

**Foxborough Commission on Disability**  
**BY-LAWS**

**ARTICLE I: TITLE AND PURPOSE**

1. The name of this commission is the Foxborough Commission on Disabilities (hereby referred to as the Commission).
2. The purpose of the Commission is to coordinate or carry out programs in coordination with the programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the Town of Foxborough for people with 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. 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 Town of Foxborough as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the Town of Foxborough to bring about maximum participation of people with disabilities.
5. Initiate, monitor and promote legislation at the town, 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 Commission members to the Board of Selectmen. At least one month prior to making recommendations, the Commission shall solicit nomination and ensure that said nominations reflect different disabilities.
9. File a report, which shall be printed in the Annual Town Report.

10. Receive gifts of property, both real and personal in the name of the Town, subject to the approval of the Board of Selectmen, and such gifts to be managed and controlled by the Commission.

11. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

### **ARTICLE III: MEMBERSHIP**

1. The Commission shall consist of 5 - 9 members appointed by the Board of Selectmen. The majority of members shall consist of people familiar with disabilities. One member shall be an appointed official of the town of Foxborough.

2. All members shall initially serve the following terms:

a. Two members shall serve one year terms.

b. Two 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. All members must be sworn in by the Town Clerk.

3. Resignation shall be made by notifying the Chairperson in writing.

4. If any member is absent from three regularly scheduled meeting in any one calendar year, a recommendation shall be made to the Board of Selectmen 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.

5. The Board of Selectmen shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.

6. Any members of said Committee may, after a public hearing, if so requested, be removed for cause by the Selectmen.

7. Members shall get the approval of the Commission prior to making statements or joining activities on behalf of the Commission.

8. All members shall have full voting rights.

### **ARTICLE IV: OFFICERS**

1. The officers should include a chairperson, vice chairperson, secretary and treasurer.

2. Officers should be elected annually by the majority of the Commission.

3. One member may hold more than one office.

4. Duties:

a. The chairperson shall:

1. Develop the agenda with the other members;
2. Preside over all the meetings;
3. Appoint subcommittees if needed;
4. Authorize expenditures if needed.

b. The vice chairperson shall perform all the functions of the chairperson in his/her absence.

c. The secretary shall:

1. Keep records of all meeting attendance, minutes and correspondence;
2. Post notices of all meetings 48 hours before each meeting at the Town Hall Clerk's Office;
3. Send notice of meetings and minutes of the prior meeting to the members at least 14 days prior to the meeting.

d. The treasurer shall:

1. Keep records of all financial matters;
2. Develop a budget in coordination with the Commission
2. Prepare a financial statement for inclusion in the Annual Report if needed.

#### **ARTICLE V: MEETINGS**

1. Regular meetings should be held at least 6 times a year;
2. A quorum shall consist of the 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 3 members;
5. Decisions will be made by a majority of those members present;
6. Notice of meetings must be sent to the members and posted at Town Hall at least 7-14 days prior to the meeting;
7. Meetings shall adhere to the Robert's Rule of Order.

#### **ARTICLE VI: AMENDMENTS**

1. These by-laws may be amended at any meeting of the Commission by a two-thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least 14 days prior to the meeting.

3/20/13

