



Bylaws

Article I. NAME

- A. The name of this Commission shall be the Denver Commission for People with Disabilities (hereinafter to as the “DCPD Commission” or as the “Commission”).
- B. The principal office of the Commission shall be the Agency for Human Rights and Community Partnerships of the City and County of Denver.

Article II. MISSION AND PURPOSE

- A. Mission. The Denver Commission for People with Disabilities shall 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 can affect change.
- B. Purpose. The purposes of the commission are to:
 - a. Advise the HRCP executive director and the mayor on its respective constituent groups’ special issues and opportunities.
 - b. Recommend necessary procedures, programs legislation or administrative action and to promote equal rights and opportunities for the people of the city to the HRCP executive director.
 - c. Develop and present the goals and objectives of the commission to the executive director and the advisory board annually.
 - d. Provide, as requested by the agency, input to the office directors regarding annual goals, priorities, and objectives.
 - e. Develop and adopt bylaws concerning internal affairs, including, without limitation, membership qualification, governance, and operation of the Commission. All bylaws, including any amendments there to, are subject to the executive director’s approval.
 - f. Provide, as requested by the agency, input to office directors regarding annual goals, priorities, and objectives.

Article III. MEMBERSHIP

- A. Number. The Commission shall consist of no less than seven (7) and no more than twenty-one (21) members. All members of the Commission (commissioners) shall be appointed by the mayor and confirmed by City Council acting by resolution.
- B. Composition. Appointments with the Commission shall mirror, as much as possible, the demographics of the population of Denver County. Demographic considerations for each commission should include ethnicity, gender, race, age, sexual orientation, disability, political viewpoints and affiliations, and geographic location. Each commission will track relevant demographic information and commissioner skill on a diversity matrix to identify areas for targeted recruitment efforts annually.
- C. Terms. The terms of the commissioners shall be three (3) consecutive years. No commission member may serve more than three (3) consecutive terms. The terms shall be staggered so one-third (1/3) of the commissioners are appointed each year. In the event of the death or resignation of any

commissioner, the successor shall be appointed in the manner provided for original appointment, and that successor will serve under that appointment for the remaining portion of the unexpired term.

- D. Resignation. A commissioner may resign his/her/their membership at any time by providing written or email notice to both the Director of Boards and Commissions of the City and County of Denver and the Chairperson of the commission.
- E. Removal. A Commissioner may be removed by the Mayor for cause upon recommendation of the commission. Cause shall include, but not limited to, one of the following:
- a. Failure to attend at least 75%, or 3 unexcused absences, of regularly schedule commission meetings during a 12-month period.
 - i. Unexcused absence is not notifying the Chair or Staff Liaison of the absence.
 - ii. Excused absence is notifying the Chair or Staff Liaison via phone or email they will be absent from the meeting.
 - iii. Attendance will be managed by the Communication and Recruitment subcommittee.
 - iv. The Executive Board and Staff Liaison will record all reports of absence.
 - v. Inclusion Protocol for excessive absences:
 1. Attendance oversight will be led by the Communication and Recruitment subcommittee.
 2. In cases where absences exceed participation expectations, the following inclusion protocol will be initiated.
 - a. Notification after two absences
 - b. A final written notification explaining the Commission's removal procedures
 - c. A removal hearing will be held with the full commission to determine the outcome
 - b. Missing 50% of subcommittee meeting over six months as unexcused.
 - c. Neglect of duty, inefficiency, official misconduct, or malfeasance in office.
- F. Staff Liaison. The commission staff liaison shall be ex-officio, non-voting member of the Commission.
- G. Commissioner Responsibilities. Commissioners are expected to:
- a. Actively participate in meetings and subcommittees
 - b. Respond promptly to communications and follow through on commitments
 - c. Represent the commission positively in public and support its strategic goals
 - d. Engagement may be reviewed during annual officer elections or planning sessions ensuring Commission goals are at the forefront
- H. Policy Disagreement. Disagreement over policies, including those affecting the disability community, is not in itself discriminatory. Commissioners are encouraged to engage in respectful debate and express a range of perspective. However, dismissing, isolating or retaliating against someone due to their policy stance, especially in a manner tied to their identity or background, may constitute discrimination or abuse of authority.
- a. Violations of this code may be grounds for disciplinary action, including removal, as outlined in Article III, Section E of these bylaws.
- I. Role of a Commissioner. Commissioners serving on the Denver Commission for People with Disabilities shall be regarded as public servants and civic leaders committed to advancing accessibility, equity, and inclusion throughout the City and County of Denver. Commissioners are expected to serve with integrity, uphold the values of public trust and accountability, and contribute actively to the work of the commission in both internal and external forums. This role is a voluntary public service, grounded in principles of justice, equity, and representative leadership. Meaning, this role is devoid of any compensation or remuneration for participation or representation in public or private gatherings, including but not limited to, speaking agreements, speaking engagements, appearances, etc. The role of a commissioner includes:
- a. Representing the interests and lived experiences of individuals with disabilities across the city and county.

- b. Providing informed advice and recommendations to City leadership on policies, programs, and systemic barriers.
- c. Supporting the Commission's strategic initiatives in alignment with the mission of the Agency for Human Rights and Community Partnerships (HRCP).
- d. Promoting civic engagement, disability justice, and intersectional advocacy through collaboration, education, and outreach.

Article IV. MEETINGS AND QUORUM

- A. Number. The commission should meet at least ten (10) times per year.
- B. Open Meetings & Sunshine Law. All commission meetings will be in accordance with the [Colorado Sunshine Law](#) . This includes meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance. Forty-eight (48) hour notice will be provided to the public.
 - a. Public notice shall include prominent posting via DCPD website and will include, at a minimum, the date, time and place of the meeting and a general description of the subject to be discussed.
 - b. All meetings of a quorum or three (3) or more members of any local public body, whichever is fewer, at which any public business is discussed or at which any formal action may be taken are declared to be public meetings always open to the public. Subcommittees and Leadership meeting information will be shared back during the commission meetings.
 - c. The minutes of all commission meetings must be promptly recorded and are considered public record open to inspection. Approved meeting minutes will be posted on the commission webpage.
- C. Parliamentary Authority. If deemed necessary by the Chairperson to provide an orderly process in which to conduct the business of the Commission, the rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Commission in all cases to which they apply and are not inconsistent with these Bylaws or any special rules of order the Commission may adopt.
- D. Participation. A commissioner may fully participate in a meeting of the Commission via telephone or electronically is deemed to be present.
- E. Quorum. A majority of the commission members of record shall constitute a quorum at a meeting of the Commission. A quorum is presumed to exist unless called; however, in no event shall any official business take place with less than one-half (1/2) of voting members present. IN the absence of the quorum as stated, the Chairperson may adjourn the meeting for up to thirty (30) days without further notice.
- F. Voting. Each appointed commission member has one vote. The only members permitted to vote are appointed commissioners. No voting by proxy shall be allowed. When a quorum is present at any meeting, the affirmative vote of a majority of those present shall decide any question brought before such meeting unless a different vote is required by ordinance or these bylaws, in which case such express provision shall control.
 - a. The Chairperson may request a telephone ballot be taken on matters requiring immediate decision. All members and the public will be notified via the DCPD website of the call-in number and time at least forty-eight (48) hours before this action and a simple majority of all members is required to carry official action under this procedure. A record of this vote shall be maintained.

Article V. OFFICERS

- A. Composition. Officers of the Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary.
- B. Elections. The annual election of officers shall take place at the December or January meeting of the Commission. Any current Commissioner with at least one year remaining on their term may be elected

as an officer, provided such an election does not violate the officer term limitations. A vacant office may be filled by election at any regular meeting of the Commission.

- a. Only appointed members of the Commission are eligible to hold office.
 - b. Officers may act as mentor for candidates interested in taking office for up to six (6) months prior to election. This is an extended role of the recruitment subcommittee.
- C. Officers. All officers may delegate duties as needed to ensure commission business continues in the event of absences.
- a. Chairperson: The chairperson shall preside at meeting of the Commission and facilitate discussion and official business, encouraging participation of all members to represent the Commission on an ad hoc basis to represent the Commission for special purposes. The Chairperson will also supervise the implementation of Commission decisions.
 - i. The Chairperson shall be elected for one-year terms of office, subject to confirmation by the HRCP Executive Director. The Chairperson may be elected for two (2) successive terms to their same offices. If a commissioner fills the position of Chairperson due to a mid-term vacancy, the commissioner will still be eligible to serve up to three (3) full one-year terms in the same office.
 - b. Vice-Chairperson. The Vice-Chairperson shall perform such duties and possess such powers from time to time assigned by the Commission or by the Chairperson. In the absence or inability of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
 - i. The Vice-Chairperson shall be elected for one-year terms of office, subject to confirmation by the HRCP Executive Director. The Vice-Chairperson may be elected for two (2) successive terms to their same office. If a commissioner fills the position of Vice-Chairperson due to a mid-term vacancy, the Commissioner will still be eligible to serve up to three full one-year terms in the same office.
 - c. Secretary. The Secretary shall give, or cause to be given, notice of all commission meetings and shall attend all such meeting and keep a record of their proceedings. The Secretary shall occasionally perform other duties as assigned by the Chairperson.
 - i. The Secretary shall be elected for a one-year term of office. The Secretary may be elected for three (3) successive terms to their same office.
 - d. When an Officer's seat becomes vacant, the seat may be filled by:
 - i. Path of Chain of Command i.e. Vice-Chair, Secretary, with a vote to replace the Secretary office.
 - ii. Nomination.
- D. Delegated Positions. The following position are delegated rather than elected officers for the Commission.
- a. Advisory Board Delegate: The Commission shall elect a delegate to the HRCP Advisory Board and one (1) individual as their alternate delegate. The alternate delegate shall attend if the primary delegate cannot attend a scheduled meeting or perform their duties. The Advisory Board Delegate and Alternate shall be elected for one (1) year term of office. The advisory Board Delegate and Alternate may be elected for six (6) successive terms to their same offices.
 - b. Legislative Delegate: The Commission shall identify a Commission Legislative Delegate to participate in monthly meetings, receive ad-hoc emails of legislative updates, and report legislative information to and from the Commission as needed. The Legislative Delegate shall be elected for a one (1) year term of office. Legislative Delegates may be elected for six (6) successive terms to their same office.

Article VI. COMMITTEES

- A. Executive Committee. There shall be an Executive Committee of the Commission consisting of the Chairperson, Vice-Chairperson, Secretary and Chairperson of any committees or subcommittees that may be appointed and delegated to the HRCP Advisory Board. The Executive Committee may exercise all the authorities delegated to it by the Commission by resolution except as otherwise

prescribed by law. Only members of the Commission shall be voting members of the Executive Committee.

- B. Other Committees. The Commission may designate other committees, including task forces and special projects, as deemed necessary or appropriate and shall prescribe the duties, functions and duration by resolution. Each Commissioner is encouraged to participate in at least one committee.

Article VII. BYLAWS

- A. Each Commission will develop and adopt bylaws concerning internal affairs, including without limitation, membership qualifications, governance, and operation of the commission.
- B. The bylaws shall be amended as necessary to conform to the Charter and Code, Executive orders, fiscal rules, and official policies of the City and County of Denver and the Agency for Human Rights and Community Partnerships.
- C. The bylaws of the Commission shall be subject to alteration, amendment or repeal, and new bylaws may be adopted by a quorum of Commission members as defined above at any regular or special meeting. Notice of proposed changes, edits, or updates will be provided to Commissioners in advance with the meeting notice.
- D. Any amendments or repeals of these bylaws or adoptions of new bylaw shall be submitted to the Executive Director of HRCP for approval.

Article VIII. CODE OF CONDUCT

- A. Commissioners must uphold the highest standards of integrity and professionalism in all Commission-related activities. Each Commissioner shall:
- a. Avoid conflicts of interest and disclose any relationship that may impair objectivity.
 - b. Maintain confidentiality of sensitive information discussed or involving community members.
 - c. Refrain from discriminatory or harassing behavior, including bias or exclusion based on disability, race ethnicity, gender, age, religion, sexual orientation, or other protected characteristics.
 - d. Act with respect and civility toward fellow Commissioners, staff, and the public, including during disagreement or debate.
 - e. Engage in ethical use of their role and City resources (including, but not limited to equipment, facilities, email, etc.).
 - i. Commissioners may not use their position to secure special privileges or exemptions for themselves or others.
 - ii. They must not solicit or accept gifts from individuals or organizations with matters before the Commission.
 - iii. City resources are to be used only for official Commission purposes.
 - f. Speak on behalf of the Commission only when authorized by vote and HRCP.

Attest:

Current Chairperson, Alicia Cooper

Vice-Chairperson, Elena Mendoza

Current Staff Liaison, Leah Huffer-Solomon

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