ADMINISTRATIVE STANDARD OPERATING PROCEDURE NO. 46

CITY OF CAMBRIDGE CITIZENS ADVISORY COMMITTEE
FOR PERSONS WITH DISABILITIES

I. *PURPOSE AND DUTIES:*

A. The purposes and duties of the City of Cambridge Citizens Advisory Committee for Persons with Disabilities (the "Committee") are as follows:

1. To identify, analyze, and evaluate programs and services in the City of Cambridge (the "City") related specifically to the needs of persons with disabilities for the purpose of reporting and making recommendations to the City Council;

2. To generally review and make recommendations to the Mayor, the Commissioners, and appropriate City departments and agencies regarding needs of persons with disabilities;

3. To advise and assist the City in cooperating with other groups and agencies serving persons with disabilities; and

4. To send inquiries, complaints, and recommendations, in writing, to any appropriate City department in regard to or on behalf of persons with disabilities.

B. The Committee shall act in an advisory capacity only and shall have no adjudicatory or other independent authority.

C. The Committee shall have no authority to expend funds or to legally commit the City to any contractual or other legal obligations without the expressed written authorization of the City Council.

D. Except as otherwise provided herein, the Committee is subject to the Uniform Committee Rules of Procedure adopted by the City Council pursuant to Resolution No. 17-006 on September 11, 2017 and any subsequent amendments thereto (the "Uniform Rules").

II. *MEMBERSHIP; TERM:* The Committee shall consist of up to eleven (11) members as follows:

A. A maximum of seven (7) voting members shall be members of the general public, at least two (2) of whom shall be persons with disabilities.

B. One (1) voting member shall represent either a public or private agency which serves persons with disabilities in the City. Such member need not be a City resident.

C. One (1) voting member shall be a member of the City Council. One (1) other member of the City Council shall be appointed as an alternate to that regular City Council member.

The alternate City Council member shall only attend Committee meetings in the absence of the regular City Council member, and when so attending such meetings, shall have the same authority as the regular City Council member, including the authority to vote.

D. The Director of the Department of Public Works, or his or her designee, shall serve as an ex officio, non-voting member except to break a tie vote, and need not be a City resident.

E. The Americans with Disabilities Act Coordinator, or his or her designee, shall serve as an ex officio, non-voting member, and need not be a City resident. In the event of a vacancy in the position of Americans with Disabilities Act Coordinator, the Director of the Department of Public Works shall assume such position for purposes of this subsection only and shall name a designee as set forth in subsection D herein.

F. The Mayor, subject to confirmation by the Commissioners, shall appoint members.

G. The term of office of each member shall be for three (3) years and until such member successor is appointed and confirmed.

H. The Mayor shall have the authority to remove any member who has had more than three (3) consecutive absences in any twelve (12)-month period, and the Mayor may remove any member, with concurrence of the City Council, for other good cause.

I. The members shall serve without compensation but may be reimbursed for expenses incurred in the performance of their duties as approved by the City Council and as set forth in applicable local law.

J. All members shall be City residents except as otherwise provided herein.

III. *MEETINGS:*

A. Except as otherwise provided herein, all meetings of the Committee and any subcommittees shall be scheduled and conducted in accordance with the Uniform Rules.

B. The Mayor is authorized to assign clerical staff and staff support services to the Committee from the staff, primarily for attendance at meetings, the keeping of minutes, and for any such other reasonably related staff support.

IV. *OFFICERS; SUBCOMMITTEES; RULES; REPORTS:*

A. A chairperson, a vice chairperson, a secretary, and such other officers as the Committee deems necessary, shall be elected by the Committee from among its voting members by a majority vote. Except as otherwise provided herein, the Committee's officers shall have the powers and duties set forth in the Uniform Rules.

B. The Committee may establish such subcommittees, by a vote of the majority of the voting members of the Committee, as it deems necessary and appropriate to carry out its duties. However, any recommendations or reports or other official actions pursuant to these guidelines shall be made only by a vote of the majority of the voting members of the Committee.

C. The Committee may adopt such rules in addition to the Uniform Rules as it believes are necessary for its effective operation; provided, however, that such additional rules shall not conflict with the Uniform Rules, the Charter of the City of Cambridge, the Code of the City of Cambridge, or any other local law, ordinance, or resolution of the City Council. The Secretary shall provide a copy of any such additional rules to the City Manager promptly upon adoption.

D. The Committee may submit its recommendations to the City Council on an ongoing basis; provided, however, that any recommendations related to the City Budget must be submitted no later than the 15th day of January of each year and shall be submitted as a transition plan for the next fiscal year from July 1st through June 30th and broken down as to what projects should be completed within each of the four quarters. All associated costs and rationalizations for recommendations shall be included in the transition plan. The Americans with Disabilities Act Coordinator shall assist in the preparing and submission of all recommendations to the City Council.

E. The Committee may meet jointly with other committees of the City from time to time.