

**Americans with Disabilities Act (ADA) Advisory Committee  
Brattleboro, Vermont  
BYLAWS  
Approved September 14, 2018  
Ratified November 9, 2018**

Mission Statement: "The Brattleboro ADA Advisory Committee is dedicated to creating awareness of ADA concerns while providing information about, advocacy for, and solutions to the Town's ADA-related needs and issues."

Official ADA Website [www.ada.gov](http://www.ada.gov)

**1. MEMBERSHIP**

a. The Committee shall consist of five members appointed by the Selectboard.

b. Committee membership shall consist of a total of five members: 2 three-year, 2 two-year, and 1 one-year terms.

**2. OFFICERS**

a. Chairperson, Vice Chairperson, and Clerk.

b. Selection of officers to be determined by the Committee.

c. Terms shall be for one year. Consecutive terms may be served.

**3. OFFICER RESPONSIBILITIES**

a. Chairperson organizes Agenda items and conducts meetings.

b. Vice-Chairperson presides in the absence of the Chairperson.

c. Clerk records Minutes and submits to the Office of the Town Manager and distributes Minutes to all necessary participants.

#### 4. MEETINGS

- a. Scheduled for 9:00 AM on the second Friday of the month.
- b. This may change or vary as agreed by the Committee, and according to Open Meeting Law.
- c. Chairperson and any two other members can call for additional meetings.

#### 5. LOCATION

- a. Hannah Cosman Meeting Room, Brattleboro Town Offices building.
- b. Location can change or vary as agreed by the Committee, and according to Open Meeting Law.

#### 6. AGENDA

- a. Shall be distributed on the Thursday one week prior to the monthly meeting, for proper Warning by the Office of the Town Manager.
- b. Content recommended by Committee members, to include Approval of Minutes from previous meeting, Committee Reports when necessary, Unfinished Business, New Business, Announcements, Next Meeting date and time, and Adjournment.

#### 7. QUORUM

- a. A majority of Committee members constitutes a quorum.

#### 8. MEETING NOTIFICATION

- a. Meeting will be warned in accordance with Open Meeting Law, and submitted to the Office of the Town Manager (see 4a).

## 9. DECISIONS

a. Motions are made by Committee members. Passage of a motion requires a vote of a majority of members .

## 10. MINUTES

a. Minutes will be recorded during the meeting and submitted to the Office of the Town Manager for inclusion in the ADA file within five business days.

## 11. BOARD TERMINATION

a. Resignation shall be in writing and submitted to the Committee.

b. Board members who miss three consecutive meetings without notification of absence will be considered to have vacated their position.

c. Board members who exceed two absences with giving no prior notice to chair may be removed from the committee after being given written notice. The Selectboard will then be asked to fill the vacancy in accordance with its procedures.

d. Board members who are absent for three months within a twelve month period can result in forfeiture of committee seat after being given written notice. The Selectboard will then be asked to fill the vacancy in accordance with its procedures.

## 12. STANDARDS OF CONDUCT: Respectful, healthy communication, and cooperative (as opposed to confrontational) at all times.

a. The ADA committee members will ask the ADA Committee permission to represent ADA Committee at specific events, actions, and/or functions and will receive guidance for each issue.

b. Committee members and all representatives of the ADA Committee will uphold our standards of conduct when communicating with the public and will be aware they represent the entire ADA Committee and represent the Town, as well.

c. Community members participating in ADA Committee meetings shall represent themselves alone unless the ADA Committee has granted permission to represent the ADA Committee for a specific issue and/or occasion.