

Cuyahoga County
Advisory Committee
on
Persons with Disabilities

BYLAWS

Proposed

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DOCUMENT'S PURPOSE

This document represents a compilation of the resolutions passed by the Board of County Commissioners and henceforth approved by the Cuyahoga County Executive related to the Advisory Committee on Persons with Disabilities bylaws.

The Revision Authority page lists these resolutions.

BYLAWS REVISION AUTHORITY

Revision	Date	Journal/Resolution
Original	06-21-83	Journal 199 Resolution No. 326322
Revised	08-11-98	Journal 259 Resolution No. 983141
Revised	2-25-03	Journal 277 Resolution No. 030853

CUYAHOGA COUNTY

Advisory Committee on Persons with Disabilities

BYLAWS

ARTICLE I

PURPOSE

SECTION 1

The purpose of the Advisory Committee on Persons with Disabilities (Committee) is to function within the jurisdiction of the Cuyahoga County Executive to advocate for persons with disabilities in the County. The Committee will advise the Cuyahoga County Executive on areas of employment, law, architectural and attitudinal barriers as well as other County government-related issues.

SECTION 2

The Committee will identify issues governed by the Cuyahoga County Executive affecting persons with disabilities and make recommendations to the Cuyahoga County Executive to rectify those areas of concern.

ARTICLE II

DISABILITY REPRESENTATIVE

SECTION 1

The Cuyahoga County Executive shall designate the Disability Representative as the liaison between the Committee and the County.

SECTION 2

The Disability Representative shall have influence/oversight in ADA issues, including, but not limited to, the accessibility of human resources, physical space and programming for people with disabilities in the County. They shall represent the Committee's concerns as needed and commit to carrying forth the purpose and agenda of the Committee. The Disability Representative or their designee shall attend Committee meetings to exchange information and report on County ADA issues.

SECTION 3

The Disability Representative or their designee shall serve as staff to the Committee and not be required to take a leadership role in this Committee.

SECTION 4

Requests by the Committee members for the Disability Representative's time and involvement in other community activities shall be made through the Committee Chair, or Vice-Chair, who will contact the appropriate individual.

SECTION 5

If the Disability Representative is not fulfilling the duties of the Committee Liaison, the Committee Chair shall seek relief by direct contact with the Cuyahoga County Executive.

SECTION 6

The Disability Representative or their designee will keep the specific records required by Cuyahoga County for monitoring of Boards and Commissions.

SECTION 7

The Committee may request the presence of other County staff members at meetings to discuss issues the Committee is reviewing which directly relate to their job responsibilities.

SECTION 8

The County will provide clerical assistance as arranged by the Disability Representative.

ARTICLE III

CONTACT INFORMATION

The address and phone number (with TTY) of the Disability Representative, their designee, or Committee members, when approved by the Chair, may be used for Committee purposes. This address and phone number may be used for correspondence and appear in public communications for Cuyahoga County.

ARTICLE IV
MEMBERSHIP

SECTION 1

The Cuyahoga County Executive shall appoint members to the Committee. Members shall serve at the pleasure of the Cuyahoga County Executive.

SECTION 2

The majority of Committee members shall be persons with a disability. All members shall be persons who are knowledgeable regarding disability issues, have demonstrated involvement and experience with persons who have disabilities and are committed to working collaboratively to achieve the purpose of the Committee.

SECTION 3

The Committee may consist of a minimum of twelve (12) and a maximum of eighteen (18) members.

SECTION 4

The members shall be appointed by the Cuyahoga County Executive for terms of three (3) years; except for the initial appointments, not less than four (4) nor more than six (6) shall be for terms not longer than one (1) year, and not less than four (4) nor more than six (6) shall be for terms not longer than two (2) years, and not less than four (4) nor more than six (6) shall be for terms of three (3) years.

SECTION 5

Each person appointed shall serve until a replacement is appointed.

SECTION 6

The Cuyahoga County Executive shall fill all vacancies.

SECTION 7

The Committee shall recommend persons for appointment, replacement, or removal to the Cuyahoga County Executive. The Committee shall not discriminate on the basis of race, color, disability, sex, national origin, age, ethnicity, religion, sexual orientation, HIV infection, AIDS-related complex or AIDS or any other status protected by federal law.

SECTION 8

The Executive Committee shall be responsible for determining individual cases for recommendation to the Committee for the removal of members who are in violation of the bylaws.

SECTION 9

At the recommendation of the Committee, the Cuyahoga County Executive may remove from membership any member having three (3) absences within the fiscal year, except for unusual circumstances beyond her or his control, from regularly scheduled meetings.

SECTION 10

The Cuyahoga County Executive has the right to remove any Committee member at any time.

ARTICLE V

MEETINGS

SECTION 1

The Committee will meet at least quarterly at a time, date and location set by the Committee. Meetings may be held in person or via video or audio conferencing; Committee members may call in to all meetings.

SECTION 2

The Committee may hold emergency meetings if it is deemed necessary. Such meetings must be called according to the prevailing edition of Roberts Rules of Order.

SECTION 3

A majority of the Committee shall constitute a quorum at a properly called meeting.

SECTION 4

Meeting attendance is required to submit a vote. Attendance includes in person, by video conference or by phone as long as all participants can communicate with one another.

ARTICLE VI
SUBCOMMITTEES

SECTION 1

The Committee shall recommend the establishment of Subcommittees, as necessary, to carry out its objectives.

SECTION 2

The Chair of the Committee will appoint a Chair for each Subcommittee. Each Subcommittee Chair shall appoint a Recorder and inform the Committee Chair, in writing, of all Subcommittee plans and activities. The Chair of the Committee, with approval of the Committee, shall have the authority to abolish any Subcommittee it establishes.

SECTION 3

Subcommittees may include individuals who are not Committee members. These individuals have voting rights within the subcommittees.

SECTION 4

The Executive Committee shall comprise the Chair, Vice-Chair and Secretary. Between regular meetings, the Executive Committee is authorized to finalize plans and activities of which the Committee has knowledge and with the Committee's consent. In the absence of a majority of the Committee in attendance at a meeting, the Executive Committee may act on behalf of the Committee on any action except bylaw amendments.

ARTICLE VII
OFFICERS

SECTION 1

Commencing June 21, 1983, the Committee will elect officers by majority vote for one-year terms at the January meeting.

SECTION 2

The officers of the Committee, and their duties, are as follows:

CHAIR: Prepare agenda, conduct meetings and coordinate functions of the Committee and appoint Chairs of Subcommittees.

VICE CHAIR: Conduct meetings in absence of the Chair and carry out such functions as requested by the Chair. Monitor attendance of Committee members and inform the Chair of terms which will expire in no less than six (6) months.

SECRETARY: Take minutes of meetings, handle correspondence and forward such information to the Disability Representative or their designee for filing.

SECTION 3

The Committee may remove officers who are not fulfilling the duties of their office. This shall require a two-thirds (2/3) vote of the Committee.

SECTION 4

A vacancy of any officer is filled by majority vote of the Committee for the remainder of the term.

ARTICLE VIII

RULES AND PROCEDURES

SECTION 1

All meetings shall be conducted in accordance with the prevailing edition of Roberts Rules of Order and the laws of the State of Ohio.

SECTION 2

Communications protocols:

Written and Verbal. No member shall proclaim to represent this Committee or Subcommittee in any fashion without prior authorization from the Committee Chair.

Any correspondence on behalf of a Subcommittee of this Committee must be first approved by and then copied to the Committee Chair.

No documents or business cards bearing the name or logo of the County shall be printed without the consent of the Committee Chair.

SECTION 3

Standard of conduct

No member of this body shall be directly involved or in a negotiating position for goods or services with the County without full disclosure to all parties concerned. Should a member of this Committee be an employee or contractor for an Organization, which does business with the County, that member shall notify the Committee and make every effort to avoid any conflict of interest by representation of their position on the Committee.

ARTICLE IX

AMENDMENTS

SECTION 1

The Committee may recommend to the Cuyahoga County Executive amendments to these bylaws.

SECTION 2

Prior to the submission of bylaw amendment recommendations to the Cuyahoga County Executive, all such recommendations shall be:

Submitted to and accepted for reading by the Committee by at least a two-thirds (2/3) roll call vote of the members in attendance at the meeting.

Approved by the Committee at the following Committee meeting by at least a two-thirds (2/3) roll call vote of the members in attendance.