

ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE BY-LAWS

ARTICLE I: NAME

The name of the organization is the Benton County Accessible Communities Advisory Committee, hereafter referred to as the “ACAC”.

ARTICLE II: PURPOSE

To promote greater awareness and understanding of disability issues and to improve access, inclusion, and acceptance for all persons with disabilities in Benton County. This committee is to benefit not only people with disabilities, but also the community (businesses, government, and the public) as a whole.

ARTICLE III: DUTIES

In compliance with [RCW 36.01.310](#), it shall be the duty of the ACAC to:

1. Advise the Benton County Board of County Commissioners on addressing the needs of persons with disabilities in emergency plans;
2. Advise the county and other local governments within the county on access to programs, services and activities, new construction or renovation projects, sidewalks, other pedestrian routes of travel, and disability parking enforcement;
3. Develop local initiatives and activities to promote greater awareness of disability issues, and acceptance, involvement, and access of persons with disabilities within the community;
4. Conduct public hearings and other investigations to determine the needs and priorities of county residents with disabilities;
5. Carry out other duties that the Benton County Board of County Commissioners may request under the provisions of the State of Washington Accessible Communities Act (Chapter 215, Laws 2010).

ARTICLE IV: MEMBERSHIP

1. ACAC members shall be Benton County residents who are appointed by the Board of County Commissioners.
2. The ACAC shall be composed of 5 members.
3. Appointments of members shall be made from a list of applicants, including interested persons with a diverse range of disabilities who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication, and physical barriers encountered by persons with disabilities. The list may also include family members, advocates, representatives from local disability-related organizations or educational institutions, and other individuals who are interested in promoting greater awareness of disability issues, and acceptance, involvement, and access of persons with disabilities within the community.
4. Members shall not be compensated for the performance of their duties on the ACAC.
5. Members may apply for travel, per diem, or reasonable accommodations as allowed under RCW 36.01.310.
6. Members are expected to fully participate and support the committee's by-laws.
7. ACAC members are expected to attend all meetings. If unable to attend, members are responsible for notifying the chair or coordinators as far in advance as possible. A member that arranges to participate remotely will be considered present for purposes of establishing a quorum and voting.
8. The ACAC may choose to form ad hoc subcommittees or work groups to deal with specific issues or projects.

ARTICLE V: OFFICERS

1. Officers of the ACAC shall consist of a Chair, a Vice-Chair
2. Officers shall be elected by a majority vote at the first regular meeting of the new calendar year and shall serve a one-year term. Officers may be elected to serve up to two consecutive terms. Nominees must be active members who have consented to serve.

CHAIR:

1. Presides at all meetings, sets the agenda, and executes the agenda of such meetings in an orderly manner;
2. When appropriate and necessary, establishes ad hoc subcommittees or work groups and appoints members thereto;

3. Officially represents the ACAC before other organizations or groups, or appoints other ACAC members to do so.

VICE-CHAIR:

1. Officiates as Chair in the Chair's absence;
2. Assists the Chair in setting the agenda

ARTICLE VI: STAFF ROLES

The County shall provide a staff member to serve as the ACAC Coordinator and County representative who will advise and assist the ACAC and provide a link between the ACAC and the Board of County Commissioners. The duties of the Coordinator include:

1. Takes minutes of the meetings and distributes them to ACAC members and the County's representative no more than ten (10) business days after the meeting.
2. Distributes the agenda for upcoming meetings at least five (5) business days prior to the next meeting.
3. Arranges for necessary technologies for ACAC members and the public to fully participate, such as videoconferencing, American Sign Language Interpretation, live or remote captioning, Braille, or large print, use of the hearing loop system, and amplifier system.
4. Submits approved minutes to County representative.
5. Distributes announcements regarding the cancellation or rescheduling of meetings.

ARTICLE VII: VACANCIES

1. The Board of County Commissioners may remove any ACAC member for any reason whatsoever.
2. The ACAC may, by a majority vote of the total membership, recommend the removal of a member to the Board of County Commissioners, provided that thirty days' notice of the pending action has been provided to the member.
3. A member may resign by submitting written notice to the Benton County Board of County Commissioners or the Benton County Accessible Community Advisory Committee.
4. Vacancies shall be filled in the same manner in which the underlying member's position was filled. Persons appointed to fill a vacancy resulting from resignation or removal shall serve the remainder of the vacated term and may be reappointed for one additional term.

SECTION VIII: MEETINGS

The ACAC shall:

1. Be subject to the Open Public Meeting Act (RCW 42.30)
2. Establish a regular meeting time.
3. Hold not less than four regular meetings each year.
4. Adopt rules and regulations governing the transaction of business.
5. Keep a public record of all transactions, findings, and determinations.
6. Hold regular meetings in Benton County.
7. Give as much public notice as possible whenever a meeting must be cancelled, rescheduled, or relocated.

Special Meetings:

1. The ACAC may conduct special meetings and emergency meetings when deemed to be in the best interests of the ACAC and the community.
2. Special meetings may be convened at the request of the Chair; a written request by a majority of ACAC members; or the Board of County Commissioners.

Minutes:

1. Minutes of all meetings shall be recorded, and a copy will be emailed/mailed to each ACAC member at no more than ten (10) business days after the meeting.
2. A permanent file of minutes of ACAC meetings shall be maintained by the Benton County Elections Division and on the County Website.

Quorum:

A quorum shall consist of a majority (one more than half) of the appointed members. All actions of the ACAC shall be determined by a majority vote where a quorum is present. ACAC members that are not able to attend may participate via video or telephone conferencing to be considered present for the sake of establishing a quorum.

Voting:

1. Voting shall be limited to ACAC members.
2. Voting shall be conducted by voice, show of hands or by ballot if any member of the ACAC requests a special ballot for a specific issue. There will be no voting by proxy on any question before the ACAC. However, ACAC members that participate via video or telephone conferencing will be considered present for voting purposes.

Conflict(s) of Interest:

A member may not participate in a discussion or vote upon a matter in which he or she has a direct or indirect financial interest. If a conflict of interest arises, the member shall notify the Chair.

Rules of Order:

1. All meetings shall be conducted in a manner designed to promote consensus on ACAC actions.
2. Though majority vote will decide action, the ACAC may elect to operate in accordance with Roberts Rules of Order.

Agenda:

1. The agenda shall indicate the order of ACAC business.
2. Minutes are considered draft minutes until approved by the ACAC.
3. Time shall be scheduled on the regular meeting agenda for public comment.
4. Agenda shall be available on the county website five business days prior to the meeting.

SECTION IX: AMENDMENT OF BY-LAWS

1. By-laws will be reviewed annually at the first regular meeting of the new calendar year.
2. An ACAC member may propose amendments to the by-laws. A vote on a proposed amendment will not be held until the following meeting, in order to give all ACAC members the opportunity to review the proposal and to give the public the opportunity to comment on the proposal.
3. By-laws may be amended by a two-thirds majority vote of the ACAC insofar as such amendments do not conflict with Benton County Policy or Washington State Code.