

## **FAIRHAVEN COMMISSION ON DISABILITY**

Meeting Minutes April 18, 2024

Held at Town Hall, 40 Center St., Fairhaven, MA 02719

**Contact:** [cod@fairhaven-ma.gov](mailto:cod@fairhaven-ma.gov)

Present: Town Hall: Eleanor Chew (Chair), Pamela Whynot (Vice-Chair), Glenn Gabbard (Treasurer), Donna Lavellee (Secretary), Ronnie Medina and Krystal Lunn. Keith Silvia (Select Board Member)

Absent: Cara Viveiros, AnneMarie Chagnon

Remote Participants: None

Guests: Fairhaven Cable TV

**I. CALL TO ORDER:** Eleanor Chew read the call to meeting state guidelines, the closed captioning announcement, and called the meeting to order at 6:03 p.m.

**II. REVIEW OF DRAFT OF PROPOSED BY-LAWS:** Eleanor recommended the By-Laws DRAFT be reviewed and voted upon article by article.

List of Documents & Exhibits Used in This Meeting:

- By-Laws DRAFT
- By-Laws DRAFT with Edits By Glenn Gabbard
- Boards and Committees Handbook Town of Fairhaven
- Massachusetts General Law, Part I, Title VII, Chapter 40, Section 8J

Article I: Eleanor Chew proposed Article I read as follows: "As part of the network of Commissions on Disability coordinated by the Massachusetts Office on Disability, the purpose of Fairhaven's Commission is to coordinate and/or carry out programs designed to bring about full and equal participation for people with disabilities in all aspects of town life."

The proposed language of Article I was read by Eleanor Chew. Glenn Gabbard provided the commission with a hard copy of the proposed by-laws as well as a hard copy of his suggested edits/revisions with the following edits/suggested revisions to Article I: (1) Changing the "O" in the word "On" from a capital to a lowercase letter (2) Changing the word "individuals" to the word "people" throughout the document (3) Revision this article as follows: "As part of the network of Commissions on Disability coordinated by the Massachusetts Office on Disability the purpose of Fairhaven's Commission on Disability is to coordinate and/or carry out programs designed to bring about full and equal participation for people with disabilities in all aspects of town life."

Glenn Gabbard brought forth a motion to accept Article I as amended. Ronnie Media seconded. Motion passed unanimously.

Article II, Section 1: Glenn Gabbard offered the following revision to Article II, Section 1: "Explore challenges experienced by people with disabilities in Fairhaven and come up with

ways to resolve these problems.” Donna Lavallee made motion to accept Article II, Section 1 as amended. Ronnie Medina seconded. In discussion, Pamela Whynot proposed a change to the “come up with ways” language. Eleanor Chew proposed replacing the word “problems” with the word “challenges” or the word “issues.” Krystal Lunn also agreed with changing the word “problems” to “challenges.”

Donna Lavallee withdrew her motion. Ronnie Medina withdrew his second of that motion.

Donna Lavallee made a motion to accept Article II, Section 1, amended as follows: “Explore challenges experienced by people with disabilities in Fairhaven and come up with ways to resolve these challenges.” Ronnie Medina seconded the motion. Motion passed unanimously.

Article II, Section 2: Glen Gabbard proposed the following wording for Article II, Section 2: “Work together with other local groups focused on the needs of people with disabilities in Fairhaven.” During discussion, Pamela Whynot proposed the language be amended to the following, “Coordinate activities with other local groups organized to meet the needs of people with disabilities.”

Glenn Gabbard made a motion to accept Article II, Section 2 as amended. Ronnie Medina seconded. Motion passed unanimously.

Article II, Section 3: Eleanor Chew suggested changing the word “people” to replace the word “individual” as throughout the document. Glenn Gabbard made a motion to accept Article II, Section 3 as follows: “Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of Fairhaven as they affect people with disabilities.” Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 4: Eleanor Chew suggested the following language, amending the word “people” to replace the word “individuals”: “Work in cooperation with the department heads and agencies of the Town of Fairhaven to bring maximum participation of people with disabilities.”

Pamela Whynot made a motion to accept Article II, Section 4 as amended. Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 5: Glenn Gabbard made a motion to accept Article II, Section 5 with the following language, “Initiate, monitor, and promote legislation at the town, state and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.” Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 6: Pamela Whynot made a motion to accept Article II, Section 6, which states, “Encourage public awareness of disability issues.” Krystal Lunn seconded the motion. Motion passes unanimously.

Article II, Section 7: Pamela Whynot made a motion to accept Article II, Section 7 as written: "Provide information, referral, guidance and advice to individuals, businesses, organizations, and public agencies in all matters pertaining to disability." Krystal Lunn seconded the motion. Motion passes unanimously.

Article II, Section 8: Eleanor Chew suggested changing the wording to "Select Board" versus "Selectmen" and striking the sentence that begins with "one month prior." Glenn Gabbard stated that if there was a time when no members of the Commission on Disability (COD) have a disability, this would be a problem and would need to be communicated to the Selectboard. Eleanor Chew indicated that the Select Board is aware that the COD must have the majority of members who identify as having a disability. Donna Lavalley suggested that the second half of the sentence be changed to indicate that the commission has the obligation to reach out into the community to encourage people with disabilities to participate. Glenn Gabbard emphasized that we don't want to have a COD without people with disabilities serving on it.

The COD will ensure that nominations are consistent with recommendations and policies

Krystal Lunn brought forward a question of whether nominations to the COD needed to be at least 18 years old. Eleanor Chew indicated that COD board members needed to be of voting age. Keith Silvia stated he believed that Eleanor Chew was correct. Pamela Whynot suggested that she research this issue. Glenn Gabbard stated he would support this. Discussion of possible junior members, without voting rights, ensued. Eleanor Chew redirected the discussion back to Article II, Section 8.

Keith Silvia indicated that the Select Board typically follows the recommendations of the COD in terms of appointments. Ronnie Medina suggested using the word "will" instead of "shall". Donna Lavalley supported this idea, emphasizing the importance of recruiting members who have a disability.

Pamela Whynot made a motion to accept Article II, Section 8 amended as follows: "Recruit and recommend prospective members to the Select Board. The commission will solicit nominations and ensure that said nominations are consistent with the membership policies defined in Article III below." Krystal Lunn seconded the motion. In discussion, Glenn Gabbard suggested it be made clear in this article that that the Select Board make the appointment of new members. Eleanor Chew suggested that having specific language in the article may be a problem if the town were to change their processes in the future. Eleanor Chew suggested that we add the words "for appointment" at the end of the sentence.

Pamela Whynot withdrew her motion.

Pamela Whynot made a motion to accept Article II, Section 8 as amended as follows, "Recruit and recommend prospective members to the Selectboard for appointment. The commission will solicit nominations and ensure that said nominations are consistent with the membership policies defined in Article III below." Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 9: Pamela Whynot made a motion to accept Article II, Section 9 as amended by Glenn Gabbard as follows: "File an annual report, which will be integrated into the Town's annual report." Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 10: Eleanor Chew recommended changing "Selectmen" to "Select Board." Glenn Gabbard asked about the implications of the word "manage" and suggested that the COD does not have the authority to do this. Krystal Lunn suggested the following revision: "Such gifts to be overseen by the commission."

Pamela Whynot made a motion to accept Article II, Section 10 as amended as follows: "Receive gifts of property, both real and personal, in the name of the Town subject to the approval of the Selectboard, such gifts to be overseen by the commission." Krystal Lunn seconded the motion. Motion passed unanimously.

Article II, Section 11: Glenn Gabbard made a motion to accept Article II, Section 11 as follows: "Take such actions as the Commission considers appropriate to ensure the equal access status of people with disabilities." Ronnie Medina seconded the motion. Motion passed unanimously.

Article III, Section 1: Glenn Gabbard proposed eliminating the words "when possible" and the words "when an individual is available" as indicated in the Bylaws draft. Discussion ensued surrounding the importance of ensuring membership consists of a majority of people with disabilities.

Discussion included amending Article III, Section 1 as follows: "The Commission shall consist of 5-9 members appointed by the Select Board. The majority of members will consist of people with disabilities; a minimum of one of the members will be a member of the immediate family of a person with disabilities."

Article III, Section 2: Eleanor Chew proposed amendments to Article III, Section 2 as follows:

"The members shall initially serve the following terms:

- A. 3 members shall serve one-year terms.
- B. 3 members shall serve two-year terms.
- C. 3 members shall serve-three-year terms.

After the initial term, all members shall serve rotating three (3) year terms."

Article III, Section 3: Eleanor Chew proposed amendments to Article III, Section 3 as follows: "Resignation shall be made by notifying the Select Board in writing."

Article III, Section 4: Eleanor Chew proposed Article III, Section 4 to read as follows: "If any member is absent from five (5) regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Select Board that he/she be removed from the Commission, unless all absences have been excused in advance of the meeting, for good cause, by the Chairperson."

Article III, Section 5: Eleanor Chew proposed Article III, Section 5 to read as follows: "The Select Board shall fill any vacancy according to town policies and procedures." Donna Lavalley asked if we should reference a previous article here. Eleanor Chew and Glenn Gabbard indicated that was likely not necessary. Donna Lavalley then agreed.

Article III, Section 6: Eleanor Chew proposed Article III, Section 6 be struck as written and removed from the Bylaws.

Article III, Section 7: Eleanor Chew proposed changing Article III, Section 7 to be re-numbered as Article III, Section 6 and to read as follows: "Members shall get approval of the Commission prior to making statements or joining activities on behalf of the Commission." Glenn Gabbard asked for clarification on what "making statements" means. Donna Lavalley suggested we add the term "public" to clarify. After discussion, Donna Lavalley agreed this Article should stay as is.

Glenn Gabbard made a motion to accept Article III as amended. Krystal Lunn seconded the motion. The motion passed unanimously.

Article IV, Section 1, 2 and 3: Eleanor Chew proposed Article IV, Section 1, 2 and 3 read as follows: "1. The officers shall include a Chairperson, Vice Chairperson, Secretary and Treasurer. 2. Officers shall be voted annually by the majority of the Commission 3. One member may hold more than one office."

Donna Lavalley asked for clarification regarding elections. Eleanor Chew and Keith Silvia explained that elections for all positions must happen every year after the Select Board reappointments. This means elections will typically be held in May or June, depending on when the reappointments are made and when the commission meeting is held. Pamela Whynot suggested adding the word, "in accordance with the town handbook." Donna Lavalley and Eleanor Chew indicated that the treasurer position is not necessary and suggested striking that from Article IV. Pamela Whynot read from the town handbook regarding stated secretary roles. Keith Silvia and Eleanor Chew stated that the Chairperson typically performs some of the duties listed as secretary duties in the handbook.

After discussion, the following amendments to Article IV, Section 1, 2, and 3 were made:

- "1. The officers shall include a Chairperson, Vice Chairperson, and Secretary
- 2. Officers shall be voted annually by the majority of the Commission, in accordance with the town handbook
- 3. One member may hold more than one office."

Article IV, Section 4, a-d: Eleanor Chew proposed Article IV Section 4 read as follows:  
"Duties:

- a. The Chairperson shall:
  - Develop the agenda
  - Preside over all meetings
  - Authorize expenditures as needed, once approved by the Commission.

- Post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's Office and send agenda to members
- Keep records of all financial matters

b. The Vice Chairperson shall perform all the functions of the Chairperson in his/her absence.

c. The Secretary shall:

Keep records of all meetings, attendance, minutes, and correspondence.

Send minutes of the prior meeting to the members at least forty-eight (48) prior to the meeting."

Pamela Whynot made a motion to accept Article IV as amended. Krystal Lunn seconded. Motion passed unanimously.

Article V: Eleanor Chew proposed Article V read as follows: Section 1: "Regular meetings shall be held a minimum of ten (10) times a year." Section 2: "A quorum shall consist of fifty-one (51) percent of the current membership." Section 3: "Meeting minutes will be amended and approved at the next available meeting." Section 4: "Special meetings can be called by the Chairperson or be requested by any 3 members of the commission." Section 5: Eleanor Chew proposed striking Section 5. Section 6: Eleanor Chew proposed changing Section 6 to be labeled as Section 5 and read as follows: "Notice of all meetings will be sent to all members at least 48-hours prior to the meeting." Glenn Gabbard concurred. Section 7: Eleanor Chew proposed changing the number of this section to number 6 and reading as follows: "Meetings shall adhere to Robert's Rule of Order."

Pamela Whynot suggested adding the words, "providing accommodations as needed" to the newly proposed Section 6. Eleanor Chew and Keith Silvia stated that Roberts Rules of Order are the guidelines for all boards. Donna Lavalley stated that Roberts Rules of Order are "outdated" and while we need order, following these guidelines so strictly could prevent people with disabilities from being comfortable participating in meetings. Pamela Whynot stated that the town handbook indicates Roberts Rule are "encouraged", not required.

Krystal Lunn proposed adding the phrase, "with accommodations as needed." Eleanor Chew suggested Article V, Section 6 read as follows: "The commission will follow Roberts Rules of Order as a guide, providing reasonable accommodations as required."

Glenn Gabbard made a motion to approve Article V as amended. Krystal Lunn seconded the motion. Motion passed unanimously.

Article IV: Eleanor Chew proposed Article IV change from "14 days" to "7 days" and read as follows: "These bylaws may be amended at any duly constituted meeting of the Commission by two thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least seven (7) days prior to the meeting."

Donna Lavalley made a motion to accept Article IV as amended. No second was made. Pamela Whynot made motion to accept Article IV as amended. Krystal Lunn seconded. Motion passed unanimously.

Pamela Whynot made a motion to accept the Bylaws as amended in their entirety. Krystal Lunn seconded the motion. Motion passed unanimously. Glenn Gabbard asked about when the bylaws take effect. Eleanor Chew explained that the next step will be to go to a lawyer, then Town Meeting in the fall, and then to the Secretary of State.

Glenn Gabbard made a motion that the Chairperson provide the newly amended and approved bylaws to the Town Administrator and request that it go to the Town counsel for review. Krystal Lunn seconded the motion. Motion passed unanimously.

**III. ADJOURNMENT:** Meeting was adjourned by Eleanor Chew at 8:01pm.

Respectfully Submitted,

Pamela Whynot  
Vice Chairperson

Fairhaven Commission On Disability  
Town of Fairhaven  
40 Center Street, Fairhaven, MA 02719

By-Laws

Mission Statement: The Fairhaven Commission on Disability serves to identify and eliminate architectural, procedural, attitudinal and communication barriers in the town, ensuring that all residents have equitable access to services. We work to design, advocate, co-ordinate and implement services that address the needs of people with disabilities, while educating the community and enlisting their support and participation. Our aim is to work with other agencies and organizations to support the needs of people with disabilities within the state and federal guidelines, making Fairhaven a more inclusive and equitable place for all. The mission reflects our unique commitment to disability rights advocacy. Community education, and collaboration towards a shared goal of accessibility.

**ARTICLE I: TITLE AND PURPOSE**

1. The name of this commission is the Fairhaven Commission on Disability (hereafter referred to as the Commission).
2. As part of the network of Commissions on Disability, coordinated by the Massachusetts Office on Disability, the purpose of Fairhaven's Commission on Disability is to coordinate and/or carry out programs designed to bring about full and equal participation for people with disabilities in all aspects of town life.
3. The purpose of these bylaws is to establish principles and procedures for the governance of this Commission.

**ARTICLE II. POWERS AND DUTIES:**

1. Explore challenges experienced by people with disabilities in Fairhaven and come up with ways to resolve these challenges
2. Coordinate activities with other local groups organized to meet the needs of people with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of Fairhaven as they affect people with disabilities.
4. "Work in cooperation with the department heads and agencies of the Town of Fairhaven to bring maximum participation of people with disabilities."
5. Initiate, monitor, and promote legislation at the town, state and federal level which advances the equal status of people with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.
6. Encourage public awareness of disability issues.
7. Provide information, referral, guidance and advice to individuals, businesses, organizations, and public agencies in all matters pertaining to disability.



8. Recruit and recommend prospective members to the Selectboard for appointment. The commission will solicit nominations and ensure that said nominations are consistent with the membership policies defined in Article III below.

9. File an annual report, which will be integrated into the Town's annual report.

10. Receive gifts of property, both real and personal, in the name of the Town subject to the approval of the Selectboard, such gifts to be overseen by the commission.

11. Take such actions as the Commission considers appropriate to ensure the equal access status of people with disabilities.

### **ARTICLE III: MEMBERSHIP**

1. The commission shall consist of 5-9 members appointed by the Select Board. The majority of members will consist of people with disabilities; a minimum of one of the members will be a member of the immediate family of a person with disabilities.

2. The members will initially serve the following terms:

A. 3 members shall serve one-year terms.

B. 3 members shall serve two-year terms.

C. 3 members shall serve three-year terms.

After the initial term, all members shall serve rotating three (3) year terms.

3. Resignation shall be made by notifying the Selectboard in writing.

4. If any member is absent from five (5) regularly scheduled meetings in any one calendar year, a recommendation shall be made to the Select Board that he/she be removed from the Commission, unless all absences have been excused in advance of the meeting, for good cause, by the Chairperson.

5. The Selectboard shall fill any vacancy according to town policies and procedures.

6. Members shall get approval of the Commission prior to making statements or joining activities on behalf of the Commission.

7. All members have full voting rights.

### **ARTICLE IV: OFFICERS**

1. The officers shall include a Chairperson, Vice Chairperson, and Secretary.

2. Officers shall be voted annually by the majority of the Commission in accordance with the town handbook.

3. One member may hold more than one office.

4. Duties:

a. The Chairperson shall:

- Develop the agenda
- Preside over all meetings
- Appoint sub committees
- Authorize expenditures as needed, once approved by the Commission.
- Post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's Office
- Keep records of all financial matters

- Develop a budget in coordination with the Commission

b. The Vice Chairperson shall perform all the functions of the Chairperson in his/her absence.

c. The Secretary shall:

Keep records of all meetings, attendance, minutes, and correspondence.

Send notice of meetings minutes of the prior meeting to the members at least forty- eight (48) prior to the meeting.

#### **ARTICLE V: MEETINGS**

1. Regular meetings shall be held a minimum of ten (10) times a year.
2. A quorum shall consist of fifty-one (51) percent of the current membership.
3. Meeting minutes will be amended and approved at the next available meeting.
4. Special meetings can be called by the Chairperson or by any 3 members.
5. Notice of all meetings will be sent to all members at least forty-eight (48) hours prior to the meeting.
6. The commission will follow Roberts Rules of Order as a guide, providing reasonable accommodations as required.

#### **ARTICLE VI: AMENDMENTS:**

1. These bylaws may be amended at any duly constituted meeting of the Commission by two thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least seven (7) days prior to the meeting.

# DRAFT

Fairhaven Commission On Disability  
Town of Fairhaven  
40 Center Street, Fairhaven, MA 02719

## By-Laws DRAFT

Mission Statement: The Fairhaven Commission On Disability serves to identify and eliminate architectural, procedural, attitudinal and communication barriers in the town, ensuring that all residents have equitable access to services. We work to design, advocate, co-ordinate and implement services that address the needs of people with disabilities, while educating the community and enlisting their support and participation. Our aim is to work with other agencies and organizations to support the needs of people with disabilities within the state and federal guidelines, making Fairhaven a more inclusive and equitable place for all. The mission reflects our unique commitment to disability rights advocacy. Community education, and collaboration towards a shared goal of accessibility.

### ARTICLE I: TITLE AND PURPOSE

1. The name of this commission is the **Fairhaven** Commission On Disability (hereafter referred to as the Commission).
2. The purpose of the Commission is to coordinate ~~or~~ **and** carry out programs ~~in~~ coordination with programs of the Massachusetts Office On Disability in order to bring about full and equal participation in all aspects of life in the Town of Fairhaven for ~~people~~ **individuals** with disabilities.
3. The purpose of these bylaws is to establish principles and procedures for the governance of this Commission.

### ARTICLE II. POWERS AND DUTIES:

1. Research local ~~problems~~ **challenges and needs** of ~~people~~ **individuals** with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of ~~people~~ **individuals** with disabilities.
3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of Fairhaven as they affect ~~people~~ **individuals** with disabilities
4. Work in cooperation with the department heads and agencies of the Town of Fairhaven to bring maximum participation of ~~people~~ **individuals** with disabilities.
5. Initiate, monitor, and promote legislation at the town, state and federal level which advances the equal status of ~~people~~ **individuals** with disabilities and ensure that appropriate regulations are adopted and enforced pursuant to such legislation.
6. Encourage public awareness of disability issues.

7. Provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.

8. Recruit and recommend prospective Commission members to the Board of Selectmen. At least one month prior to making recommendations, the Commission shall solicit nominations and ensure that said recommendations reflect different disabilities.

9. File an annual report, which shall be printed in the Town report.

10. Receive gifts of property, both real and personal, in the name of the Town subject to the approval of the Board of Selectmen, such gifts to be managed by the commission.

11. Take such actions as the Commission considers appropriate to ensure the equal access status of persons with disabilities

### ARTICLE III: MEMBERSHIP

1. The Commission shall consist of ~~6-15~~ members appointed by the ~~Board of Selectmen~~ **Select Board**. The majority of members shall consist of people with disabilities **when possible. When possible** one of the members may be a member of the immediate family of a person with disabilities **when an individual is available**. ~~One of the members shall either be an elected or appointed official of the Town.~~

2. The members shall initially serve the following terms:

A. ~~5-3~~ members shall serve one year terms.

B. ~~5~~ 3members shall serve two year terms.

C. ~~5-3~~members shall serve-three year terms.

After the initial term, all members shall serve **rotating** three (3) year terms.

3, Resignation shall be made by notifying the ~~chairperson~~ **Select Board** in writing

4. If any member is absent from ~~three~~ **five (5)** regularly scheduled meetings in any one calendar year, a recommendation shall be made to the ~~Board of Selectmen~~ **Select Board** that he/she be removed from the Commission, unless all absences have been excused **in advance of the meeting**, for good cause by the Chairperson. ~~Good cause shall include, but be limited to: illness, a death in the family, weather and professional responsibilities.~~

5. The ~~Board of Selectmen~~ **Select Board** shall fill any vacancy ~~for the unexpired term in the same manner as an original appointment~~ **according to town policies and procedures**

~~6. Any members of said Commission may, after a public hearing is so requested, be removed for cause by the appointing authority.~~

~~7.~~ 6. Members shall get approval of the Commission prior to making statements or joining activities on behalf of the Commission.

8. 7. All members have full voting rights.

### ARTICLE IV: OFFICERS

1. The officers shall include a Chairperson, Vice Chairperson, Secretary and Treasurer.

2. Officers shall be voted annually by the majority of the Commission

3. One member may hold more than one office.

4. Duties:

a. The Chairperson shall:

Develop the agenda

Preside over all meetings

Appoint sub committees

Authorize expenditures as needed, **once approved by the Commission.**

**Post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's Office**

b. The Vice Chairperson shall perform all the functions of the Chairperson in his/her absence.

c. The Secretary shall:

Keep records of all meetings, attendance, minutes, and correspondence.

~~Post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's Office.~~

Send notice of meetings and minutes of the prior meeting to the members at least ~~fourteen (14) days~~ **forty-eight (48)** prior to the meeting.

d. The Treasurer shall;

Keep records of all financial matters

Develop a budget in coordination with the Commission

~~Prepare a financial statement for inclusion in the annual report~~

#### **ARTICLE V: MEETINGS**

1. Regular meetings shall be held ~~at least once six (6) or four (4) (??)~~ **a minimum of ten (10) times a year.**

2. A quorum shall consist of ~~6 members~~ **fifty-one (51) per cent of the current membership**

3. Meeting minutes will be amended and approved at the next meeting.

4. Special meetings can be called by the Chairperson or by any 2 members.

~~5. Decision will be made by a majority of those members present, unless where otherwise noted in these bylaws.~~

~~6.~~ **5.** Notice of all meetings will be sent to all members at least fourteen (14) days prior to the meeting

~~7.~~ **6.** Meetings shall adhere to Robert's Rule of Order.

#### **ARTICLE VI: AMENDMENTS:**

1. These bylaws may be amended at any duly constituted meeting of the Commission by two thirds vote of those members present provided written notice of the proposed amendment is distributed to each member at least ~~fourteen (14)~~ **seven (7)** days prior to the meeting.