

TABLE ON CONTENTS

ARTICLE 1	PURPOSE
ARTICLE 2	OBJECTIVES
ARTICLE 3	CLIENTS WE SERVE
ARTICLE 4	IMPLEMENTATION
ARTICLE 5	ELECTION OF OFFICERS
ARTICLE 6	OFFICERS AND DUTIES
ARTICLE 7	SECRETARIES AND DUTIES
ARTICLE 8	MEETINGS
ARTICLE 9	ATTENDANCE
ARTICLE 10	GROUNDS FOR REMOVAL OR SUSPENSION
ARTICLE 11	EVENT CHAIRPERSON GUIDELINES
ARTICLE 12	ORDER OF BUSINESS
ARTICLE 13	AMENDMENTS
ARTICLE 14	BY-LAWS
ARTICLE 15	SPONSORSHIP OF SERVICE PROGRAMS

ARTICLE 1

PURPOSE

1. To assist the people with special needs in Jackson Township.
2. To screen and recommend all applicants to be hired to work for the Commission.
3. To serve as an Advisory commission to the Jackson Township Council in the area pertaining to the specials needs population of Jackson.
4. To seek out all sources of funding from Federal, State and local resources.

ARTICLE 2

OBJECTIVES

1. To serve as liaison between the special needs residents and the Township Council.
2. To act as a facilitator to network with existing agencies to provide services for the special needs citizens of the township.
3. To provide a recreational and social activities for the special needs population of Jackson.

ARTICLE 3

CLIENTS WE SERVE

1. The Commission will serve those people ages 3 and up with special needs.
2. The Commission is not intended for those with age related disabilities.
Those with age related disabilities are encouraged to visit the Senior Center.

ARTICLE 4

IMPLEMENTATION

1. To identify the needs of the special needs population and recommend and/or suggest appropriate resources to meet their needs.
2. To keep the residents of Jackson Township informed of all events which are held by the Commission.

ARTICLE 5

ELECTION OF OFFICERS

1. The officers shall consist of Co-Chairs.
2. Nomination of the officers shall be done from the floor by members of the commission.
3. Presentation of the slate will be done at the November meetings.
Elections are to take place in December.
4. Nomination and election require attendance of a quorum of the members of the Commission.
5. Elections of officers shall be done by show of hands.
6. In the event of a tie, the Mayor will cast the deciding vote.
7. A candidate receiving a majority vote will be elected and shall serve for one year.
8. Elected Officers are to serve no more than two consecutive years in the same office.
9. Vacancies in offices shall be filled at the next meeting, by the election process.
10. Officers must have a minimum of one (1) year on the Commission to hold office.

ARTLICE 6

OFFICERS AND THEIR DUTIES

1. The Co-Chairs shall preside at all meetings and hearings of the Commission. He/she shall have the duties normally conferred by parliamentary usage of such officers. This shall include the appointment of special and standing committees and of members to act in liaison with other official bodies. The chairperson shall also be responsible for the calling of special meetings, and the directing of special studies and reports to be performed by the board's committees and/or technical personnel.
2. An acting Chair will be appointed by the co-chairs shall be responsible for reviewing the cost and funding reports. These reports shall consist of:
 - 1) The Township Handicap Budget
 - 2) The Handicap Trust fund
 - 3) State Grant

The Co-Chairs will present an up to date report describing all services itemized at each regular meeting. The grant application will be available for review by members upon request. The Co-Chairs will have final approval of grant submission.

ARTICLE 7

SECRETARIES AND THEIR DUTIES

1. The Recording Secretary is a paid position and shall be responsible for certifying the minutes and records of the Commission of the Disabled/Handicapped and to the keeping of said minutes of the meeting.

ARTICLE 8

MEETINGS

1. The regular meetings of the Commission for the Disabled/Handicapped are held on the third Wednesday of each month at 7pm. Said meetings are held at the Melvin Cottrell Center for Senior Citizens and the Disabled.
2. There must be a quorum to hold an official meeting.
 - (A) A quorum being defined as a majority of membership present.
3. Special meetings may be called by the Co-Chairs at his or her discretion. It shall be the further duty of the chairperson to call such a meeting when requested to do so by majority of the members of the commission. Notice of such meeting shall be no less than forty eight (48) hours in advance of said meeting. No other business shall be considered at the special meeting unless by unanimous consent of the commission.
4. All meetings shall be open to the public.

ARTICLE 9

ATTENDANCE

1. Each member of the Commission shall notify one of the officers of his or her intention to not attend a regular or special meeting.
2. The absence shall be recorded in the minutes of the meeting.
3. If any member is recorded absent for three (3) meetings per annum, his or her name will be presented to the membership for a majority vote recommending to the Mayor that he or she be removed from the Commission. A letter to that effect shall be sent by the Secretary to the member(s) involved.
4. Mandatory participation at a minimum of two (2) functions (not including meetings) per annum.
5. Prospective new members must attend two (2) meetings and be approved by vote.

ARTICLE 10

GROUNDS FOR REMOVAL OR SUSPENSION

1. Members of the Commission may be suspended for one or more of the following reasons:
 - A. Conduct unbecoming a member of the Commission.
 - B. Neglect of duty.
 - C. Not attending three (3) meetings per annum
 - D. Not participating in two (2) functions per year. (As per Article 9).
2. Charges against a member of the Commission may be made by the Chairperson or any Commission member in good standing. Charges shall be presented in writing with evidence that supports the allegations and shall be presented to the members of the Commission.
3. It shall be the duty of the members of the Commission to consider the charges, and after deliberation, decide by a quorum vote to either remove or suspend the member. The Mayor shall be informed of the decision.
4. In the event that the Chairperson is being charged, the charges will be made by the Chairperson elect, or by any Commission member in good standing.

ARTICLE 11

GUIDELINES FOR CHAIRPERSON OF SPECIAL EVENTS

1. Each chairperson of a special event will abide by the voucher requirement.
2. Each chairperson of a special event will prepare a summary report. The party chair will provide all relevant information to the Commission Secretary.

ARTICLE 12

ORDER OF BUSINESS

1. The order of business at regular meetings shall be as follows:
 - A. Call to order
 - B. Flag salute
 - C. Approval of previous meeting minutes
 - D. Treasurer's report
 - E. Committee reports
 - F. Correspondence
 - G. New business
 - H. Old business
 - I. Comments for the general public or informal discussion of unscheduled topics are at the discretion of the Chairperson. Only the general subject matter of the informal discussion need be recorded in the minutes.
 - J. If a special meeting is called as a result of the comments from the public or informal discussion, forty eight (48) hours notice will be given to the members, and they shall have all pertinent information regarding the topic to be discussed at the special meeting. (As per Article 8-3)
 - K. Adjournment

ARTICLE 13

AMENDMENTS

1. Amendments may be made by a quorum vote of the entire membership, and must be approved by the Mayor.
2. These By-Laws changes shall be adopted either entirely or as amended by the Mayor and the Township of Jackson.
3. By-Laws may be changed once a year.
 - A. Amendments will be presented to the membership and the Mayor.
 - B. Voting on the amendments will take place the following month.

ARTICLE 14

BY-LAWS

1. These By-Laws shall be interpreted in accordance with Robert's Rules of Order.
2. At any time in which the By-Laws are suspended or ruled to not be in effect, the Robert's Rules of Order shall apply.

ARTICLE 15

SPONSORSHIP OF PROGRAMS

1. The Commission endeavors to sponsor special events for the benefit of the citizens with Special Needs of Jackson Township/