

BYLAWS OF THE
SAN DIEGO COUNTY COMMITTEE FOR PERSONS WITH DISABILITIES

ARTICLE I. PURPOSE AND AUTHORITY

SECTION A. ESTABLISHING AUTHORITY

The Committee for Persons with Disabilities ("Committee") shall constitute a County of San Diego Board of Supervisor's advisory committee as outlined by Administrative Code, Article III., Section 84.80 – 84.91.

SECTION B. POWERS AND DUTIES

This Committee is established to advise the Board of Supervisors. The major principles guiding Committee work shall be to assure the self-determination of persons with disabilities; provide persons with disabilities with the resources and educational services necessary to enable them to achieve their fullest potential; and to provide them with an equal opportunity to participate fully in the social and economic benefits of our society. The Chief Administrative Officer shall provide necessary staff support to the Advisory Committee.

SECTION C. NON-PARTISAN

The Committee is a non-partisan, non-sectarian, non-profit making advisory committee. It does not take part officially in, nor does it lend itself to any political issues. No political clothing or paraphernalia shall be worn at any time.

SECTION D. ADVISORY ONLY

The Committee is advisory to the Board of Supervisors only. The Committee is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

ARTICLE II. MEMBERSHIP AND TERMS OF OFFICE

SECTION A. MEMBERSHIP

Each member of the Board of Supervisors shall appoint two members and the San Diego County Committee for Persons with Disabilities shall appoint one member to the Committee. The Committee shall be residents of the County of San Diego. Not less than five members shall be persons with disabilities.

SECTION B. COMMITTEE SIZE

The Committee shall be made up of no more than eleven members.

SECTION C. TERMS OF OFFICE

Each Committee member appointed by a Supervisor shall serve a term which shall run concurrently with the term of the appointing member of the Board of Supervisors. The term shall expire on the date of expiration of the term of the appointing member of the Board of Supervisors, or at such time as he or she ceases to hold office, whichever first occurs. The Committee member (Member-at-Large) appointed by the Committee for Persons with Disabilities shall serve a term of two years but may be appointed for a second, two-year term.

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Any Committee member whose term has expired hereunder shall continue to discharge his or her duties as a Committee member until his or her successor has been appointed and qualified. The reelection of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Committee. The terms shall expire on the date of expiration of the term of the nominating member of the Board of Supervisors or at such time as said member of the Board of Supervisors ceases to hold office, whichever first occurs.

A committee member shall be appointed for no more than two consecutive terms. For purposes of this limitation, a term shall include any appointment to fill a vacancy for one-half or more of a term.

SECTION D. VACANCIES

A vacancy shall occur on the happening of any of the following events before the expiration of the term:

- (a) The resignation of the incumbent,
- (b) The ceasing of the incumbent to be a resident of the County of San Diego, or
- (c) Unexcused absence from three consecutive regular meetings of the Committee.

When a vacancy occurs as the result of three consecutive absences, both the member and the appointing Supervisor shall be notified of the vacancy by the Chairperson. If a midterm vacancy occurs, a new appointee shall serve for the balance of the unexpired term of the member being removed.

ARTICLE III. DUTIES

The Committee for Persons with Disabilities shall have the responsibility to do any of the following:

- Study and evaluate County Charter provisions, ordinances, policies and proposed policies, to determine their implication for persons with disabilities.
- Study areas of concern as they pertain to the lives and needs of persons with disabilities. These may include but are not limited to: Coordination of Client Support Systems, health, education, employment, recreation, housing, transportation, architectural barriers safety related matters.
- Conduct workshops for County personnel and/or community groups.
- Participate in the conduct of public hearings dealing with matters related to persons with disabilities.
- Utilize County resources and facilities to accumulate information for the purpose of furthering the objectives of this Committee.
- Prepare and disseminate information of matters related to discrimination and prejudice.
- Formulate programs or legislation to promote and insure independence, equal rights and opportunities for all persons with disabilities.
- Provide liaison and assistance to County or citizen groups interested in the problems facing persons with disabilities.
- Initiate application for grants from all levels of government and private sources for carrying out the purposes of the Committee.
- Serve as the County's advisory committee of Section 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and related rehabilitation matters.

Each member of the Committee shall represent the entire area and population of the County in performing the Committee's member's duties.

ARTICLE IV. OFFICERS

SECTION A. ELECTION OF OFFICERS

The Committee shall annually elect a Chair, Vice Chair and Secretary. Nominations shall be taken at the January meeting and voted on at the February meeting. Nominations can be taken from the floor in February. The maximum length holding a given office shall be two consecutive one-year terms.

SECTION B. ROLE OF CHAIR

The Chair shall be the presiding officer and the official spokesperson of this organization. The Chair shall preside at all meetings of the Committee, carry out the policies of this organization, its committees and its general body. The Chair shall make all committee appointments subject to the approval of the Committee. The Chair shall be an ex-officio member of all committees (except the Nominating Committee), voting only in the case of a tie. The Chair shall have the general powers and duties of management usually vested in the office of the Chair and having the powers and duties as may be prescribed in these bylaws. The Chair of the Committee shall maintain consultation with the San Diego County ADA Title II Coordinator.

SECTION C. ROLE OF VICE CHAIR

The Vice Chair shall do everything necessary to assist the Chair in the performance of the Chair's duties. The Vice Chair shall exercise the powers of the Chair when and if the Chair is absent.

If the office of the Chair is vacated, the Vice Chair takes responsibility to lead the Committee until an election can be held to elect a new Chair.

If the office of Vice Chair is vacated, the Chair will temporarily appoint a member of the Committee to fill the vacancy until a new officer is elected. Such election shall be held within 30 days of the vacancy.

SECTION D. ROLE OF SECRETARY

The Secretary, or assigned staff, records the minutes of all Committee meetings and handles Committee correspondence. The Secretary keeps the roll, certifies the presence of a quorum, maintains a list of all active representatives, and keeps records of actions as they occur at each meeting. It is the responsibility of County staff assigned to the Committee to assure that posting of meeting notices in a publicly accessible place for 72 hours prior to the Committee meeting to keep a record of such posting and to reproduce the advisory Committee notices and minutes of all meetings.

ARTICLE V. SUBCOMMITTEES

SECTION A. TYPES OF SUBCOMMITTEES

- 1) Standing Committees: Any subcommittee that functions regularly and whose membership is appointed on an annual basis. A standing subcommittee shall have such names, powers, duties and composition as is determined by the Committee. Each standing committee comply with the Ralph M. Brown Act. Such subcommittees may include but not be limited to the following:

- a) Executive Committee: The Executive Committee shall consist of the Chair, Vice Chair and Secretary. It shall be the duty and responsibility of the Executive Committee to make recommendations to Committee members on matters discussed by the Executive Committee relating to or affecting the

business of the Committee and to report any action taken. A quorum of the Executive Committee shall consist of two (2) members of the Executive Committee.

b) Nominating Committee: The Nominating Committee may consist of up to three (3) members of the Committee and may be established no later than September each year.

c) Coordinating Committee: A coordinating committee comprised of the chairpersons of all the then existing subcommittees may be formed to assemble information from each subcommittee for presentation to the Committee. The Chair or Vice Chair shall act as the Chair of the coordinating committee.

- 2) Special Committees, Task Forces, and Ad Hoc subcommittees: Special committees, task forces and subcommittees, generally temporary in nature, shall be established, as necessary for special purposes. Any task force or ad hoc committee appointed shall consist of not fewer than three members, including at least one Committee member. The actions and recommendations of task forces or ad hoc subcommittees shall not be deemed the action of the Committee and shall in no way bind the Committee for its members. The task force or ad hoc subcommittee shall cease to exist upon completion of its assignment.
- 3) Committee Reports: All sub-committees shall report at regular meetings at least quarterly or as requested by a Subcommittee Chair or Subcommittee Chair. This report may be oral or written, unless specified by the Committee.

SECTION B. ROLE OF SUBCOMMITTEES

The Committee may select from its membership or the general public, subcommittee chairpersons and/or members to direct studies, conduct research or make recommendations on Committee activities.

SECTION C. PURPOSE

The purpose and scope of each subcommittee shall be included in any motion to form the subcommittee and incorporated into the Committee's meeting minutes.

SECTION D. ROLE OF SUBCOMMITTEE CHAIRPERSON

Each subcommittee chairperson shall be responsible for keeping records of all actions and reports of the subcommittee and shall submit these actions and reports to the Committee on a regular basis.

ARTICLE VI. ORGANIZATION PROCEDURES

SECTION A. GOVERNANCE

Robert's Rules of Order govern the operation of the advisory committee in all cases not covered by these by-laws. The Committee may formulate specific procedural rules of order to govern the conduct of its meetings.

SECTION B. VOTING

Any group voting at a duly noticed meeting is based on one vote per person, and no proxy, telephone or absentee voting is permitted.

SECTION C. MEETINGS

The Committee meets monthly on a duly noticed date, time and at a location designated by the Chair. All meetings of the Committee and its subcommittees are open to the public and shall be subject to the provisions of Chapter 9 (Commencing with Section 54940) of Part I, Division 2, Title 5 of CA Government Code, relating to meetings of local agencies (Ralph M. Brown Act). Special meetings may be called at a time and place designated by the Chair. Notices of regular and special meetings shall be given by the Committee staff pursuant to the Government Code, relating to meetings of local agencies in accordance with the Ralph M. Brown Act.

SECTION D. QUORUM

A quorum shall be defined as a simple majority of members currently appointed (i.e. over fifty percent of members). The definition of members excludes unfilled positions and those vacated by resignation or removal. A quorum is required to hold and conduct any meetings of the Committee.

ARTICLE VII. AMENDMENTS

These bylaws may be amended at any regular business meeting by a two-thirds vote of the currently appointed membership of the Committee. Bylaws may be reviewed by the Chair, Vice Chair and Committee members as needed. The amendment must be submitted in writing to the Board of Supervisors for approval.

ARTICLE VIII. STANDING RULES

Standing Rules may be adopted by a majority of the quorum at any regular meeting. After they have been adopted, they cannot be modified at the same session except by a reconsideration. At any future session, they can be suspended, modified, or rescinded by a majority vote.

ARTICLE IX. EFFECTIVE DATE

These bylaws shall become effective upon adoption by the Committee for the Persons with Disabilities and approval by the Board of Supervisors.