



DENVER

THE MILE HIGH CITY

Bylaws

ARTICLE I. NAME

- A. The name of this Commission shall be the Denver Commission for People with Disabilities (hereinafter referred 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 & 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 have the ability to affect change.
- B. Purpose. The purposes of the commission are to:
 - 1. Advise the HRCP executive director and the mayor on the special issues and opportunities of its respective constituent groups.
 - 2. Recommend necessary procedures, programs, legislation or administrative action and to promote equal rights and opportunity for the people of the city to the HRCP executive director. (Reference Legislative FAQ – Appendix ___)
 - 3. Develop and present goals and objectives of the commissions to the executive director and the advisory board annually.
 - 4. Provide, as requested by the agency, input to office directors regarding annual goals, priorities, and objectives.
(Ord. No. 283-12, § 1, 6-11-12)

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 Council acting by resolution.
- B. Composition. Appointments to 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 skills on a diversity matrix in order to identify areas for targeted recruitment efforts annually.
- C. Terms. The terms of the members shall be two (2) consecutive years. No commission member may serve more than three (3) consecutive terms. The terms shall be staggered so that one-half (1/2) 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 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 be limited to, one of the following:
 - 1. Failure to attend at least 75% of regularly scheduled Commission meetings during a 12-month period. (REFERENCE APPENDIX for attendance policy.)
- F. Staff Liaison. The commission staff liaison shall be an ex-officio, non-voting member of the Commission.

ARTICLE IV. MEETINGS AND QUORUM

- A. Number. The Commission shall meet at least 10 times per year.
- B. Open Meetings & Sunshine Law. All meetings will be in accordance with the Colorado Sunshine Law (REFERENCE APPENDIX with full text of laws.) This includes:
 - a. Any 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, or is expected to be in attendance, shall be held only after full and timely notice twenty-four hours (24) in advance of such meeting) to the public.

- i. Such public notice shall include prominent posting [on the commission webpage] and at the principal office of such public body, or if no such office exists, at the building in which the meeting is to be held; and
 - ii. Such public notice shall also be filed with and posted on a bulletin board located in a conspicuous place accessible to the public on the first floor of the City and County Building at Colfax Avenue and Bannock Street, Denver, Colorado; and
 - iii. The contents of the public notice shall include, at a minimum, the date, time and place of the meeting and a general description of the subjects to be discussed.
 - iv. Agenda. The posting shall include specific agenda information where possible
 - b. All meetings, defined as “any kind of gathering, convened to discuss public business, in person, telephone, electronically, or by other means of communication,” will be open to the public.
 - c. The minutes of all commission meetings must be promptly recorded and are considered public record open to inspection. Meeting minutes will be posted on each commission’s webpage.
 - d. All meetings of a quorum or three 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 open to the public at all times. This includes subcommittee meetings if three or more members are present.
- 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 are applicable and 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 through the telephone, as long as all members participating in the meeting can hear each other during the meeting. If a commissioner plans to participate via telephone, the commission liaison should be notified within 48 hours notice to set up a conference line and/or technology. While in-person participation is preferred, a member participating by phone 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 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 direct that a telephone ballot be taken on matters requiring immediate decision. All Members and the public must be notified of the call-in number and time at least 48 hours prior to this action and a 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 her/his term may be elected as an officer, provided that such 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.
- 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 meetings of the Commission, and facilitate discussion and official business, encouraging participation of all members. They shall serve as an ex officio member of all committees. They may appoint 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] successive terms to their same offices. In the event that a commissioner fills the position of Chairperson due to a mid-term vacancy, the commissioner will still be eligible to serve up to two full one-year terms in the same office.
 - b. Vice-Chairperson. The Vice-Chairperson shall perform such duties and possess such powers as 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 successive term to their same offices. In the event that a commissioner fills the position of Vice-Chairperson due to a mid-term vacancy, the commissioner will still be eligible to serve up to two 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 meetings and keep a record of their proceedings. The Secretary shall perform such other duties as from time to time may be assigned by the Commission or by the Chairperson.
 - i. The [Secretary] shall be elected for a one year term of office. The Secretary may be elected for four successive term to their same offices.
- D. Delegated Positions. The following positions are delegated rather than elected officers for the Commissions.
 - 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 in the event that the primary delegate cannot attend a scheduled meeting or perform their duties. The Advisory Board Delegate & Alternate shall be elected for a one (1) year terms of office. The Advisory Board Delegate & Alternate may be elected for six (6) successive term to their same offices.
 - b. Legislative Delegate. The commission shall identify a commission legislative delegate to participate in monthly conference calls on the 1st Wednesday of each month at 11:00AM, 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 Delegate may be elected for six (6) successive term to their same offices.

ARTICLE VI. COMMITTEES

1. Executive Committee. There shall be an Executive Committee of the Commission consisting of the Chairperson, Vice-Chairperson, Secretary, and chairpersons of any committees that may be appointed and delegated to the HRCP Advisory Board. The Executive Committee may exercise all of the authority 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.
2. Other Committees. The Commission may designate such 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

1. Each Commission will develop and adopt bylaws concerning internal affairs, including, without limitation, membership qualifications, governance, and operation of the commission.
2. 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.
3. The bylaws of the Commission shall be subject to alteration, amendment or repeal, and new bylaws may be adopted, by the affirmative vote of a majority of a quorum of the members of the Commission at any regular or special meeting. Notice of proposed changes, edits, or updates will be provided to Commissioners in advance with the meeting notice.
4. Any amendments or repeals of these bylaws or adoptions of new bylaws shall be submitted to the Executive Director of HRCP for approval.

Attest:

Ms. Pamela Bisceglia

Current Chairperson or Vice-Chairperson

Dr. Aisha Rousseau

Current Staff Liaison

Date of modification: 09/06/2017

Date of adoption: 10/3/2017

Quorum number: 10/10