

**CITY OF BOSTON**  
**COMMISSION FOR PERSONS WITH DISABILITIES**  
**ADVISORY BOARD**

**ARTICLE I: TITLE AND PURPOSE**

1. The name of this commission is the Boston Disability Commission Advisory Board (hereafter referred to as the Advisory Board).
2. The purpose of the Advisory Board is to address issues of concern to individuals with disabilities and promote the full integration of people with disabilities into all aspects of community life.
3. The purpose of these by-laws is to establish principles and procedures for the governance of this Commission.

**ARTICLE II: POWER AND DUTIES**

1. Research local problems of people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the City of Boston as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the City of Boston to bring about maximum participation of people with disabilities.

5. 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.
6. Encourage public awareness of disability issues.
7. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. Recruit and recommend prospective Advisory Board members to the Mayor. At least one month prior to making recommendations, the Advisory Board shall solicit nominations and ensure that said nominations reflect different disabilities.
9. File an annual report, which shall be printed in the City/Town report.
10. Receive gifts of property, both real and personal in the name of the City/Town subject to the approval of the city council; such as gifts to be managed and controlled by the Advisory Board.
11. Take such action as the Advisory Board considers appropriate to ensure the equal access status of persons with disabilities.

### **ARTICLE III: MEMBERSHIP**

1. The Advisory Board shall consist of thirteen members appointed by the Mayor. 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 may be an appointed official of the City of Boston and shall be an ex-officio member.
2. The members shall initially serve the following terms:
  - a. Three members shall serve one year terms.
  - b. Three members shall serve two year terms.
  - c. Three members shall serve three year terms.

After the initial term, all members shall serve three year terms.

3. Resignation shall be made by notifying the chairperson in writing.
4. 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 Advisory Board, 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.
5. The Mayor shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
6. Any members of the Advisory Board may, after a public hearing, if so requested, be removed for cause by the appointing authority.
7. Members shall get the approval of the Advisory Board prior to making statements or joining activities on behalf of the Advisory Board.
8. All members shall have full voting rights.

#### **ARTICLE IV: OFFICERS**

1. The officers shall include a chairperson, vice chairperson, secretary and treasurer.
2. Officers shall be elected annually by the majority vote of the Advisory Board.
3. One member may hold more than one office.
4. Duties:
  - A. The chairperson shall:
    - ii. Develop the agenda in coordination with the other officers.
    - iii. Preside over all meetings.

- iv. Appoint subcommittees as needed.
- v. 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 fourteen (14) days prior to the meeting.

D. The treasurer shall:

- i. Keep records of all financial matters.
- ii. Develop a budget in coordination with the Advisory Board.
- 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 majority of the members.
3. Meeting minutes will be amended and approved at the next meeting.
4. Special meetings can be called by the chairperson or by any four (4) 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 Advisory Board 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.