

Submitted to Town Administrator and Bylaws Committee for possible submission to October Town Meeting if successful requirements are met for a Public Hearing and Bylaw Cmt. approval.

Accepted by Commission on Disability at a legally posted meeting on June 14, 2022

ARTICLE - AUTHORIZATION TO AMEND THE GENERAL BYLAWS BY ADDING ARTICLE L- COMMISSION ON DISABILITY BYLAW

To see if the town will vote to amend the General Bylaws of the town by adding Article L- Commission on Disability Bylaw to read as follows:

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 and equal participation in all aspects of life in the Town of West Boylston 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 West Boylston as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the Town of West Boylston to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, 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 legislation.
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 Town Administrator. At least one month prior to making recommendations, the Commission shall solicit nominations

and ensure that 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 Select Board; 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 seven members appointed by the Town Administrator. 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 terms:
 - a) Two members shall serve one-year terms.
 - b) Two members shall serve two-year terms.
 - c) Three members shall serve three-year terms.

After the initial term, all members shall serve three-year terms.

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 Town Administrator 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 Town Administrator 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 member may hold more than one office.
4. Duties:
 - a. The chairperson shall:
 - i. Develop the agenda in coordination with the other officers;
 - ii. Preside over all meetings;
 - iii. Appoint subcommittees as needed;
 - iv. Authorize expenditures as needed.
 - b. The vice chairperson shall perform all the functions of the chairperson in his/her absence.
 - c. The secretary shall;
 - i. Keep records of all meetings attendance, minutes, and correspondence.
 - ii. Post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's office;
 - iii. Send notice of meetings and minutes of the prior meeting to the members at least fourteen (14) days prior to the meeting.
 - d. The treasurer shall:
 - i. Keep records of all financial matters;
 - ii. Develop a budget in coordination with the Commission;
 - iii. 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 four (4) members.
3. Meeting minutes will be amended and approved at the 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 those members present, unless where otherwise noted in these by-laws.
6. Notice of meetings will be sent to the members.
7. Meetings shall adhere to Town Meeting Times.

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 at least fourteen (14) days prior to the meeting.

