



## BYLAWS

### 1. **DUTIES AND RESPONSIBILITIES** (as defined by Section 2.72.060 of the Santa Cruz County Codes)

The Commission may exercise the following responsibilities in its efforts to serve the persons with disabilities of this county:

- A. Review existing County policies that affect persons with disabilities and make recommendations to the Board of Supervisors regarding any proposed changes;
- B. Review Sections 503 and 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act and its implementing regulations and advise the Board of Supervisors on any actions necessary to bring the county into compliance with the federal requirements to eliminate discrimination against persons with disabilities.
- C. Review the provision of access for persons with disabilities to public places within the county and recommend improvements where needed;
- D. Review the County's equal employment opportunity plan and policies, and recommend to the Board of Supervisors and Equal Employment Opportunity Commission any revisions, which may be necessary to eliminate employment discrimination against persons with disabilities.
- E. Review the County's personnel rules and job descriptions, and make recommendations to the Board of Supervisors, and to the Civil Services Commission as necessary to assure that any unnecessary barriers to employment of persons with disabilities are removed;
- F. Advise the Board of Supervisors on any other appropriate programs and actions, which would increase employment opportunities for persons with disabilities.
- G. Evaluate services provided to persons with disabilities in the county and make recommendations to the Board of Supervisors based on their conclusions.
- H. Review requests by persons with disabilities in the county and make recommendations to the Board of Supervisors.
- I. Investigate citizen complaints related to concerns of persons with disabilities and recommend appropriate actions to the Board of Supervisors;
- J. Review federal and state legislation of interest to persons with disabilities and advise the Board of Supervisors of its recommendation; and

- K. Exercise other responsibilities related to the needs and concerns of persons with disabilities in the county. (Prior code §3.65020: Ord. 2744, 8/14/79)

## 2. MEETINGS AND AGENDAS

- A. Regular meetings of the Commission on Disabilities shall be held once each month. All regular meetings will convene at a location as designated and properly noticed by the Commission.
- B. The following items should be mailed (by electronic mail or U.S. Postal Service) to each Commission member and local newspaper at least one week prior to each meeting:

- 1) An agenda

- C. At least one week prior to each meeting, an agenda for the regular meeting shall also be mailed to persons who have submitted a written request to the Commission for notification of meetings, and the agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

When there is a need to take immediate action on an item brought to the Commission's attention subsequent to the agenda being posted, a vote by either two-thirds of the full Commission or unanimous vote of Commissioners present may authorize such action.

- D. Special meetings may be called by a majority vote of the Commission during any regular or special meeting, or by the Chair.
- E. Agendas for special meetings shall be sent by electronic or postal mail to each member of the Commission at least 48 hours prior to the meeting. Each person who has submitted a written request to be notified of Commission meetings shall also be mailed agendas at least 48 hours prior to a special meeting. Special meeting agendas will be posted on the Commission's website and on select bulletin boards at County locations as soon as they are available. No business other than that listed on the agenda shall be considered at a special meeting.
- F. No meeting of the Commission shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition (cancer-related), marital status, sexual orientation, sex, age, or veteran status. No meeting of the Commission shall be held in a place that restricts access to persons with disabilities.
- G. Public participation in Commission meetings shall be allowed as follows:

- 1) Opportunities will be provided for members of the public to address the Commission on matters within the scope of its responsibilities.
  - 2) Meeting time will be provided for community oral communication regarding items not on the agenda. Each speaker's presentation will be limited to five minutes.
  - 3) The Commission may establish reasonable limits on the total time to be allotted for discussion of a particular item. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting
- H. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.
- I. The meetings will be conducted in accordance with Robert's Rules of Order Revised, unless otherwise specified by the authorizing legislation or the By-laws of this Commission.

### **3. VOTING**

- A. A majority of the voting members shall constitute a quorum.
- B. All official acts of the Commission comply with the Santa Cruz County Code, Section 2.38.150.
- C. A Commission member will abstain from voting where a Conflict of Interest exists as defined in the Conflict of Interest Code for Santa Cruz County.

### **4. OFFICERS**

- A. The officers of the Commission are the Chair and the Vice Chair.
- B. The duties of the Chair are to preside over meetings, assist in preparing the agenda, represent the Commission and be responsible for communication with the Board of Supervisors and the County Administrative Office.
- C. Officers will be elected at the first meeting of the Commission in January each year and will serve for one year or until the next election.

### **5. SUBMISSION OF AGENDA ITEMS BY COMMISSION MEMBERS**

Commission members who wish to place items on the agenda shall give those items to the Chair of the Commission or the Commission Coordinator at least eight (8) days in advance of the meeting.

## **6. ANNUAL REPORTS**

A report of annual activities and accomplishments through December of each year shall be submitted to the Board of Supervisors and the County Administrative Office by January of the following year. The report shall include a summary of the activities and accomplishments of the Commission and a record of Commissioner attendance.

## **7. MEMBERSHIP**

The Commission shall consist of voting members, residents of the county appointed by the Board of Supervisors in the following manner:

A. Each supervisor shall nominate one person, who may reside in the Supervisor's district and who is a person with a severe disability, to serve on the commission;

B. Each supervisor shall nominate one person, who may reside in the Supervisor's district and who is either a person with a disability, or is a member of the immediate family of a person with a disability to serve on the Commission.

## **8. ATTENDANCE REQUIREMENTS**

If a member is absent for either three consecutive meetings or five meetings during a twelve- month period, the Chair and Vice Chair will vote to retain or remove that member. If they do not agree on this decision, the matter will be put before the entire Commission for a vote at the next regular commission meeting.

## **9. APPROVAL OF BY-LAWS**

These guidelines and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

## **10. AMENDMENTS TO BY-LAWS**

Amendments to the By-Laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

APPROVED BY THE COMMISSION ON March 12, 2009; April 9, 2009 and May 14, 2009

APPROVED BY THE BOARD OF SUPERVISORS ON \_\_\_\_\_