

**THE CITY OF VACAVILLE**  
**AMERICANS WITH DISABILITIES ACT ADVISORY COMMITTEE**  
**BYLAWS**

**ARTICLE I. NAME AND PURPOSE**

**Section 1.1. Name.** The name of this body shall be the City of Vacaville Americans with Disabilities Act Advisory Committee, hereinafter referred to as the "ADA Advisory Committee," or the "Committee."

**Section 1.2. Purpose.** The ADA Advisory Committee provides valuable input in determining disability policy for the City of Vacaville. The ADA Advisory Committee makes recommendations, advises the City on matters relating to people with disabilities, and is a primary public networking resource between persons with disabilities, disability service agencies, representatives from government agencies, and others. Members of the committee represent a broad cross-section of the disability community, reflecting multiple disabilities, and the cultural and gender diversity of the wider disability community. The ADA Advisory Committee works in conjunction with the Department of Public Works.

**Section 1.3. Committee Responsibility.** The ADA Advisory Committee's authority is advisory only. The ADA Advisory Committee has no power to take action on behalf of the City of Vacaville or any other entity. The ADA Advisory Committee's responsibilities shall be in accord with these Bylaws, as amended from time-to-time. The ADA Advisory Committee:

- a. Acts as a liaison between the City and the disabled community living and doing business in the City of Vacaville;
- b. Assists the City with ADA projects including, but not limited to the: Self Evaluation, Transition Plan, publicity, website content, emergency planning for persons with disabilities, and training;
- c. Solicits public input on city-related ADA projects and programs and provides a public forum for individuals with disabilities and groups representing people with disabilities;
- d. Facilitates community awareness and advocacy by identifying and articulating common concerns;
- e. Educates members of the disability community, City employees, and the public about disability rights and accessibility issues;
- f. Makes recommendations to the Director of Public Works for the removal of physical barriers in City facilities, on City property, and the public rights-of-way based upon identified needs and budget;

- g. Works to improve accessibility for persons with disabilities throughout the community;
- h. Promotes emerging state and national disability issues relevant to the City;
- i. Serve as liaison between the City and the public for persons with disabilities, when a disabilities or accessibility complaint is made regarding City facilities;
- j. Advise and educate Public Works staff on disability related issues;
- k. Shall make annual recommendations for prioritizing barrier removal projects that are funded from the Advisory Committee Fund. The recommendations of the ADA Advisory Committee shall be submitted to the Director of Public Works for review and approval. The Director of Public Works shall have the final decision over the approval and authorization of projects; however the Director will not unreasonably disregard the recommendations of the ADA Advisory Committee.

**Section 1.4. City Responsibility.** The City of Vacaville shall provide staff support for the work of the ADA Advisory Committee.

## **ARTICLE II. MEMBERSHIP**

**Section 2.1. Number of Members.** The ADA Advisory Committee shall consist of seven (7) voting members, and one (1) non-voting City staff member from the Public Works Department who will act as the Committee Chairperson. The Public Works staff member will typically be the City's ADA Coordinator, but in all instances shall be the person appointed only by the City's Public Works Department Director.

**Section 2.2. Eligibility.** The seven (7) voting ADA Committee members shall consist of the following, each having the same duties and responsibilities:

- a. Persons who are, or family members of, City of Vacaville residents with disabilities; and/or
- b. Individuals residing in the City of Vacaville serving persons with disabilities in Solano County; and/or
- c. Individuals residing in the City of Vacaville with particular expertise and/or affiliations with private or public organizations concerned with issues of accessibility and/or other issues of concern to persons with disabilities.

Membership on the Committee shall not be limited on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age or sexual orientation.

**Section 2.3. Voting Member Limitations.** Voting membership is limited to two (2) members of each family. A “family” is defined as immediate relatives including spouses, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law, and any adopted, half, and step relatives of similar relation to the above.

**Section 2.4. Appointment of Committee Members.** Voting members shall be approved by a majority of the current Committee members. Prospective members shall attend at least three (3) Committee meetings within a five (5) month period (“Appointment Period”). Prospective members shall notify the Chairperson of his/her inability to attend any given meeting within the Appointment Period. Failure to notify the Chairperson of his/her absence at a qualifying meeting will result in disqualification of the current Appointment Period. Appointments shall be published on the website for the City of Vacaville in accordance with Government Code Section 54973, as amended from time to time.

**Section 2.5. Terms of Appointment.** Each Committee member shall serve a minimum term of one (1) year but not more than five (5) years. Every effort will be made to ensure that more than one-third of the appointments do not expire in the same year. A Committee member whose term is expiring should notify the Chairperson at least ninety (90) days before the end of his/her term whether or not he/she wishes to continue his/her membership.

**Section 2.6. Resignation.** All resignations from the ADA Advisory Committee shall be submitted in writing to the Chairperson. The resigning Committee member should provide as much advance notice as possible.

**Section 2.7. Absence and Removal.** Attendance at any regularly scheduled meeting is a necessary part of being an effective Committee member. If a member is unable to attend a regularly scheduled meeting, the member should notify the Chairperson at least twenty-four (24) hours in advance of a regularly scheduled meeting in order to have an excused absence. An unexcused absence from three (3) consecutive ADA Committee meetings without notification to the Chairperson, or five absences (whether excused or unexcused) in any given year, shall result in immediate review of Committee membership by the Committee. The Committee may vote to remove the absent Committee member and the position be declared vacant. Such voting may be on the same day as the review or at a future meeting. Previously dismissed Committee members may be eligible for reappointment to the Committee no sooner than one (1) year from the date of revocation, in accordance with Section 2.4.

**Section 2.8. Vacancies.** Vacancies, no matter how arising, shall be published on the website for the City of Vacaville in accordance with Government Code Section 54973, as amended from time to time.

**Section 2.9. Compensation.** Committee members serve without compensation.

**Section 2.10. Duties of the Chairperson.** The Chairperson shall preside over all ADA Advisory Committee meetings and shall be responsible for preparing agendas and meeting minutes. If the Chairperson is unable to attend a regularly scheduled meeting, the regularly scheduled meeting shall be cancelled and resumed at the next regularly scheduled meeting.

### **ARTICLE III. MEETINGS**

**Section 3.1. Time and date of Regular Meeting.** Notification of meeting place, date, and time shall be rendered to the public through posting on the City of Vacaville website. Meetings shall be held monthly on the fourth Wednesday of the month at 1:30 p.m. at City Hall. If the regular meeting dates fall on a legal holiday, that meeting may be held on a date selected by the Committee at the regular meeting preceding the holiday.

**Section 3.2. Agenda.** Items may be placed on the agenda by the Chairperson or at the request of a member. The party or individual requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items to be included on the agenda should be submitted to the Chairperson no later than one week before the scheduled Committee meeting. Agenda packets for regular meetings will be provided to the Committee members at least two (2) business days before the scheduled meeting.

**Section 3.3. Special Meetings.** Special meetings may be called by the Chairperson or by three (3) Committee members.

**Section 3.4. Quorum.** Five (5) voting members of the Committee shall constitute a quorum for the transaction of business at any regular or special meeting of the ADA Advisory Committee.

**Section 3.5. Voting.** A majority vote of those present and constituting a quorum shall be required to agree to any business of the Committee, including making any recommendation or report that will be presented to the Director of Public Works, provided that any Committee member who abstains due to a legal conflict of interest shall not be counted in determining the existence of a quorum or a majority vote.

**Section 3.6. Absentee Vote.** Any member who is unable to attend a meeting may vote absentee via a proxy vote with another member. The member unable to attend a meeting shall e-mail the entire membership indicating the person that will have the proxy vote. Alternatively, in special circumstances, items may be provided to the Committee members and voted upon via email.

**Section 3.7. Public Participation.** All meetings of the ADA Advisory Committee shall be open to the public. Meetings will be accessible to all, with accommodations for accessibility issues made upon request. A person who disrupts the meeting may be asked to leave and be removed.

#### **ARTICLE IV. ADOPTION AND AMENDMENT**

**Section 4.1. Effective Date.** The Bylaws shall become effective immediately upon a majority vote of approval by the Committee.

**Section 4.2. Amendments.** These Bylaws may be amended by majority vote of the Committee members at any regular meeting of the Committee. All proposed amendments to the Bylaws shall be made available to the membership at least ten (10) days prior to the meeting at which members will vote on the proposed changes. The effective date of the amendment shall be the day following the meeting at which the vote occurred.

**APPROVED AND ADOPTED AT A MEETING OF THE ADA ADVISORY COMMITTEE ON THE 12<sup>th</sup> DAY OF DECEMBER, 2018.**