The City of Aurora - Advisory Commission on Disabilities

By-Laws
Adopted: 3/11/19

Article 1 Authority and Purpose

Section 1. Authority
The Advisory Commission on Disabilities was established and is governed by Chapter 2, Article VI, Division 11 entitled “Advisory Commission on Disabilities” of the Aurora Code of Ordinances.

Section 2. Purpose
The purpose of these By-Laws is to govern the conduct of the meetings and the business to be performed by the Advisory Commission on Disabilities. A copy of these rules must be filed with the city clerk.

Article 2 Officers

Section 1. Officer Composition
The officers of the Advisory Commission on Disabilities shall consist of Chairman; Vice-Chairman, Secretary and Executive Secretary.

The Chairman and Executive Secretary shall be established pursuant to the authorization ordinance referenced in Article 1 Section 2 herein. The remaining officers shall be elected from the members of the Advisory Commission on Disabilities by majority vote of the full membership on an annual basis. An Annual meeting at which the Advisory Commission on Disabilities will elect Officers shall be held after December 1st and in no case later than March 1st of each year.

Section 2. Vacancies
Any vacancy of Officers may be filled by being appointed by the Mayor.

Section 3. The responsibilities of the Officers include, but are not limited to the following:

Chair:
• Shall preside over all meetings of the Advisory Commission on Disabilities.
• Shall set the agenda at the direction of the Advisory Commission on Disabilities.
• Shall have general charge and supervision of the business and affairs of the Advisory Commission on Disabilities.
• Shall appoint all committees and establish additional committees as deemed necessary.
• Shall serve as a liaison between the committees and the Advisory Commission on Disabilities.
• Shall be responsible for setting the agenda.
• Shall call any special meetings as required.
**Vice-Chair:**
- Shall act as assistant to the Chair.
- Shall fulfill the duties of the Chair in the absence of the Chair.
- Shall fulfill any additional duties as may be assigned.

**Secretary:**
- Shall act as assistant to the Chair.
- Shall fulfill the duties of the Chair in the absence of the Chair and Vice-Chair.
- Shall attend meetings of committees and, when directed by the chairman of said committee, transcribe the minutes thereof.
- Shall maintain an accurate listing of all committee members and contact information.
- Shall record the attendance at all committee meetings.
- Shall fulfill any additional duties as may be assigned.

**Executive Secretary:**
- Shall attend all regular and special meetings of the Advisory Commission on Disabilities and shall keep a record of same and transcribe said record properly for review and approval by the Advisory Commission on Disabilities.
- Shall record the attendance of the Advisory Commission on Disabilities members at the meetings.
- Shall send all notices of regular or special meetings.
- Shall serve in an advisory capacity on all matters before the Advisory Commission on Disabilities.
- Shall maintain an accurate listing of all members’ contact information and terms of office.
- Shall have a copy of ‘Roberts Rules of Order’ available at all official Advisory Commission on Disabilities meetings.
- In absence of the Secretary, shall fulfill their duties.

Section 4. In the event the Chairman, Vice-Chairman, or Secretary of the Advisory Commission on Disabilities should be absent or unable for any reason to attend to the duties of the office, the members of the Advisory Commission on Disabilities may at any regular meeting, or at any special meeting called for such purpose, elect a Chairman Pro tem, or other officer as the case may be, who shall attend to all duties of such officer until such officer shall return or be able to perform said duties.

**Article 3  Meeting Details**

Section 1. The official meetings of the Advisory Commission on Disabilities are typically as follows:
- Location: 5th Floor Conference Room of City Hall (44 E. Downer Place)
- Starting Time: 6pm
• Duration: Meetings can last as little as 30 minutes or as long as 1.5 hours depending on the number or complexity of agenda items.

Section 2. Meetings may be canceled or the location or start time changed at the discretion of the Chairman and pursuant to the Open Meetings Act.

Article 4 Conduct of Business

Section 1. Roberts Rules
The current available edition of “Robert’s Rules of Order” will be used during regular and special meetings except as modified by these By-Laws or by the authorization ordinance referenced in Article 1 Section 2 above.

Section 2. All regular and special meetings of the Advisory Commission on Disabilities shall be open to the general public, and shall comply with the Open Meetings Act.

Section 3. Order of Business
The Order of Business shall generally be as follows:
• Roll Call of Members
• Minutes of the previous meeting
• Old Business
• New Business
• Adjournment

All revisions, substitutions, and additions to the order of the announced agenda shall be made by a consensus of the Advisory Commission on Disabilities.

A motion shall be made and seconded with action being taken by roll call vote to dispense with any item on the Agenda.

Article 5 Adoption and Amendments

Section 1. Adoption of these By-Laws shall be by a majority of those members present.

Section 2. Amendments of these By-Laws shall be proposed at a regular meeting at least one (1) month prior to voting. Recommendation/Approval shall be by a majority vote of the members in attendance and subject to approval of the City Council.

This document shall be filed with the Executive Secretary and with the City Clerk’s Office of the City of Aurora upon its adoption by the Advisory Commission on Disabilities.
PRESENTED to the ______________________ this _____ day of ______, 20_____  
ADOPTED by the _______________________________ on _____, 20_____  

__________________________________________  
Chairman  

__________________________________________  
Notary Public  
My Council expires _________________, 20_____  

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