

Town of Acton  
COMMISSION ON DISABILITY

Bylaws  
May 2001

Article I  
TITLE

Section A. There shall be established an Acton Commission on Disability as provided by Massachusetts General Laws, Chapter 40, S8J, enacted 1983.

Article II  
OBJECTIVES AND RESPONSIBILITIES

Section A. It shall be that the Acton Commission on Disability (hereafter throughout this document referred to as the Commission):

1. Act as a centralizing force in the Town of Acton and the community that shall deal with all disability issues: providing information, referrals, guidance, coordination, offering and providing technical assistance to other public agencies and private persons, organizations and institutions engaged in activities and programs intended to eliminate prejudice and discrimination against person(s) with disability(s) because of their status as a person with a disability.
2. Take such action as the Commission considers appropriate to insure the equal status of person(s) with disability(s) no matter what sex, creed, color, national origin, age, or sexual orientation. The Commission shall formulate, recommend, and support such programs as it deems important to assure compliance with Section 504 of the Rehabilitation Act of 1973 and other related legislation.

Section B. For the purpose of the Bylaws, a person with a disability shall be defined as

1. Having a physical or mental impairment that substantially limits one (1) or more major life activities.
2. Having a record of such impairment or is regarded as having such impairments as spelled out in Section 504 of the Rehabilitation Act of 1973.

**Section C.** The powers and duties of the Commission shall include the following, but not limited to:

1. Insure the equal status of **person(s) with disability(s)** in education, employment, economics, political, health, legal and social spheres.
2. Design and implement programs that promote equality for all of **person(s) with disability(s)** in Town.
3. Review recommendations and policies of all departments, divisions, and agencies of the Town when requested.
4. Initiate, coordinate and monitor the enactment of legislation which promotes equal status of **person(s) with disability(s)** at the Town, State, Federal levels and to insure that appropriate regulations are adopted and enforced pursuant but not limited to such legislation, including but not limited to implementation of Section 504 of the Rehabilitation Act of 1973.
5. Assist in the planning and coordination of activities of all departments and divisions within the Town upon request.
6. Participate in an advisory capacity in the hearing of complaints brought alleging discrimination against **person(s) with disability(s)**, including but not limited to the Office of Affirmative Action.
7. Assist in public awareness of **person(s) with disability(s)** through participation in public and media events sponsored by the administrative and/or legislative bodies of the Town, including but not limited to Town sponsored recreational, educational, developmental and legislative activities.
8. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets necessary for the Commission's work.
9. Receive gifts of property, both real and personal, in the name of the Town, subject to the approval of the Board of Selectmen. Such gifts to be managed and controlled by the Commission for the purpose of the Commission's work.
10. Hold at least a minimum of eight (8) regular meetings throughout the calendar year and to conduct additional meetings as necessary.

**Article III**  
**MEMBERSHIP**

**Section A.** The Commission shall consist of up to nine (9) members. The majority of said Commission members shall consist of persons with disabilities. One of such members should be a member of the immediate family of a person with a disability and one member of said Commission shall be an elected or appointed official of the Town. Members shall represent as many person(s) with different disabilities from the community as possible and the remaining members shall be concerned parents, friends and other interested citizens. The members shall initially serve the following terms:

1. All the members will be appointed for a term of three (3) years.
2. If a member should resign before the end of his/her term, a replacement will be appointed to complete the end of the term of office.

**Section B.** All members of the Commission are appointed by the Town Manager.

1. Commission members shall have full voting rights. (Members must be present to vote.)
2. Members shall consult with the Commission whenever making any statements or joining any activities specifically on behalf of the Commission.
3. Members shall attend all meetings and other required functions.
4. Members shall call Commission Chairperson when not able to attend meetings. A member who fails to attend three (3) consecutive meetings without good cause will be asked to discuss the situation with the entire membership.
5. Members shall submit agenda items to the Chairperson three (3) working days before the scheduled meetings.
6. Members shall serve as members on the Commission without compensation with the understanding that members shall be reimbursed for any expenses that shall be reasonably incurred through the service as a member of the Commission.

**Article II**  
**EXECUTIVE COMMITTEE**

**Section A.** The Executive Committee shall consist of two (2) members: Chairperson and Vice Chairperson. The Executive Committee shall be elected by a majority vote of the Commission members as a whole.

**Article V**  
**CHAIRPERSON**

**Section A.** The Chairperson shall:

1. Develop all agenda items in coordination with Vice Chairperson.
2. Preside over all meetings.
3. Make sure the Commission members adhere to the agenda.
4. See that the Vice Chairperson is left in charge in the Chairperson's absence.
5. Be available for consultations at the request of the Commission or locate an assistant from among the other members.
6. Bring all statements proposed by individuals and members to be heard before the entire Commission.
7. Communicate to the entire Commission all communications he/she has sent or received related to his/her position as Chairperson of the Commission.
8. Be responsible to insure that all line items on the yearly budget are strictly adhered to.
9. Appoint subcommittees as needed.

**Article VI**  
**VICE CHAIRPERSON**

**Section A.** The Vice Chairperson shall:

1. Take the place of the Chairperson in his/her absence.
2. Assist support groups and subcommittees.

**Article VII**  
**SECRETARY**

**Section A.** The Secretary shall:

1. Take charge of all correspondence and minutes of all meetings of the Commission.
2. Post notice of all meetings at least forty-eight (48) hours before each meeting at the Town Clerk's Office at the Town Hall.
3. The Secretary may delegate specific tasks with the approval of the membership.

**Article VIII**  
**TREASURER**

**Section A.** The Treasurer shall:

1. Submit financial reports at the monthly meetings.
2. Submit all bills and vouchers to the Town Financial Administrator for payment.
3. Submit the Commission's budget to the Town.

**Article IX**  
**MEETINGS**

**Section A.** All official meetings shall be held once a month, generally the second Thursday of each month at 8:00 p.m. The meeting will begin as soon as quorum is reached.

**Section B.** A quorum shall be constituted when four (4) members are present.

**Section C.** A special meeting may be called at any time, by the Chairperson or by at least three (3) members. Notice must be posted to the public and given to the members not less than twenty-four (24) hours before the meeting. The notice (via telephone, mail, e-mail or fax) is to be given by the requestor and is to state time, place and purpose of the meeting. The Special Meeting shall be limited to the stated subject.

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**Article X**  
**RECORDS**

**Section A.** The Commission shall forward one (1) copy of the approved minutes to the ~~Massachusetts Office on Disability~~ and to the Town Clerk at the Town Hall to become part of the official record.

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**Article XI**  
**FINANCES**

**Section A.** Development of the annual budget shall be the responsibility of the Commission.

**Article XII**  
**ELECTIONS**

**Section A.** Officers:

1. Shall be elected annually by ballot at the June meeting.
2. May be elected by unanimous acclamation if running unopposed.
3. Will serve a one (1) year term, starting July 1<sup>st</sup> after the election and ending June 30<sup>th</sup> of the following year.

**Article XIII**  
**AMENDMENTS**

**Section A.** These Bylaws shall be amended by a two-thirds (2/3) vote of the Commission members present at any meeting, provided written notice of the proposed change is made to each member at least fourteen (14) days prior to the scheduled vote and with subsequent approval by the Board of Selectman.

**Section B.** The Bylaws shall be reviewed yearly for possible changes needed to assure smooth functioning of the Commission.