

Minutes of the Joint Meeting Between the Bylaws Committee and the Disability Commission February 9, 2023

Bylaws Committee Members Present:

**Jon Meindersma, Moderator
Andrew Feland
David Femia
Barur Rajeshkumar, Chairman of the Board of Selectmen
Daymian Bartek, Town Clerk**

Disability Commission Members Present:

**Kim Hopewell, Chairperson
Marcia Cairns, Co-Chair
Ron Menard, Vice-Chairman
Pat Crowley**

Disability Commission Members Absent:

Lisa Thompson

Others Present:

Jennifer Warren-Dyment, Town Administrator

- Jon Meindersma convened the meeting at 7:00PM.

- Kim Hopewell presented a set of sample bylaws taken from the Massachusetts Office on Disability. The Disability Commission had previously made a few changes to this sample set of bylaws, and these changes were noted on the bylaws document that Kim provided to everyone present.

- The Bylaws Committee proceeded to review each line of every Article in the sample bylaws, and to amend or delete any line that didn't reflect the wording in MGL Chapter 40, Section 8J.

The Disability Commission members generally agreed with all of the changes proposed by the Bylaws Committee.

- Many of the changes made by the Bylaws Committee involved inserting clarifying language into the text, changing a noun from singular to plural, etc. Some of the more notable changes are as follows:

- Under Article 3 (Membership), “Resignation shall be made by notifying the chairperson in writing”, to which was added, “and the chairperson shall send a copy to the Town Clerk”.

- Under Article 3 (Membership), “All members shall have full voting rights” was deleted to avoid confusion regarding a potential sub-committee member expecting to have voting rights.

- Under Article 4 (Officers), Regular meetings shall be held 10 times a year, instead of six, in order to comply with MGL Chapter 40, Section 8J.

- Under Article 5 (Meetings), notice of meetings and minutes of the prior meeting must be sent to members at least 48 prior to the meeting, instead of 7 days prior.

- Andrew Feland, secretary of the by-laws committee, tracked all of the by-law changes on his laptop, essentially rewriting the set of by-laws according to what was being agreed upon by both committees. He indicated that he would send a completed copy to Kim in short order.

- A conversation ensued regarding a necessary public hearing before the bylaws can be presented at Town Meeting. Kim will arrange a place holder on the warrant for the May Town Meeting.

- The By-laws committee and the Disability Commission both adjourned the meeting at 9:00PM.

Respectfully Submitted,

Ron Menard, Vice-Chairman