BY LAWS
DENVER COMMISSION FOR PEOPLE WITH DISABILITIES

ARTICLE I
Mission and Purpose

The mission of the Denver Commission for People with Disabilities is to promote and enhance equality for people with disabilities through empowerment, advocacy and education by working with the community, and City and County of Denver officials and employees who have the ability to affect change.

ARTICLE II
Powers and Duties

The Commission shall:

1) Advise the Mayor, Executive Director of the Agency for Human Rights and Community Relations (HR/CR), and Director of the Denver Office of Disability Rights (DODR) on issues and opportunities as they relate to people with disabilities.

2) The Commission shall advocate on behalf of people with disabilities by recommending necessary procedures, programs, legislation or administrative action to promote universal design and equal rights and opportunities for people with disabilities.

3) Annually develop and present goals and objectives of the Commission to the Executive Director of HR/CR, the Advisory Board, and the Director of DODR.

4) Elect one individual as their delegate to the HR/CR Advisory Board and one individual as their alternate delegate.

ARTICLE III
Membership

1) Number of Members
    a) The Denver Commission for People with Disabilities (DCPD) shall consist of thirteen (13) appointed Commissioners.

2) Appointment and Removal/Resignation of Commissioners
    a) Appointment to the DPCD shall be made by the Mayor and confirmation by City Council in accordance with the City ordinance.

b) Any Commission member with three (3) or more unexcused absences from scheduled Commission meetings or unexcused absences at Committee meetings shall be referred to the Executive Committee and the HR/CR Executive Director for potential disciplinary action which may include a recommendation to the Mayor for termination.
    (1) Excused absence is defined as giving notification of one's absence to the DCPD Chairperson before the meeting occurs.
    (2) Unexcused absence is defined as giving no notification of one's absence to the DCPD Chairperson before the meeting occurs.
    (3) Members may be subject to being recommended to the Mayor for removal due to failure to attend DCPD meetings or to carry out his or her Commission responsibilities appropriately.
    (4) Written notice of early termination will be provided by the Mayor to the Commission member, the Commission Chairperson and to the Director of Denver's Office of Human Rights & Community Relations.
        A. The exception to this is as follows: Up to a four month leave of absence may be granted to a DCPD Commissioner for personal or family related medical reasons.

c) A member may resign his or her membership at any time by providing a written notice to the Director of Boards and Commissions and to the Commission Chair.

3) Qualifications of Commissioners
    a) Qualifications of Commissioners shall be as follows: a majority of the Commission shall be comprised of a diverse cross-section of people with disabilities; the remaining Commission positions shall be filled by employees of the City & County of Denver, representatives from the private sector who provide services to people with disabilities, and/or those who have a close association with someone with a disability.

4) Terms of Commissioners
    a) The terms of the Commissioners shall be two (2) years. The terms shall be staggered so that one half (1/2) of the membership is appointed one year, and one half (1/2) plus one of the membership is appointed the following year. In the event of the death, resignation, or removal of any member, his/her successor shall be appointed in the manner provided for original appointment, to serve for the unexpired portion of the term for which such member has been appointed.
    b) Members may serve no more than two (2) consecutive terms.
    c) Members who fill an unexpired term do not count that term toward the maximum of two (2) consecutive terms.

ARTICLE IV
Meetings

1) Frequency

   The DCPD shall meet at least eleven (11) times per year, the first Tuesday of each month, 5:30-7:00 PM, unless special circumstances warrant a change of day and/or time.

2) Quorum

   A quorum shall consist of 51% of the currently appointed Commissioners. A quorum must be present in order to make any decision requiring a vote.

3) Notification of Meetings
   a) Commissioners and the general public shall be advised of regular Commission meetings by a notice. An agenda will be provided with the notice no later than one (1) week before the meeting.
   b) Commissioners and the general public shall be advised of Committee meetings by a notice given no later than one (1) week prior to the meeting.
   c) Special meetings of the Commission may be called by the Chairperson forty-eight (48) hours in advance.
   d) All Commission and Committee meetings shall be open to the public per Denver ***Code 1950, § 114.3; Ord. No. 775-07, § 2, 12-26-07.***

4) Robert's Rules of Order

   The Commission shall abide by Robert's Rules of Order.

ARTICLE V
Officers

1) Officers and Advisory Board Representative
   a) The officers of the Commission shall be Chairperson, Vice-Chairperson, Secretary, Communications Officer and Treasurer. The duties of each office are detailed as follows, with terms to be staggered as determined by the Commissioners.
   b) The Human Rights and Community Relations Advisory Board delegate and alternate delegate will be chosen by the Commissioners by election of a majority vote and will serve a two (2) year term beginning in January.

.

2) Chairperson shall:
   a) Be selected when needed by a majority vote of the Commission members and serve a term of one (1) year and no more than two (2) consecutive terms.
   b) Preside over the meetings of the Commission.
   c) Set the agenda for Commission meetings.
   d) Appoint task force and committee chairpersons.
   e) And perform all other duties as prescribed in these bylaws.

3) Vice Chairperson shall:
    a) Be selected when needed by a majority vote of the Commission members and serve a term of one (1) year and no more than two (2) consecutive terms.
    b) In the absence of the Chairperson, set the Commission meeting agenda and preside over the meetings of the Commission.
    c) Fulfill additional duties as needed.

4) Secretary shall:
    a) Be selected when needed by a majority vote of the Commission members and serve a term of one (1) year.
    b) Record and distribute official minutes of the prior Commission meetings.
    c) Record and distribute official minutes of the Executive Committee meetings to the Commissioners.
    d) Review and maintain official documents and records of the Commission. Including, but not limited to, sign-in sheets, to be used to track attendance for minutes, and email addresses to be submitted to the communications officer for persons who with to be added to the Interest List.
    e) If the Secretary is unable to record minutes at a meeting, the alternate delegate to the HR/CR Advisory Board, or an equally suitable designee shall record the official minutes of the meeting.
    f) Fulfill additional duties as needed.

5) Communications officer shall:
    a) Be selected when needed by a majority vote of the Commission members and serve a term of one (1) year.
    b) Be responsible for maintaining official DCPD email accounts, including but not limited to:
        (1) Maintaining passwords, and changing them when a new officer is elected to the position a given email account is associated with.
        (2) Using the communications officer email account for official DCPD communications.
        (3) Any other efforts required to maintain these accounts.
    c) Be responsible for maintaining DCPD Communication lists, including but not limited to:
        (1) Interest Email List (to be updated with new persons from the Sign-in sheets, and by removal of any person who asks to be removed).
        (2) Commissioner Communications List
        (3) Executive Committee Communications list
        (4) Commissions Contact List (including the Commission name and the Chair name and contact information) for all HR/CR Commissions
        (5) A list of the names and term dates of all active DCPD Commissioners
        (6) Any other lists or information needed.
    d) Issue Interest Emails upon request, provided said requests are appropriate and properly formatted for distribution.

e) Fulfill additional duties as needed.

6) Treasurer shall:
   a) Be selected when needed by a majority vote of the Commission members and serve a term of one (1) year.
   b) Maintain the financial records of the Commission.
   c) Create and manage an annual budget for the Commission, running from January 1 to December 31.
   d) Provide a monthly financial report to the Commission.
   e) Fulfill additional duties as needed.

ARTICLE VI
Committees and Taskforces

The bulk of the work of the Commission is done through committees. All Commissioners are expected to serve on at least one Committee.

1) Executive Committee
   a) There shall be an Executive Committee of the Commission consisting of Chairperson, Vice Chairperson, Secretary, Treasurer, Communications Officer, and the delegate to the HR/CR Advisory Board. The Executive Committee shall meet at least quarterly, or as often as needed.
   b) The Executive Committee, other than the quarterly, can meet upon a motion that is passed. Following passage of the motion, the Chair will set the date and time, and call the meeting.
   c) Executive Committee may meet by telephone (either audio, video, or both) if all members of the Executive Committee agree.
   d) All Executive Committee meetings are open, per Denver ***Code 1950, § 114.3; Ord. No. 775-07, § 2, 12-26-07*.**
      (1) The exception to this is when personnel issues are being discussed.
         A. At such times, non-Executive Committee members will be asked to leave the room during personnel discussions.
      (2) The minutes of Executive Committee meetings shall become a part of the Commission meeting records.
         A. Personnel issues will not be noted in the minutes.

2) Committees and Taskforces
   a) May be established and dissolved by the Commission Chair, Executive Committee, and/or by the Commission, subject to approval by the full Commission. Commissioners appointed to committees and/or taskforces may select interested persons from the community to serve on those committees and/or taskforces.

(1) All committees shall be chaired by a Commissioner, provided a Commissioner is available. When necessary, a non-Commissioner can be designated Chair Pro-tem until a Commissioner becomes available, or until that Chair becomes a Commissioner.
    A. Committees can be comprised of non-commissioners with at least one Commissioner as a chair.
(2) A committee shall be established to study, evaluate and report on areas of special interest to the Commission.

b) Standing committees shall include, but not be limited to, Executive, Emergency Services, Outreach, and Events.
c) All meetings shall be announced to the full Commission and interested persons with advance notice. All meetings will be open to those who wish to attend.
d) Committee Chairs shall report at each meeting of the full Commission the actions and/or progress their respective Committees have made since the last meeting of the Commission. A brief written electronic report is to be submitted to the Secretary of the Commission, at or before the meeting, to be included with the Commission's meeting minutes.

ARTICLE VII
Decision Making

1) By-Laws changes

These by-laws may be amended by a two-thirds (2/3) vote of all Commission members provided that each Commission member is provided a copy of the proposed changes at least fourteen (14) calendar days prior to such a vote.

2) Agenda

The deadline for placing items on the agenda is the third Friday of the month. Items on the agenda are determined on a first come-first-served basis. There may be emergency agenda items which may be placed onto the agenda at the discretion of the Chair and/or Executive Committee.

The agenda shall be sent to the Commissioners by the Tuesday before the meeting. The time allotted for a guest speaker and each agenda item is to be determined by the Chair and/or the Executive Committee when the agenda is being drafted.

3) Voting

Issues will be determined in one of four ways:

a) Voice Vote in person. If the Chair is aware of sufficient opposition on an issue, the Chair will ask if the opposition requires a roll call vote. If there is at least one vote for a roll call vote, there will be a roll call vote; if there is no opposition, no roll call vote will be taken. A vote will be determined by majority, defined for voting as 51% of the attending quorum of Commissioners.
    (1) The Chair can allow more time to resolve the issue if the Commission believes more time should be taken. If the issue cannot be resolved, Commissioners can vote to have the issue tabled and/or sent to the Executive Committee for further discussion and a recommendation. Upon

request, the Executive Committee will make a recommendation for resolution of an issue to the Commission at its next meeting.

b) Conference Call. A vote may be taken by conference call, either audio, video, or both, provided that there is a quorum of Commissioners present on the call.
   (1) There will be a roll call vote for all conference call votes. A vote will be determined by majority, defined for voting as 51% of the attending quorum of Commissioners.
   (2) The Chair can allow more time to resolve the issue if the Commission believes more time should be taken. If the issue cannot be resolved, Commissioners can vote to have the issue tabled and/or sent to the Executive Committee for further discussion and a recommendation. Upon request, the Executive Committee will make a recommendation for resolution of an issue to the Commission at its next meeting.

c) Proxy. In the event that a Commissioner is unable to attend a meeting wherein a vote is expected to be taken, said Commissioner may assign his/her proxy vote to a fellow Commissioner provided that the Commissioner who will be absent gives written permission to the fellow Commissioner in writing (hand written or emailed) and a copy is provided to the Commission Chair before the meeting takes place.

d) Email. A vote may be taken by Email. An Email vote on an issue may be posed to the full Commission by the Chair or Vice Chair.
   a) When an Email vote is posed to the Commission, the Chair or Vice Chair must require a response to said vote within 2 business days of Email being sent.
      A. Email votes must be sent by hitting REPLY ALL so that all Commissioners witness the votes being cast.
      B. Any Email vote sent only to the Chair or Vice Chair, whichever initiated the Email vote, shall be forwarded to the full Commission by the Chair or Vice Chair.
   (2) Discussion allowed.
      A. Commissioners must respond within 2 business days of Email being sent by Commission Chair/Vice Chair OR a Commissioner may request discussion.
         (i) In the event that a Commissioner requests discussion of the issue being voted upon, the full Commission may hold a discussion via Email. The discussion may transpire for 2 business days.
         (ii) Email votes must then cast by Commissioners within 2 business days following the close of discussion of the issue.

   (3) If the Chair or Vice Chair becomes aware of sufficient opposition on an issue, the Chair or Vice Chair can allow more time to resolve the issue if the Commission believes more time should be taken. If the issue cannot be resolved, Commissioners can vote to have the issue tabled and/or sent

to the Executive Committee for further discussion and a recommendation. Upon request, the Executive Committee will make a recommendation for resolution of an issue to the Commission at its next meeting.

4) Minutes
    a) The minutes will be placed on the agenda for approval. The Secretary or another Commissioner designated by the Commission will be responsible for taking the Commission minutes.
    b) The minutes shall include:
        (1) Names of Commissioners and guests present
        (2) Names of Commissioners absent, noting excused and unexcused absences.
        (3) Starting and ending times
        (4) Names of guest speakers
        (5) Treasurer's report
        (6) Committee Reports
        (7) Issues discussed and outcome of the discussion, including all motions made.
    c) A draft of the previous meeting's minutes shall be distributed no later than one (1) week prior to the meeting.
5) Roll Call
    a) At the beginning of each meeting, the Commission Secretary or the designee will conduct a roll call of those Commissioners present.
    b) If a quorum has not been established at the beginning of the meeting, the Secretary shall inform the Chair of any Commissioner entering the room during the course of the meeting, and will inform the Chair when a quorum has been met.
6) Debated Issues

    Debate should be limited to the allotted time on the agenda. The Chair may allow additional time for debate based on the facts and circumstances of an issue upon the table.
7) Rapid Response
    a) When issues arise on the local, regional, state or national level which positively or negatively affect the lives and welfare of people with disabilities and which require a stated position by the Commission, the position of the Commission is to be clearly written by the person bringing the issue(s) to the Commission's attention. The Commission Secretary shall keep record of all responses.
    b) Voting on rapid response issues shall follow the protocols outlined in Article VII, Section 3.