consisting of a Chair, Vice-Chair, Secretary and Treasurer. Their duties are as follows:

Chair: The Chair shall convene regularly scheduled Commission meetings, shall preside or arrange for other officers of the Commission to preside at each meeting in the following order: Vice-Chair, Secretary, and Treasurer.

Vice-Chair: The Vice-Chair will convene meetings and preside over them in the absence of the Chair.

Secretary: The Secretary shall be responsible for keeping records of Commission actions, including overseeing the taking of minutes at all Commission meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Commission member, and posting meeting notices, agendas, and minutes are required by the Town of Sudbury.

Treasurer: The Treasurer shall make a report at each Commission meeting.

Section 8: Vacancies: When a vacancy on the Commission exists, the Secretary shall publicize the vacancy and solicit applications for membership. When applications are received, they shall be reviewed by the Commission. The applicant shall be interviewed by the Chair of the Commission, who will present a recommendation on the candidacy of the applicant at the next Commission meeting. The Commission shall vote on the applicant's candidacy, and if the vote is favorable, shall formally recommend appointment to the Board of Selectmen.

Section 9: Resignation, Termination, and Absences: Resignation from the Commission must be in writing and received by the Secretary and the Selectmen. A Commission member shall be dropped for excessive absences from the Commission if s/he has three unexcused absences from the Commission meetings in a year.

Section 10: Special Meetings: Special meetings of the Commission shall be called upon the request of the Chair or at least three members of the Commission. The Secretary shall send out

notices of special meetings to each Commission member and post notice of the meetings are required by the Town of Sudbury.

Article V: Committees

Section 1: The Commission may create committees as needed for special projects. Committee membership shall include at least one Commission member.

Article VI: Amendments

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Commission. Proposed amendments must be submitted to the Secretary to be sent out with regular Commission announcements.

These Rules and regulations were approved at a meeting of the Commission on Disability on (date).

Attest: