



Town of Sudbury Commission on Disability

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 was established by the Town of Sudbury, by a Town Meeting vote on April 4, 1993, to cause the full integration and participation of people with disabilities in Sudbury in accordance with Massachusetts General Law Chapter 40, Section 8J. The Commission works independently and in collaboration with other Town boards and departments to eliminate barriers and to assist people living with disabilities in becoming empowered to advocate for themselves.

ARTICLE II MEMBERSHIP

Section 1 Membership

Membership shall consist of no fewer than five and no more than nine members. A majority of members shall consist of people with disabilities; one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of Sudbury.

Section 2 Role

The primary role of members is to implement the requirements of the statute including:

1. research local problems of people with disabilities
2. advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities
3. coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability
4. review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of Sudbury as they affect people with disabilities
5. provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability
6. coordinate activities of other local groups organized for similar purposes

Section 3 Appointment

Appointment to the Commission shall be made by the Town Manager, subject to the approval of the Select Board.

Section 4 Terms

The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each.

Section 5 Resignation

Any member resigning before the conclusion of their term shall submit written notification to the Chair of the Commission and to the Town Manager.

Section 6 Removal

Any member of said commission may, after a public hearing, if so requested, be removed for cause by the Town Manager, subject to the approval of the Select Board.

Section 7 Vacancies

A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

ARTICLE III MEETINGS

Section 1 Open Government

All functions of the Commission shall comply with Open Meeting Law. A simple majority of the members shall constitute a quorum. Meetings of the Commission shall be conducted only when a quorum is present. Written minutes of all meetings shall be taken and they shall be posted on the Town website.

Section 2 Decisions

Actions of the Commission shall be decided by a simple majority of the members present at a duly convened meeting, except in the case of amendment to these Bylaws which shall be enacted by a two-thirds majority of the members present at a duly convened meeting.

Section 3 Annual Meeting

The annual meeting shall be convened for the purpose of electing officers, liaisons, and representatives to other boards and committees in the month of June.

Section 4 Regular Meetings

The Commission shall have at least ten meetings annually.

Section 5 Special Meetings

It shall be the discretion of the Chair to convene special meetings of the Commission for whatever purpose deemed appropriate. If three members of the Commission make a request for a Special Meeting, the Chair shall honor such a request and convene a meeting.

Section 6 Meeting Accessibility

Meetings of the Commission shall be convened in fully accessible facilities and/or using accessible technology. Reasonable accommodations shall be provided to anyone requesting them with sufficient advance time for arrangements to be made.

ARTICLE IV OFFICERS, LIAISONS, AND REPRESENTATIVES

Section 1 Roles of Officers

There shall be two officers of the Commission.

1. **Chair:** The Chair shall facilitate the orderly conduct of meetings of the Commission; compose the agenda for meetings; and express the will of the Commission to the public, other boards and commissions, and Town officials.
2. **Vice Chair:** The Vice-chair shall assist the Chair in their duties and substitute for the Chair in fulfilling any of those duties if needed.

Section 2 Elections and Terms of Office

Members shall nominate and elect officers by simple majority vote at the Annual Meeting to serve in their positions for the term of one year.

Section 3 Liaisons

Members shall be appointed for a term of one year by a simple majority vote at the Annual Meeting to attend the meetings of other boards and committees for the purposes of promoting exchange of information, supporting the mission of such boards and committees, and garner support from such boards and committees as deemed beneficial to the mission of the Commission.

Section 4 Representatives on Other Boards and Committees

A member shall be elected by a simple majority vote to serve for a term of one year as a full or advisory member on another board, committee, or working group at the request of another Town committee or board, or the Town Manager.

Section 5 Position Vacancies

If an officer, liaison, or representative vacates a position, members shall nominate and elect an interim officer, liaison, or representative by simple majority vote to fill the position until the next Annual Meeting.

ARTICLE V OPERATIONS

Section 1 Records

The Commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the Sudbury annual report.

Section 2 Finances

The Commission may receive gifts of property, both real and personal, in the name of the Town, subject to the approval of the Select Board. The Town has been authorized to allocate all funds received from fines assessed for violations of handicap parking in Town to the Commission. Expenditures shall be managed and controlled by the Commission for the purpose of fulfilling its mission and in accordance with the accepted procedures of the Town for the disbursement of funds.

Section 3 Formation of Subcommittees

The Commission may create a Subcommittee for specified purpose and duration by a simple majority vote. A Subcommittee shall have at least two members. A Subcommittee is a public body and shall meet and act only for the purpose for which it was formed and must conform to Open Meeting Law. Upon formation, the Commission shall determine the necessity of drafting a Subcommittee template form to delineate the purpose, role and responsibilities of the Subcommittee based upon the purpose and extent of work. When the purpose of

the Subcommittee has been fulfilled or if the Subcommittee is unable to fulfill its purpose, the Subcommittee shall be dissolved by a simple majority vote of the Commission.

Section 4 Goals

The Commission shall create specific, measurable, achievable, realistic, and time-based goals annually that are reviewed periodically during the year at the discretion of the Chair.

Section 5 Contact with Town Manager

The Commission shall foster an amicable working relationship with Town Leadership and request to meet regularly with the Town Manager.

Section 6 Bylaws

The Commission shall maintain these Bylaws and review them annually.

Article VI AMENDMENTS

Section 1 Public Reading

A proposed amendment to these Bylaws shall be read publicly at an Annual Meeting or a Regular Meeting prior to the meeting at which the amendment is brought to a vote of the Commission.

Section 2 Vote to Amend

These Bylaws may be amended by a two-thirds majority vote of the members present at a duly convened meeting.

Approval

These Bylaws were approved as amended at a meeting of the Commission on Disability on March 3, 2022.

Attest: *Kathleen F. Bell, Chair*