

CULVER CITY DISABILITY ADVISORY COMMITTEE BYLAWS

I. PURPOSE

It is the public policy of the City of Culver City that all persons residing or visiting in this City, regardless of disability, will enjoy an equal opportunity to live, work, learn and play, without being subjected to discriminatory treatment. The City is committed to promoting respect, tolerance and acceptance of all individuals, including those with disabilities. The City is further committed to ensuring the rights of each individual in the City, regardless of disability, including, but not limited to, equal accommodations and service in all business establishments in the City, and equal access to services by all departments of the City. In accordance with such policy, the Disability Advisory Committee of the City of Culver City (Committee) is hereby established to ensure equal opportunities for all people.

II. ORGANIZATION

A. Composition:

The Disability Advisory Committee shall consist of up to nine qualified members appointed by the City Council. Member qualifications are set forth in Section II.C below.

B. Terms of Office:

1. Of the Committee members first appointed, one shall be appointed for a term of one year; one shall be appointed for a term of two years; one shall be appointed for a term of three years; and two shall be appointed for a term of four years. Thereafter, each member shall serve a term of four years.
2. All members shall serve at the pleasure of the City Council.

C. Qualifications:

1. Committee members should meet at least four of the six criteria set forth in Section II.C.4 below.
2. A majority of the Committee members shall be persons who have personal experience with a disability.
3. The members of the Committee should reflect as diverse a representation of disability experience as is possible.

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4. The following criteria shall be considered in the appointment of Committee members:
 - a. Interest in and understanding of issues relating to disabilities.
 - b. Personal experience with a disability.
 - c. Demonstrated desire for involvement.
 - d. Willingness and commitment to invest time in disability-related and Committee activities.
 - e. Membership in organizations representing disability interests.
 - f. Employment or volunteer experience related to the disabled community.
5. As defined by the Americans with Disabilities Act, an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.
6. No more than one representative from any given private, non-profit, public, or quasi-public, agency or organization shall be Committee Members at any given time. A Committee Member who also serves as a representative of such agency or organization shall recuse themselves from formal discussion and voting on matters relating to that agency or organization. "Representative" as used in these Bylaws, is any individual who is directly employed by or in a policy-making or governing capacity within the agency or organization.

D. Absence of Committee Members:

Any Committee member who has two consecutive unexcused absences from a regular meeting, shall be deemed inactive and may be subject to referral to the City Council for consideration of removal, as set forth in Section II.F of these Bylaws.

E. Appointments to Fill Vacancies:

If a vacancy occurs, the City Council may, but shall not be required to, appoint a qualified replacement for the remainder of the term for that seat.

F. Removal:

1. Any member of the Committee may be removed at any time and without cause by a majority vote of the City Council.

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2. A Committee Member who is deemed to be inactive in accordance with Section II.D of these Bylaws shall be given written notice of such determination and may appeal such determination at the next meeting of the Committee. , If the Committee by a majority vote of the Members present, pass a motion, the inactive Member will be referred to the City Council for consideration for removal.

G. Compensation and Training:

1. Committee Members shall serve without compensation for their service on the Committee.
2. Committee Members shall take any mandatory training prior to serving or, if deemed appropriate by the City Manager, within 180 days of being appointed by the City Council.

III. DUTIES

A. It shall be the function and responsibility of the Committee to:

1. Advise the City Council on all matters affecting persons with disabilities in the community.
2. Review community policies, programs and actions which affect persons with disabilities and make appropriate recommendations to the City Council.
3. Render advice and assistance to other City Boards, Commissions, and Departments on matters affecting persons with disabilities.
4. Identify the needs of persons with disabilities and create a public awareness of these needs in areas such as employment, housing, transportation, media, physical and communication accessibility and other needed areas.
5. Promote the total integration of persons with disabilities into all aspects of community life.
6. Perform other functions and duties as may be directed by City Council.

B. The operation of this Committee is subject to all applicable laws, including but not limited to, the City Charter, the Culver City Municipal Code, and other applicable

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Ordinances and Resolutions adopted by the City Council (including City Council Policies).

IV. OFFICERS

A. Designation of Officers:

1. At the meeting in July of each year, the Committee shall elect a Chair and Vice-Chair from among its Members.
2. The Chair and Vice-Chair of the Committee shall serve at the pleasure of the Committee.
3. The Chair and Vice-Chair shall serve terms of one year commencing upon their appointment and concluding on the later of June 30 of the following year or the election of their successors.
4. If the office of Chair becomes vacant prior to the conclusion of the Chair's term, the Vice Chair shall become Chair and the Committee shall elect a new Vice Chair, both of whom shall serve the remainder of those terms as set forth in Section IV.A.3.

B. Duty of Officers:

1. The Chair shall preside over all Committee meetings.
2. The Vice-Chair shall act as the Chair in his/her absence.

V. MEETINGS

- A. Regular Meetings: The Committee shall meet at least Bi-Monthly at a time and place designated by the Committee. The dates, times, location and agenda shall be furnished to members in writing at least 72 hours prior to each meeting.
- B. Special Meetings: Special meetings of the Disability Advisory Committee may be called at any time by the Chair or by five or more members of the Committee. The dates, times, location and agenda shall be furnished to members in writing at least 24 hours prior to the special meeting.

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- C. Brown Act: All meetings shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with California Government Code Section 54950).
- D. Quorum: Five Committee Members shall constitute a quorum.
- E. Voting: Each Committee Member shall be entitled to one vote. Approval of any matter requires an affirmative vote from the majority of the Committee Members present. Proxy voting is not permitted.
- F. Robert's Rule of Order: The latest edition of Robert's Rules of Order shall constitute the parliamentary guidelines for transaction of the Committee's business. Where there is a conflict between Robert's Rules and the Bylaws, the Bylaws shall have precedence. Failure to strictly follow Robert's Rules of Order shall not invalidate any action of the Committee.
- G. Placing Items on an Agenda: Consensus among a majority of the Committee Members present at a meeting must exist in order to place an item on a future agenda for discussion, or to request research by staff.

VI. STAFF SUPPORT

- A. Adequate staff support to ensure the proper functioning of the Committee shall be provided by the Culver City Parks, Recreation and Community Services Department.
- B. Staff support functions shall include, but not be limited to, providing a meeting room; scheduling meetings; recording, transcribing, and distributing minutes of the Committee meetings; sending notices of meetings; maintaining such records as are needed by the Committee for its proper functioning; and acting as liaison to City departments, commissions, and boards on behalf of the Committee.
- C. In the event the Parks, Recreation and Community Services (PRCS) Director determines that a request for research by the Committee is not within the approved tasks or duties of the Committee, or that the request requires a dedication of staff time and/or resources that are not available within the requirements of day-to-day operations, the PRCS Director shall confer with the City Manager. The City Manager shall decide whether the staff support shall be provided in that instance. The Committee may appeal the City Manager's decision to the City Council.

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VII. AMENDMENT TO BYLAWS

These Bylaws may only be amended by resolution of the City Council. The Committee may recommend amendments to the City Council by a two-thirds vote of the Committee Members present at a regular meeting; provided, the recommended amendments of the Bylaws is placed on a regular meeting agenda and that a copy of the proposed changes have been distributed to members in writing at least 10 days before the meeting at which the amendments will be considered.