

LARAMIE ADVISORY COMMISSION ON DISABILITIES
BY-LAWS

ARTICLE I. NAME

In accordance with Laramie Municipal Code 2.52 the name of this commission shall be Laramie Advisory Commission on Disabilities and further referenced as (LACD).

ARTICLE II. OBJECT

The object of this commission is reflected as follows:

Duties and Powers

- A. Review accessibility and other related issues of individuals with a disability in the general community, discuss and make recommendations on how such issues might be resolved
- B. Disseminate information to the public to promote awareness of multiple advantages of accessibility of structures, programs, employment practices, and services for individuals with a disability
- C. Serve as a grievance board concerning alleged city structural or program discrimination whenever a hearing is provided for by law, according to the municipal code regarding such grievances
- D. Work with the city council or designee to develop a self-evaluation study to determine any physical barriers, problems with delivery of services, employment practices, and/or other activities and programs offered by the city
- E. Work with the city council or designee to develop a transition plan for any concerns identified under the evaluation study or the grievance procedures. The plan shall call for all nonstructural concerns to be corrected within one year and all structural concerns to be corrected within three years or sooner, if required by applicable law
- F. Act in an advisory capacity to the city council on all matters of city policy respecting persons who have a disability
- G. Advise and assist the city administration and city council in compliance with the Americans with Disabilities Act and other applicable laws.

ARTICLE III. MEMBERS

Section 1. The Laramie Advisory Commission on Disabilities shall be composed of nine seated members who shall serve without compensation. At least three members of the commission shall have a disability or be related to a person who has a disability or work with a person who has a disability. Three members of the commission shall be nondisabled.

Section 2. The term "disabled" as used in these by-laws refers to a person with a physical or mental impairment which substantially limits the individual in caring for oneself, with respect to manual tasks, in walking, hearing, speaking, breathing, learning, or in working. It includes all individuals with a disability or handicap as defined under applicable law.

Section 3. A non-voting city council member shall serve on the commission, solely in an advisory capacity, as a liaison between the board and the city council.

Section 4. A non-voting city employee shall serve as a liaison between the board and the city. The

City Employee shall take the minutes of each meeting, unless the board designates a voting member to do so and shall circulate said minutes to commission members and to the city council.

Section 5. The members of the commission shall be appointed by the city council for terms of three years. Members may serve multiple terms at the discretion of the city council.

ARTICLEIV. OFFICERS

Section 1. The officers of the commission shall be a chairperson and a vice-chairperson. The officers shall be voting members of the commission. The Chair or Vice-chair shall preside at all meetings. Robert's Rules of Order shall govern the conduct of all meetings.

Section 2. Within thirty days after the initial and each annual appointment, the commission shall convene for the purpose of electing officers in a manner approved by the commission. Each officer shall hold office until a successor has been elected.

ARTICLEV. MEETINGS

Section 1. Regular Meetings. The commission shall establish a regular meeting date, time and place, and shall hold meetings with notice to all employees. The regular meetings shall not be less frequently than quarterly.

Section 2. Special Meetings. The commission shall hold special meetings at the call of the Chair or upon the request of the members. Notice of special meetings shall be given to each member by any means reasonable a day before the meeting is to be held in accordance with the Open Meeting Act in W.S. 16-.

Section 3. Procedure. The Chair or Vice-chair shall preside at all meetings. Robert's Rules of Order shall govern the conduct of all meetings.

Section 4. Confidentiality. All meetings shall be open to the public. All information must be reduced to a form which one cannot ascertain specific facts about any specific individual without written consent.

Section 5. Electronic Communication. General information, updates and drafts may be circulated electronically to commission members. A copy of such shall be kept by the City of Laramie liaison for reference. Voting on measures shall not be conducted electronically.

Section 6. Quorum. A majority of the seated commission shall constitute a quorum for the transaction of business, and the concurring vote of at least the majority of members shall be necessary to take action by the commission. Any commission meeting at which a quorum is not present may be cancelled.

ARTICLE VI. VACANCIES AND REMOVAL OF MEMBERS

Section I. Vacancies on the commission shall be filled by the city council for the unexpired term of any member whose term becomes vacant.

Section 2. Any member of the commission who has two consecutive absences, in which

they did not give notice to the commission that they were going to be absent, is deemed to have resigned from the commission at the termination of the second meeting where he or she was absent.

Section 3. Any member of the commission may be removed by a majority vote of the city council whenever it appears in the sole discretion of the council that such removal would be in the best interests of the city.

ARTICLE VII. PARLIAMENTARY AUTHORITY

Section 1. The most recent edition of “Robert’s Rules of Order” shall be the parliamentary rules of the Commission as stated in Article 5. Section 3.

ARTICLE VIII. AMENDMENTS

Section 1. These by-laws may be amended from time to time by majority vote of the commission, subject to the approval of the city council. No amendment is effective until it is approved by resolution of the city council.

Approved by Laramie Advisory Commission on Disabilities

Chair of Laramie Advisory Commission on Disabilities

Date

Approved by Laramie City Council Resolution 2022-xx

Paul Weaver, Mayor and President of Laramie City Council

Date

Attest:

Nancy Bartholomew, CMC, City Clerk

Date