



CITY OF CAMBRIDGE
COMMISSION ON HANDICAPPED PERSONS
McCusker Center
57 Inman Street
Cambridge, MA 02139

Tel. T.D.D. 498-9000, Ext. 9509

September 8, 1982

TO: Paul Healy, City Clerk
FROM: Gail Enman, Commission on Handicapped Persons *GE*
RE: Filing Commission Bylaws

Enclosed are three (3) copies of Bylaws developed and adopted by the Commission on Handicapped Persons. It is the Commission's understanding that Bylaws should be filed in your office, and that amendments to the Bylaws should be forwarded as they are passed. If your office requires additional documentation from the Commission, please do not hesitate to contact me.

GME:g
Enclosures

CAMBRIDGE COMMISSION ON HANDICAPPED PERSONS

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Cambridge Commission on Handicapped Persons as incorporated into the General Ordinances of the City of Cambridge, Ordinance #927.

ARTICLE II. PURPOSE

The purpose of this organization is to:

- A. Act as a centralizing force in the City of Cambridge by providing information, referral, guidance, coordination, and technical assistance to public and private agencies, individuals, organizations and institutions engaged in activities and programs intended to eliminate discrimination against persons with handicaps.
- B. Take such action as the Commission considers appropriate to insure the equal status of persons with handicaps of every race, creed, color, national origin, age, sex, and sexual preference.
- C. Assure that no otherwise qualified individual with a handicap in the City of Cambridge shall, solely by reason of his or her handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity within the City of Cambridge.

ARTICLE III. MEMBERSHIP

The Commission shall consist of 11 members, all of whom shall be appointed by the City Manager.

Section I. - Composition

The 11-member Commission shall be composed as follows:

- a. One (1) representative from the Cambridge Department of Public Works.
- b. One (1) representative from the Cambridge Department of Human Service Programs.
- c. At least five (5) representatives shall be handicapped residents of Cambridge, representing as many disabilities as possible.
- d. The remaining members shall be parents, friends, providers of services to the handicapped, or other interested residents of Cambridge.

Section II. - Term of Appointment

- a. The initial terms of appointment for members shall be as follows:
 - 1) Department of Public Works - 3 years.
 - 2) Department of Human Service Programs - 3 years.
 - 3) Three members shall serve for a one-year term.
 - 4) Three members shall serve for a two-year term.
 - 5) Three members shall serve for a three-year term.
- b. After the initial terms all members may be appointed by the City Manager for a term of three years to commence at the regular May meeting.

Section III. - Recruitment

- a. One month prior to making appointments to the Commission, the City Manager shall solicit nominations from as many organizations and individuals who represent the handicapped as possible to insure that appointees represent a broad cross-section of interests and disabilities.
- b. The Commission members shall actively recruit, review, and recommend prospective members of the Commisison to the City Manager.

Section IV. - Vacancies

- a. If any member misses three unexcused meetings of the Commission during the year, the position of said member shall be declared vacant, and certification of the vacancy shall be provided to the City Manager. The City Manager shall then proceed to fill said vacancy as soon as possible.
- b. The newly appointed member shall serve until the end of that vacant term, at which time the City Manager may appoint the member for a full term.

ARTICLE IV. MEETINGS

Section I. - Regular Meetings

- a. The Commission will hold at least 10 regular meetings during the year, to be held at a regular time during the month at a location within the City of Cambridge which is accessible to handicapped persons.

- b. Notice of the regular meetings, including the business to be conducted, will be mailed to each member at his or her home address or place of business, one week prior to the meeting.
- c. At the regular meeting in May, the business shall include seating of new members, election of officers, and annual reports.

Section II. - Special Meetings

Special meetings of the Commission may be called by the Chairperson or any two members of the Commission, upon notice to all of the members of the Commission.

Section III. - Quorum

A quorum for the conducting of official business shall consist of a majority of the appointed members. Passage of a motion requires a majority vote of members present.

ARTICLE V. OFFICERS

Section I. - Election

Officers of the Commission shall consist of a Chairperson and a Secretary, to be elected for a term of one year. An individual may serve no more than two (2) consecutive terms in office.

Section II. - Duties

- a. Chairperson - The duties of the Chairperson shall be to set the agenda for meetings of the Commission, to preside at the meetings, and to represent the Commission in an official capacity when necessary.
- b. Secretary - The duties of the Secretary shall be to preside at Commission meetings in the absence of the Chairperson, to assure that meeting notices and agendas are distributed to members, to report to the Commission when a member has missed more than three (3) unexcused absences during the year, and to notify the City Manager when Commission vacancies occur.

ARTICLE VI. AMENDMENTS

These bylaws may be amended at any time by a two-thirds majority of the members, but amendments must be in conformance with the Commission's establishing ordinance.

CAMBRIDGE COMMISSION ON HANDICAPPED PERSONS

BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Cambridge Commission on Handicapped Persons as incorporated into the General Ordinances of the City of Cambridge, Ordinance #927.

ARTICLE II. PURPOSE

The purpose of this organization is to:

- A. Act as a centralizing force in the City of Cambridge by providing information, referral, guidance, coordination, and technical assistance to public and private agencies, individuals, organizations and institutions engaged in activities and programs intended to eliminate discrimination against persons with handicaps.
- B. Take such action as the Commission considers appropriate to insure the equal status of persons with handicaps of every race, creed, color, national origin, age, sex, and sexual preference.
- C. Assure that no otherwise qualified individual with a handicap in the City of Cambridge shall, solely by reason of his or her handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity within the City of Cambridge.

ARTICLE III. MEMBERSHIP

The Commission shall consist of 11 members, all of whom shall be appointed by the City Manager.

Section I. - Composition

The 11-member Commission shall be composed as follows:

- a. One (1) representative from the Cambridge Department of Public Works.
- b. One (1) representative from the Cambridge Department of Human Service Programs.
- c. At least five (5) representatives shall be handicapped residents of Cambridge, representing as many disabilities as possible.
- d. The remaining members shall be parents, friends, providers of services to the handicapped, or other interested residents of Cambridge.

Section II. - Term of Appointment

- a. The initial terms of appointment for members shall be as follows:
 - 1) Department of Public Works - 3 years.
 - 2) Department of Human Service Programs - 3 years.
 - 3) Three members shall serve for a one-year term.
 - 4) Three members shall serve for a two-year term.
 - 5) Three members shall serve for a three-year term.
- b. After the initial terms all members may be appointed by the City Manager for a term of three years to commence at the regular May meeting.

Section III. - Recruitment

- a. One month prior to making appointments to the Commission, the City Manager shall solicit nominations from as many organizations and individuals who represent the handicapped as possible to insure that appointees represent a broad cross-section of interests and disabilities.
- b. The Commission members shall actively recruit, review, and recommend prospective members of the Commission to the City Manager.

Section IV. - Vacancies

- a. If any member misses three unexcused meetings of the Commission during the year, the position of said member shall be declared vacant, and certification of the vacancy shall be provided to the City Manager. The City Manager shall then proceed to fill said vacancy as soon as possible.
- b. The newly appointed member shall serve until the end of that vacant term, at which time the City Manager may appoint the member for a full term.

ARTICLE IV. MEETINGS

Section I. - Regular Meetings

- a. The Commission will hold at least 10 regular meetings during the year, to be held at a regular time during the month at a location within the City of Cambridge which is accessible to handicapped persons.

- b. Notice of the regular meetings, including the business to be conducted, will be mailed to each member at his or her home address or place of business, one week prior to the meeting.
- c. At the regular meeting in May, the business shall include seating of new members, election of officers, and annual reports.

Section II. - Special Meetings

Special meetings of the Commission may be called by the Chairperson or any two members of the Commission, upon notice to all of the members of the Commission.

Section III. - Quorum

A quorum for the conducting of official business shall consist of a majority of the appointed members. Passage of a motion requires a majority vote of members present.

ARTICLE V. OFFICERS

Section I. - Election

Officers of the Commission shall consist of a Chairperson and a Secretary, to be elected for a term of one year. An individual may serve no more than two (2) consecutive terms in office.

Section II. - Duties

- a. Chairperson - The duties of the Chairperson shall be to set the agenda for meetings of the Commission, to preside at the meetings, and to represent the Commission in an official capacity when necessary.
- b. Secretary - The duties of the Secretary shall be to preside at Commission meetings in the absence of the Chairperson, to assure that meeting notices and agendas are distributed to members, to report to the Commission when a member has missed more than three (3) unexcused absences during the year, and to notify the City Manager when Commission vacancies occur.

ARTICLE VI. AMENDMENTS

These bylaws may be amended at any time by a two-thirds majority of the members, but amendments must be in conformance with the Commission's establishing ordinance.

S-545

COMMISSION BYLAWS OF THE COMMISSION
ON THE HANDICAPPED PERSONS

Sept. 8, 1982