



California Governor's Office of Emergency Services Disability Advisory Committee Bylaws

Following are the operating procedures for the California Governor's Office of Emergency Services (Cal OES) Disability Advisory Committee (DAC).

ARTICLE I
TITLE, AUTHORITY AND PURPOSE

SECTION 1 - TITLE

The name of this advisory body shall be the California Governor's Office of Emergency Services Disability Advisory Committee (DAC).

SECTION 2 - AUTHORITY AND PURPOSE

The DAC was activated in 2014 pursuant to the terms of Government Code section 19795(b), to advise the 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 Cal OES 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 Cal OES 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 – TERMS OF OFFICE

Members will be appointed for a term of two years, beginning June. 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:

- Presiding over all meetings, ensuring order and proper conduct by DAC members.
- Serving as the representative of the DAC at meetings, hearings, and other forums, and briefing members concerning these activities.
- Monitoring subcommittees and other DAC activities.
- Serving as liaison between the EEO Manager or his/her designee and the DAC.
- Maintaining a current mailing list of all DAC members and resource contacts.
- 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:

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

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

SECTION 4 – TERMS OF OFFICE

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 **MEETING, LOGISTICS, AND ADMINISTRATION**

SECTION 1 – MEETING SCHEDULE

The Disability Advisory Committee shall meet monthly. Meetings shall be scheduled on the fourth 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 Cal OES headquarters building, with blue jeans available to all members.

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 – 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 6 – STAFF PARTICIPATION

Members are expected to participate and contribute to the success and effectiveness of this program.

ARTICLE V **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.

SECTION 2 – TERMINATIONS

DAC membership may be terminated for the following reasons:

- A change in employment status, such as leaving Cal OES;
- Failure to support the purpose of the committee;
- 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 (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 the termination.

ARTICLE VI **SUBCOMMITTEES**

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