

CITY OF NEWBURYPORT



IN CITY COUNCIL

ORDERED:

February 13, 2023

THAT the City Council of the City of Newburyport, at the recommendation of the Newburyport Commission on Disabilities, hereby approves the bylaws of the Commission as attached in Exhibit "A".

Councillor Jennie L. Donahue

In City Council February 13, 2023:

Motion to refer to Community Services by Councillor McCauley, seconded by Councillor Donahue. So voted.

NEWBURYPORT COMMISSION ON DISABILITIES
(BYLAWS – Draft- FINAL, January 2023. S. Korpics & K.Farrell)

ARTICLE I: TITLE AND PURPOSE

1. The name of this commission is the Newburyport Commission on Disabilities (hereafter referred to as the Commission or the NCOD).
2. The purpose of the NCOD 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 City/Town of Newburyport - for people with all 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. Work in cooperation with the departments and agencies of the City of Newburyport to bring about maximum participation of people with disabilities, and collaborate with the City's ADA Coordinator and Building Department to promote maximum access to physical infrastructure.
2. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City of Newburyport as they affect people with disabilities.
3. 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.
4. Act as a resource for people with all varieties of disabilities, to foster and raise public awareness of disability issues.
5. Advise and assist with coordination of activities of other local groups organized to be inclusive of all participants.
6. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
7. Recruit and recommend prospective Commission members to the Mayor. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said nominations reflect different disabilities.
8. File an annual report per request of the Mayor, which shall be printed in the City report.
9. Receive gifts of property, both real and personal in the name of the City subject to the approval of the City Council; such gifts to be managed and controlled by the Commission.
10. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

ARTICLE III: MEMBERSHIP

1. The Newburyport Commission on Disabilities shall consist of up to thirteen members appointed by the Mayor and confirmed by vote of the City Council. 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 City/Town.
2. Residents interested in serving on the NCOD shall first attend two meetings, and/or participate in Subcommittee work or Special Project (as appropriate). Subsequently, a letter of interest and resume is to be submitted to the Mayor's office, and the Chair(s) of the NCOD. Note: If such correspondence is considered a barrier to joining, the interested person may have a verbal discussion with the NCOD Chair(s) in order to establish interest, appropriate experience, etc. which will be documented by the Chair(s) and presented to the Mayor.
3. NCOD members shall serve three-year terms and may serve consecutive terms, as approved by the Mayor.
4. Resignation shall be made by notifying the chairperson in writing.
5. If any member is absent from three regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Mayor 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.
6. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
7. Any members of said Commission may, after a public hearing, is so requested, be removed for cause by the appointing authority.
8. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.
9. All members shall have full voting rights.
10. If a Commission member is to relocate to an adjoining city or town, they may remain a member and continue NCOD membership duties and role until such time that their term ends and/or an appropriate replacement be secured within the NCOD.

ARTICLE IV: OFFICERS

1. The officers shall include a chairperson (or co-chairpersons) and secretary, and may also include vice chairperson 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 City/Town clerk's office;
 - iii. Send notice of meetings and minutes of the prior meeting to the members at least seven (7) days prior to the meeting.
 - d. The treasurer shall:
 - i. Keep records of all financial matters along with the City Accountant and Finance Office;
 - 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 a majority of members being present (minimum = 4).
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 at least fourteen (14) days prior to the meeting.
7. Meetings shall adhere to Robert's Rule of Order.

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, and pending final approval of the City Council.