

Commission for Persons with Disabilities

City of Norwich, CT

By-Laws

Revised June 6, 2019

Norwich Commission for Persons with Disabilities
By-Laws

Preamble

The following By-Laws are adopted by the Commission for Persons with Disabilities to facilitate the performance of its duties pursuant to Article VII of Chapter 2 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 monitor, encourage, and acknowledge the compliance of the City with Title II of the Americans with Disabilities Act (ADA). This objective shall be facilitated through coordination with City departments; sponsorship of educational events; communication, as appropriate, with the Mayor's Office and City Council; a designated time period for citizen comment at regular Commission meetings; and other activities congruent with the Commission's objective.

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 have interest in compliance issues related to the City's obligations under Title II of the ADA.
- 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 removed from the Commission pursuant to Section 12 of Chapter XVIII of the Charter of the City of Norwich. The Chairperson will inquire if the member has a continued interest to remain on the Commission and, if so, will advise the appointing authority of same.
- f) In the event of illness or other personal emergency, a member may attend meetings by phone. Requests should be directed to the Chairperson. Attendance by phone will be considered bona fide presence. See Appendix 1, "Conditions for Attendance by Phone."
- g) If the member is unable to regularly attend meetings and submits a letter of resignation, the Chairperson will then notify the appointing authority and the appointing authority shall make an appointment to fill the vacancy.
- h) There is no limit on the number of terms a Commissioner may serve.
- i) The City ADA Coordinator, or designee, shall be requested to attend all meetings.

Article IV Meetings

Section 1: The Commission shall hold twelve (12) regularly scheduled meetings, each on the first Thursday of the month at 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 ADA Coordinator shall be sent notices of such regular or special meetings at least seven (7) days prior to the meeting. Notices of special meeting dates shall be sent to the Commission members, City Clerk, and the ADA Coordinator 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 agenda for, special meeting dates shall be sent by the same to the Commission members, City Clerk, and the ADA Coordinator 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 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 by delivery to the City Clerk. These minutes must be permanently kept on file at City Hall and be sent to the Commission members, City Council, the ADA Coordinator, 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 number 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 the 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.

- Appoint and 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 when relevant to ADA Title II compliance issues.
- b) The Vice Chairperson shall:
- Act and perform all duties of the Chairperson in the absence of the Chairperson or in the event of his/her inability (i.e., conflict of interest, etc.). 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 Duties

Section 1: The duties of the Norwich Commission for Persons with Disabilities shall be as follows:

- a) To advise the Mayor and City Council on problems regarding the City's ADA Title II compliance;
- b) To collaborate with City departments in the furthering of ADA Title II compliance;
- c) To encourage participation of residents with disabilities in all aspects of community life, especially in advisory positions;
- d) To foster sensitivity toward and respect for people with disabilities;
- e) To cooperate and exchange information with organizations that share the Commission's objective and concerns;
- f) To sponsor events and initiatives that educate the public on ADA, with emphasis on Title II;
- g) To report to the Mayor and City Council, as required, including the filing of a written annual report on or before the first meeting of the Council in February of each year and the submission of budget/financial information to the City Comptroller, upon request.

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 vote of the Commission for Persons with Disabilities on July 2, 2015

_____ 7/2/2015
Michael J. Menders, Chairperson Date

Chairperson: Michael J. Menders
Vice Chairperson: Raymond DeBlasio
Regular Member: Cynthia Litton
Regular Member: Jane O’Friel
Regular Member: Joanne Philbrick
Regular Member: Kevin Harkins
Regular Member: Lisa Harrison
Regular Member: Lottie Scott

Appendix 1, Conditions for Attendance by Phone

- 1) No more than two (2) members at any one meeting may attend the meeting by phone.
- 2) A member who wishes to attend by phone should notify the Chairperson at least forty-eight (48) hours in advance of the meeting (or as soon as possible in the event of an emergency).
- 3) The Chairperson should arrange for a phone with the City Clerk at least twenty-four (24) hours in advance of the meeting (or as soon as possible in the event of an emergency).
- 4) A member may attend a maximum of three (3) meetings per year by phone.
- 5) If visual information is presented during a meeting, the information must be described to the caller in order for the caller to cast an informed vote on related information.
- 6) No calling-in to executive sessions will be permitted.
- 7) Caller must identify self at beginning of call and request permission to speak before commenting during the meeting.
- 8) Caller must be in a quiet location so as not to introduce distracting noise into the meeting.
- 9) Minutes must identify who attended by phone.
- 10) In the event of phone malfunction, the caller's absence will be excused.