

Section 3

Our Rules, Reports and Suggested Procedures

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.

USE MGL

see notes on back

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.



} of BOS *discuss*

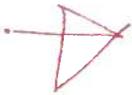
Article XI
FINANCES

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 1st after the election and ending June 30th 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.

Bylaws of the Town of Acton
Updated April 2, 2012

Excerpt from Chapter B, Section 23

- 23.1.** This Commission on Disabilities shall consist of five (5) members and two (2) associate members, appointed by the Board of Selectmen, each serving a three (3) year term, pursuant to Charter Section 4-2.
- 23.2** A quorum of the Commission on Disabilities shall consist of three (3) members or associate members, if designated by the Chair in the case of absence, inability to act, or conflict of interest on the part of any regular member, or in the event of a vacancy on the Commission.
- 23.3** The Commission on Disabilities shall act by a majority vote of its members or associate members, designated as described herein, present or otherwise entitled to vote under the Open Meeting Law, provided, however, that if only a quorum of three (3) members or associate members is present, the vote must be unanimous to carry.

SAMPLE
COD
MEETING
AGENDA

Town of Acton
COMMISSION ON DISABILITIES

February 18, 2014
9:30 am – 12:30 pm
Town Hall, Room 126

- | | |
|-------|--|
| 9:30 | Call to order |
| 9:32 | Citizen concerns |
| 9:45 | Minutes review from January 2014 meeting |
| 10:00 | Board of Selectmen updates/announcements |
| 10:15 | Town Meeting access (follow-up, confirmation on what Town has agreed to, how to publicize, next steps) |
| 10:35 | Pamphlet/brochure update discussion |
| 10:50 | Break/stretch |
| 11:00 | Calendar (plan timing of approved projects and objectives and annual tasks) |
| 11:45 | Independent Living (educational topic) discussion on self-determination |
| 12:15 | Agenda for March meeting |
| 12:30 | Adjourn |

SAMPLE
COD MINUTES

MINUTES
Town of Acton
Commission on Disabilities (COD)
April 15, 2014

Members Present

Steve Baran, Danny Factor, Lisa Franklin,
Madeleine Harvey, Cindy Patton

Associate Members Present

Leslie Johnson, Wen Li

Guests

Bettina Abe, Denison Schweppe, Jim Snyder-Grant

Call to Order 9:30 am

Citizen Concerns None

Announcements

- Owing to Town Meeting preparations, we received no updates from The Board of Selectmen (BOS).
- Lisa reminded us that under Open Meeting Law (OML) rules, if a member of the committee is approached by an outsider concerning COD business, that member should indicate that the topic must be taken up before the full Commission and must notify all members.
- Danny arrived at the meeting at this point.
- Denison (D) Schweppe explained why he felt it was important to correct the minutes of the April 4th special meeting regarding the 475 Great Road variance. He said there was almost no prior paperwork available on the property, and would like to make sure that all records

going forward should accurately reflect all the proceedings and decisions.

Minutes from March 18th Meeting Minutes accepted with corrections.

Minutes from Special April 4th Variance Meeting Minutes accepted with corrections

Town Meeting Review We evaluated the Town Meeting of April 7th and 8th and agreed that:

- The use of cards instead of standing votes did not go well.
- Lisa mentioned that someone from Town Hall was looking into the use of larger, more brightly colored cards for next year.
- Danny reminded us that he had previously expressed concern that the Town would try 3x5 cards was vague. Danny further reminded us that we had only agreed not to ask the Town for further clarification because Deanne assured the COD that the Town had committed to ending standing at Town Meeting.
- Mady pointed out that the Town had only agreed to “try” this new method (cards).
- In 2013 the Moderator experimented with hand-raising, at our request. This was also unsuccessful.
- Mady recommended that we put the past behind us and now look to the future, and what we can do for next year and the years to come.
- Lisa recommended that we write a letter of thanks to the Moderator and Town Clerk for having followed through on the agreement that resulted from last year’s meeting with COD representatives.
- It was agreed that Lisa and Cindy will write such a letter and request their feedback on the issue.
- Danny felt we should assign new representatives and have a follow-up meeting with Don McKenzie (Moderator) and Eva Szkaradek (Town Clerk)
- Our own preparation for issuing comments was felt to be insufficient because COD members had not had sufficient opportunity to examine the warrant articles prior to the meeting. The warrant was released later than expected (although thanks to Katie Green of the BOS, we did receive online copies a day or two beforehand)

- Lisa suggested we have some statistics about People with Disabilities prepared to include in our statement for next year.
- We also noted that the wheelchair seating slots were not well marked. Since we don't want anyone to feel restricted to those spots, it was suggested that perhaps we could facilitate the process by notifying the Moderator where to look in the audience for people unable to stand.
- Danny felt that the focus of our concerns should be that it is not burdensome for the Town to eliminate all standing votes.
- Cindy felt that the Moderator knew where she was and was counting her hand-raised vote.
- Danny was pleased that the articles important to the community of people with disabilities we supported, such as nursing and transportation, had passed.

Open Space Recreation Plan (OSRP) Jim Snyder-Grant presented a draft 3-page spreadsheet for evaluating each recreational and conservation area in Acton. After the final version is included in OSRP, the intention is to keep it available to the public. He requested our input. We suggested making the spreadsheet easier to read. Leslie recommended more outreach and education to let People with Disabilities (PWD) know that we have accessible and conservation areas. Mady agreed and pointed out that the dissemination of this and other PWD information is important; there are many offerings that the PWD community is unaware of.

Bettina and Danny explained that our Town's OSRP expired in 2007 and the old report is incomplete, and lacking required information about the Town Americans with Disabilities (ADA) coordinator. Jim and Bettina copied the missing pieces from the Town of Carlisle ADA Description and Procedures and plan to move forward in asking Acton to officially adopt these pieces as Acton's policies. Lisa asked that the ADA coordinator be required to attend the Massachusetts Office on Disability Community Access Monitor course. Danny moved that we advise that it be within the Acton Department of Natural Resources (DNR) and that the Acton COD be notified and allowed to comment on any discrimination complaints that are filed with the coordinator. This passed unanimously. Bettina said that would also be a good time to inform someone about the Commission's existence.

Bettina expects to submit the OSRP to the State by June, and the COD can submit ideas directly to her. Mady was going to check whether Open Meeting Laws make it possible to make such suggestions directly to her and/or to Danny. Danny, as liaison to DNR, will follow up with Bettina and Jim in regard to our input, and report back to the COD.

COD Website We reviewed our website ideas from the June 2013 retreat and Wen identified which ones had been instituted/completed. Lisa reported that she was told we could have multiple pages on our website. Further ideas include a link that connects directly to COD's agendas and minutes. Danny will come up with a Frequently Asked Questions (FAQ) portion of the site, with answers. Lisa suggested that we include a section for legislative proposals relevant to disability issues, including phone numbers of our State senator and representatives. Other ideas include links directly to Town transportation options, education, and social and recreational events. Wen will be moving in July, but can assist us with these website updates until then. Lisa indicated that the Town makes occasional corrections to the websites regarding term limits of members. She suggested that individual members should notify IT when they get sworn in again. Danny stated that the Town is capable of making these corrections in a far more timely manner, and the COD should advise them to do so.

Wen had to leave the meeting at this point.

Recruitment of New COD Member(s) We discussed the need to find an associate member to replace Wen Li when she leaves (beginning of July). Danny reminded us that we could also use volunteers to fill in for missing help until then. Leslie will write an ad soliciting new members/volunteers and bring it for approval to COD before submitting it to The Beacon and Action Unlimited. Lisa felt best results are achieved by personally inviting people we know to join our committee. She has already spoken with Dana Snyder-Grant, former chair of the COD. Lisa will also notify the Volunteer Coordinating Committee (VCC) of our need. Leslie mentioned that our meeting time may prohibit some people from joining. With regard to teenagers, Lisa pointed out that they must be 18 or older to become members. Danny and Steve pointed out that there is a good community

volunteer program at the high school to get teens to help out. This has been successful in the past.

May Agenda

- Possible executive session (yet to be determined)
- Annual retreat planning
- Inclusion in The Municipal Quarterly
- Independent Living (education topic)
- Brochure update
- Recruitment announcement and continuing discussion

Meeting Adjourned 12:30 pm

Documents Distributed (on docushare)

- Spreadsheet of Open Space evaluation (on Land Trust Committee's website)
- Legislative flyers from the Independent Living Education Day at the State House (distributed for informational purposes, but not discussed at the meeting).

Minutes prepared and submitted by
Cindy Patton, Lisa Franklin and Madeleine Harvey

CITIZENS' CONCERNS

The Acton COD regularly receives communication from individuals who have disability-related concerns or complaints within the sphere of our town. These concerns are usually reviewed as part of a regular agenda item at the start of our meetings.

COD members who field concerns from citizens can engage in basic fact-finding necessary to present the matter to the COD, but should not engage in any deliberation or action prior to the COD meeting.

If the concern is so timely that it must be resolved before the next scheduled meeting, the matter should be brought to the chair who can either call a special meeting or refer the citizen elsewhere. It is preferred that the citizen appear at the COD meeting where the concern is raised, but this is not mandatory.

In May, 2015, after consulting with the Massachusetts Office on Disability (MOD), the COD adopted a policy regarding the way that a COD can get involved with individuals' cases: Once presented at open meeting, COD's have the right to get involved in a citizen's case (e.g. advocacy, mediation) but are not required to. In cases of discrimination based on disability, the COD could refer the individual to the Massachusetts Commission Against Discrimination (MCAD) or another applicable agency. If such a referral is made, the individual can be encouraged to call the MOD which can usually give some level of help in filing the case. If the case has broader applications, the MOD can at times join with the citizen in bringing the issue to the MCAD.

THE ACTON COD AND THE VARIANCE PROCESS

The Architectural Access Board (AAB) is a regulatory agency within the Massachusetts Office of Public Safety. Its legislative mandate is to enforce Section 521 of the Code of Massachusetts Regulations (CMR) to make buildings for public use "accessible to, functional for, and safe for use by persons with disabilities." These regulations are incorporated in the Massachusetts Building Code, making them enforceable by all local and state building inspectors, as well as by the AAB itself.

Section 521 CMR outlines when a property owner is responsible to provide access for people with disabilities and what specific actions must be taken. The code is automatically triggered when a new building or a significant renovation (more than 1/3 of the total property value of the space) occurs. The town of Acton will normally grant a building permit or occupancy permit only when a property owner's permit application is consistent with 521CMR.

If a property owner engaging in new building or significant renovation believes they have a reason that they should be exempt from the code (e.g. they want to be exempt from having to build an elevator because it of cost prohibitiveness or lack of space) they have the right to apply for a variance. A variance is defined as a deviation from the set of rules a municipality applies to land use.

A Commission on Disability has the authority to submit advisory comments directly to the AAB when an Application for Variance is filed in the town where the COD exists. The Acton COD reviews Applications for Variance in our town and normally submits advisory comments to the AAB several times per year. The COD can advise to allow or disallow a variance, in full or in part.

An applicant for a variance must use the prescribed AAB 'Application for Variance' form, and send the application to the AAB along with the required filing fee. The applicant is simultaneously required to send a copy of the application to the town Building Commissioner, the Chair of the Commission on Disabilities, and the local Massachusetts Independent Living Center.

The Acton COD chair then forwards the Application for Variance to the COD Variance Coordinator. The Variance Coordinator then contacts the applicant and arranges with the COD chair and/or COD members a meeting time to review the application and draft advisory comments to the AAB. The Variance Coordinator may arrange a site visit for the COD on a day prior to the review meeting. At that visit, members of the COD are prohibited from engaging in deliberation about the variance due to Open Meeting Law. If the COD is unable to meet prior to when the AAB plans to review the application, the Variance Coordinator has been given authority from the COD to request to the AAB that the AAB delay their review, in order to allow the COD time to undertake a proper review.

The COD's review of the Application for Variance takes place in an open meeting in which the applicant, town Building Commissioner, MCIL representative and the general public are invited to. COD advisory comments to the AAB must be approved by motion. The Variance Coordinator is responsible for transmitting the COD's comments to the AAB Executive Director via email using our prescribed template.

The AAB Executive Director has commented that he very much appreciates receiving advisory comments from the Acton COD, providing the AAB with "eyes on the ground" and allowing the AAB to make a more informed decision. Clearly, our reviews contribute to Acton becoming a more accessible and welcoming town.

If you have any questions about the variance process, please feel free to contact me.
Danny Factor, Acton COD Variance Coordinator

(VARIANCE RECOMMENDATION TEMPLATE)

ADVISORY COMMENTS REGARDING
APPLICATION FOR VARIANCE

The Acton Commission on Disabilities has reviewed the variance application for _____

And we have decided that

___ We support this variance

___ We are opposed to this variance

___ We suggest instead that _____

Major factors in our decision were

- 1)
- 2)
- 3)

Additional comments

- 1)
- 2)
- 3)

Approved by the COD in Open Meeting on _____(Date)_____

MASSACHUSETTS OPEN MEETING LAW

The Open Meeting Law (OML) (Massachusetts General Laws, Chapter 30 A, Sections 18-25) supports the principle that **democracy depends on the public having knowledge about the considerations underlying governmental action.** As a result, OML requires that **most meetings and deliberations of public bodies be held in public.** This principle of having an open, accessible government is consistent with our COD's vision of creating an accessible, inclusive community.

Under OML, a '**Meeting**' is defined as a deliberation by a public body with respect to any matter within the body's jurisdiction. However, '**meeting**' **shall not include** attendance at an event such as on-site inspection, conference, training or social gathering where members do not deliberate, or a meeting at another public body, board commission, or town meeting.

Under OML, a '**Deliberation**' is defined as an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. However, '**deliberation**' shall **not include** the distribution of a meeting agenda, scheduling information, reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed. A quorum of our COD is three members.

OML contains a requirement that meeting '**Agendas**' be posted 48 hours in advance of a meeting (excluding weekends and holidays) conspicuously either in hard copy or electronic format. Notice should be legible, easily understandable, and shall contain the date, time and place of the meeting and a listing if topics that the chair reasonably anticipates will be discussed at the meeting. This is facilitated by the COD emailing the agenda to the Acton Town Clerk, more than 48 hours in advance of a meeting.

OML requires the creation and maintenance of accurate '**Minutes**' of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes with no secret ballots. Minutes of all open sessions shall be created and approved in a timely manner. The minutes of an open session, if they exist and whether approved or in draft form, shall be made

available upon request by any person within 10 days including documents. The minutes of any executive session may be withheld from the public if publication would defeat the lawful purposes of the executive session.

In exceptional cases, a public body may meet in '**Executive Session**' with proper notice revealing what it can about the subject of the meeting in the agenda. Reasons allowed to meet in executive session include to discuss the reputation, character, physical condition or mental health (but not the professional competence) of an individual, to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual, to conduct strategy sessions regarding collective bargaining or litigation, to discuss security, to discuss criminal misconduct, charges or complaints, to negotiate purchases of property, to consider or interview applicants, to confer with a mediator or discuss trade secrets.

Section 20 of Massachusetts Open Meeting Law allows COD members to participate in meetings by '**Remote Access**' with rules that are more flexible than those prescribed for members of other town commissions. CODs by majority vote at a regular meeting may authorize remote participation for a specific meeting or for all commission meetings. Because the Acton COD has taken this step in regard to all commission meetings, COD members may participate by remote access at all COD meetings. A physical quorum of COD members is not required to be present at the meeting location, provided that the chair (or in the chair's absence, the person authorized to chair the meeting) shall be physically present at the meeting location. The phone number to call in for a meeting at our usual meeting place (Room 126) is (978) 929-6304.

If you have questions or concerns about the Open Meeting Law, you may contact the Massachusetts Division of Open Government at (617) 963-2540 or openmeeting@state.ma.us

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may INTERRUPT a speaker for these reasons only:
to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board's ruling – **appeal**

| Quick Reference | | | | | |
|--------------------------|------------------|---------------------|----------------|-----------------------------|----------------------------------|
| | Must Be Seconded | Open for Discussion | Can be Amended | Vote Count Required to Pass | May Be Reconsidered or Rescinded |
| Main Motion | √ | √ | √ | Majority | √ |
| Amend Motion | √ | √ | | Majority | √ |
| Kill a Motion | √ | | | Majority | √ |
| Limit Debate | √ | | √ | 2/3 rd s | √ |
| Close Discussion | √ | | | 2/3 rd s | √ |
| Recess | √ | | √ | Majority | |
| Adjourn (End meeting) | √ | | | Majority | |
| Refer to Committee | √ | √ | √ | Majority | √ |
| Postpone to a later time | √ | √ | √ | Majority | √ |
| Table | √ | | | Majority | |
| Postpone Indefinitely | √ | √ | √ | Majority | √ |

Source: Cornell University – The University Faculty
<http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>

COD 2014 Annual Report

COMMISSION ON DISABILITIES

"Educating the community around the needs of People with Disabilities (PWD) "was our focus this past year.

We worked with the Town Clerk and Town Moderator to try out a "no standing to vote" alternative and reserved seating for those with mobility limitations at the annual Town Meeting in April and helped educate the public on accommodations routinely offered by the town.

We reached out to the local ministers' group to discuss physical and attitudinal barriers in Acton's houses of worship.

We updated, redesigned, and distributed a new Commission on Disabilities brochure to inform Actonians about our services.

Our improvements in recruiting new members led to two applicants for a vacant seat when a former member moved out of town. We also have a waiting list.

Our workload made it necessary to extend our monthly meetings to three hours

We reviewed and commented on twelve variance applications regarding 521 CMR (the access code portion of the Dept. of Public Safety regulations) some were much more complicated than usual.

We returned calls from other Commissions on Disability around the Commonwealth looking for assistance in developing their commissions. The Massachusetts Office on Disabilities asked to see our New Member Handbook with regards to developing a statewide version.

Individual calls from People with Disabilities had dropped significantly which we attribute to the excellent job of providing community support through the Council on Aging, Acton Nursing Service, Crosstown Connect, and the Community Services Coordinator.

We spoke up at both town meetings on issues affecting PWD.

We submitted informational letters to the Beacon for the 24th anniversary of the signing of the Americans with Disabilities Act and the need for community services for seniors and People with Disabilities

As our charter dictates, we provided the Board of Selectmen with our opinions on the topic of the Acton Nursing Service, and the Land Trust Committee on recreational trail development and accessible map designs and our support to the Friends of the Arboretum on their bog boardwalk project.

We contributed our 2010 survey results to the A-E United Way for their community needs assessment.

We love an audience! Our meetings are open to the public and meet every 3rd Tuesday of the month from 9:30a.m. to 12:30 p.m. in room 126 at the Acton Town Hall.

Members:

Lisa Franklin (Chair)
Madeline Harvey (Vice Chair)
Steve Baran
Danny Factor
Wen Li
Cindy Patton
Karen Troy

OAL
summary,
Danny