

**State Council on Developmental Disabilities  
Disability Advisory Committee Bylaws**

*DISABILITY ADVISORY COMMITTEE*

**ARTICLE I  
TITLE, AUTHORITY AND PURPOSE**

**SECTION 1 - TITLE**

The name of this advisory body shall be the State Council on Developmental Disabilities (SCDD) Disability Advisory Committee (DAC).

**SECTION 2 - AUTHORITY AND PURPOSE**

The DAC was activated in June 2014 pursuant to the terms of Government Code section 19795(b), to advise the Executive Director on issues of concern to employees with disabilities, and matters relating to the formulation and implementation of a plan to correct any under-representation of individuals with disabilities in the SCDD workforce.

**ARTICLE II  
MEMBERSHIP**

**SECTION 1 - COMMITTEE COMPOSITION**

The DAC shall be comprised of a minimum of three employees, including a Chairperson, Vice-Chair, and Recording Secretary. The EEO Manager or his/her designee will serve in an advisory capacity.

Membership shall be open to SCDD employees with disabilities and non-disabled employees who are sensitive to, interested in, and knowledgeable of issues relating to persons with disabilities. Pursuant to Govt. Code section 19795(b), at least two-thirds of the members will be persons with disabilities, or documentation shall be retained that demonstrates that the number of employees invited to participate, and willing and able to serve, was insufficient to meet this requirement.

**SECTION 2 - SELECTION FOR MEMBERSHIP**

The Executive Director or his/her designee shall select employees for membership in the DAC, based on review of applications for membership and giving consideration to the recommendations of the EEO Manager. Every effort will be made to ensure that membership reflects SCDD's diverse workforce and represents SCDD's varied program areas and geographic locations.

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## **SECTION 3 - TERMS OF OFFICE**

Members will be appointed for a term of two years, beginning June 1. Members may be considered for reappointment to subsequent terms. Committee Officers shall be appointed for a term of one year, and may be considered for subsequent terms.

## **ARTICLE III OFFICERS**

### **SECTION 1 - RESPONSIBILITIES OF THE CHAIRPERSON**

The responsibilities of the Chairperson shall include:

- a. Presiding over all meetings, ensuring order and proper conduct by DAC members.
- b. Serving as the representative of the DAC at meetings, hearings, and other forums; and briefing members concerning these activities.
- c. Monitoring subcommittees and other DAC activities.
- d. Serving as liaison between the EEO Manager or his/her designee and the DAC.
- e. Maintaining a current mailing list of all DAC members and resource contacts.
- f. Assigning a recorder to take the minutes at each meeting.

### **SECTION 2 - RESPONSIBILITIES OF THE VICE CHAIR**

The responsibilities of the Vice Chair shall include:

- a. Acting as Chairperson in the absence of the DAC Chairperson.
- b. Assisting the Chairperson in discharging the responsibilities of the DAC.
- c. Coordinating completion of DAC and subcommittee assignments.

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- d. Assuming the responsibilities of the Chairperson in the case where the Chair's seat is vacated and the new Chairperson is pending the vote of the membership.

### **SECTION 3 - RESPONSIBILITIES OF THE RECORDING SECRETARY**

The responsibilities of the recording Secretary shall include:

- a. Take and prepare minutes for the meetings and handles correspondence as directed by the Chairperson.
- b. Ensure timely distribution of minutes and correspondence.

### **SECTION 4 - TERMS OF OFFICE**

Committee Officers shall be appointed for a term of one year, and may be considered for subsequent terms.

### **SECTION 5 - ELECTION OF OFFICERS**

The members shall submit nominations for the Chairperson, Vice Chair, and recording Secretary at the June meeting. Each officer shall be elected by written vote of the members. Ballots shall be tallied and counted by the EEO Manager or his/her designee. The member receiving the highest number of votes for each position shall be elected to that office.

## **ARTICLE IV** **MEETINGS, LOGISTICS, AND ADMINISTRATION**

### **SECTION I – MEETING SCHEDULE**

The Disability Advisory Committee shall meet monthly. Meetings shall be scheduled on the third Thursday of the month, at 10:00 – 11:00 a.m., unless announced otherwise.

### **SECTION 2 - LOCATION**

DAC meetings shall typically be held in Sacramento at SCDD headquarters building, with polycom available to all members.

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## **SECTION 3 - ACCESSIBILITY**

Meeting places shall be accessible to all members

## **SECTION 4 - MINUTES**

Minutes shall be recorded at all meetings by the recording Secretary or designee, and submitted to the DAC Chair and EEO Manager or designee for review and approval prior to distribution to DAC members.

## **SECTION 5 - QUORUM**

Attendance of fifty percent (50%) of membership constitutes a quorum.

## **SECTION 6 - PARLIAMENTARY AUTHORITY**

Conduct of meetings shall be in accordance with parliamentary procedure as defined by Robert's Rules of Order.

## **SECTION 7 - AGENDAS**

The Chairperson shall develop meeting agendas with input from DAC members, which must have prior approval from the EEO Manager or his or her designee.

## **SECTION 8 – STAFF PARTICIPATION**

Members of the DAC may be required to spend an estimated eight to ten hours per month on DAC meetings, tasks, and functions. Managers and Supervisors shall authorize the use of up to ten hours per month for support of DAC activities.

## **SECTION 9- EXPENSE REIMBURSEMENT**

Members may be reimbursed for expenses incurred during the performance of DAC duties if approved in advance by the EEO Manager and the Executive Director. Reimbursement shall be in accordance with State guidelines and procedures.

Travel costs associated with DAC membership shall be the responsibility of the member's division/department. Reimbursement shall be in accordance with State guidelines and procedures.

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## **ARTICLE V VOTING**

Each DAC member is entitled to one vote. The EEO Manager or his/her designee shall vote only when necessary to break a tie.

## **ARTICLE VI RESIGNATIONS AND TERMINATIONS**

### **SECTION 1 - RESIGNATIONS**

In the event a DAC member resigns, the member shall notify the Chairperson and the EEO Manager in writing. An alternate may be selected to serve on the DAC for the remainder of the term.

### **SECTION 2 - TERMINATIONS**

DAC membership may be terminated for the following reasons:

- a. A change in employment status, such as leaving the SCDD;
- b. Failure to support the purpose of the committee;
- c. Three (3) consecutive unapproved absences from DAC meetings;
- d. Behavior of the member that is unprofessional and/or detrimental to the reputation of the DAC

The Chairperson shall inform a member facing termination of the intent to terminate membership, the reason for termination, and the effective date of the termination. This notice shall be in writing and shall be provided at least ten (10) days prior to the effective date. The member shall be given the opportunity to respond in writing. The response must be received by the Chairperson no fewer than five (5) days prior to the effective date of termination.

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**ARTICLE VII  
SUBCOMMITTEES**

Subcommittees may be formed as the Chairperson deems necessary. Subcommittees will meet bi-monthly and provide a status report at the monthly DAC meetings.

**ARTICLE VIII  
AMENDMENTS**

Amendments to the bylaws shall be submitted by the Chairperson in writing to the EEO Officer or designee for approval prior to presentation to the Committee. Approved amendments shall be submitted to the DAC at regularly scheduled meetings and require approval by a quorum. Proposed amendments shall be introduced to the DAC at least one month prior to DAC action.