

COMMISSION FOR THE DISABLED
City of Norwich, CT
By-Laws

**By-Laws
of the
Commission for the Disabled**

Preamble

The following By-Laws are adopted by the Commission for Persons with Disabilities to facilitate the performance of its duties pursuant to Article III of the Norwich Code of Ordinances.

Article I Name

The name of the Commission shall be the Commission for Persons with Disabilities (known as the Commission)

Article II Objective

The objective of the Commission shall be to study the needs of persons with various disabilities in Norwich. It shall analyze difficulties that arise with accessibility and participation for persons with disabilities in regards to facilities and functions within the City of Norwich, and shall make recommendations to the City Council. The Commission will, whenever possible, help coordinate the efforts of private and public agencies, including the State of Connecticut and the Federal Government.

Article III Membership

Section 1: The Commission shall consist of nine (9) regular members who shall be appointed by the City Council.

- (a) The persons so appointed shall be interested in the consideration and solution of the problems of the City's Persons with Disabilities.
- (b) The members of the Commission shall serve without compensation.
- (c) The City Council may make appropriations to cover any expenses of the Commission including reasonable clerical expenses.
- (d) The Commission members shall be appointed to serve for two (2) year terms and shall be electors of Norwich.
- (e) Any Commission member who is absent from three (3) consecutive meetings will be sent a letter requesting an explanation of why meetings were missed and asked if there is continued interest to remain a member of the Commission.
- (f) If the member decides that they cannot regularly attend meetings and wishes to give up their position, or resigns for any reason, the Chairperson will then notify the appointing authority and promptly thereafter, the appointing authority shall make an appointment to fill the vacancy.
- (g) There is no limit on the number of terms a Commissioner may serve.
- (h) The Director of Human Resources is an ex-officio member of the Commission.

Article IV Meetings

Section 1: The Commission shall hold twelve (12) regularly scheduled meetings on the first Thursday of the month at the City Hall. A list of the regularly scheduled meetings shall be forwarded to the City Clerk in accordance with established procedures. Commission members and the Director of Human Resources shall be sent notices of such regular meetings at least seven (7) days prior to the meeting. Notices of changed meeting dates shall be sent to the Commission members, Director of Human Resources and City Clerk at least twenty four (24) hours prior thereto.

Section 2: Special meetings may be called by the Chairperson of the Commission or by the Vice Chairperson. Notices of, and agendas for, special meeting dates shall be sent to the Commission members, the Director of Human Resources and City Clerk at least twenty four (24) hours prior thereto. At a special meeting only business listed on the agenda can be discussed.

Section 3: The quorum for official action shall be five (5) voting members.

Section 4: Meetings will follow general parliamentary rules as given in Roberts' Rules of Order unless otherwise specified by these By-Laws.

Section 5: The Chairperson and a Recording Secretary who shall be responsible for preparing the minutes of the meeting shall attend all meetings. The prepared minutes shall be made available to the Commission members in a timely manner that will allow the Commission members adequate time for review prior to the next meeting when the Commission members will vote to formally approve the said minutes.

Section 6: Minutes of each meeting approved by the Commission shall be made available to the public within seven (7) days of the meeting at which they were approved. These minutes must be permanently kept on file at City Hall and be sent to the Commission Members, City Council, the Director of Human Resources and the City Manager.

Article V Officers And The Election Of Officers

Section 1: The Commission members shall elect a Chairperson and a Vice Chairperson at the first meeting of the calendar year in the even numbered years. These officers are elected for a term of two (2) years, but there is no limit to the number of terms that each may serve.

Section 2: Duties

(a) The Chairperson shall;

- Preside and call meetings to order at the designated time.
- Recognize members entitled to vote on actions taken at this meeting.
- Read and call for a vote on all actions requiring same.
- Enforce the observance of order among members.
- Sign when necessary all acts, orders, and proceedings of the Commission.
- Serve as Ex-Officio on all committees other than the nominating committee.
- See that all orders and resolutions of the Commission are carried into effect.
- Represent the Commission for Persons with Disabilities at meetings of other organizations concerned with the city's Persons with disabilities.

(b) The Vice Chairperson shall;

- In the absence of the Chairperson or in the event of his/her inability (i.e. conflict of interest, etc.) to act, perform all duties of the Chairperson. When acting, the Vice Chairperson shall have all the powers and be subject to all the restrictions upon the Chairperson. The Vice Chairperson shall assist the Chairperson in his/her duties when called upon.

Article VI Powers and Duties

Section 1: The duties of the Norwich Commission for the Disabled shall be as follows;

- (a) To continuously study and analyze the needs of residents with disabilities in Norwich in order to maintain innovative approaches to their changing needs.
- (b) To foster understanding and respect for persons with disabilities.
- (c) To encourage participation of residents with disabilities in all aspects of community life.
- (d) To exchange information and cooperate with organizations in surrounding towns, and at the state and national level, as appropriate, in furtherance of its purpose, powers, and duties.
- (e) To advise the mayor and city council of the needs of persons with disabilities within the Norwich community with relation to housing, employment, transportation, economics, health, recreation and other relevant matters.
- (f) To report to the Mayor and Council on a regular basis including the filing of a written annual report on or before the first meeting of the Council in February of each year commencing in February, 2016 and continuing annually thereafter.

Article VII Amendments

These By-Laws may be amended at any regular meeting of the Commission or at any special meeting called for that purpose. Written notice of the proposed amendment(s) shall be given to each member of the Commission at least fifteen (15) days prior to such meetings. Such amendment(s) shall require the affirmative vote of at least two thirds (2/3) of voting members present at the meeting.

Established June 4, 2015

Certification of due adoption by unanimous vote of the Commission for Persons with Disabilities on July 2, 2015.

Michael J Menders, Chairperson

Date

Chairperson: Michael J Menders

Vice Chairperson: Raymond DeBlasio

Regular Member: Jane O’Friel

Regular Member: Jill Brennan

Regular Member: Joanne Philbrick

Regular Member: Kevin Harkins

Regular Member: Lisa Harrison

Regular Member: Lottie Scott