



Office of ADA Compliance
and Accessibility

ACCESSIBILITY ADVISORY BOARD BYLAWS

Effective 3/17/2016
Revised 6/22/17

ARTICLE 1 – PURPOSE AND INTENT

The Accessibility Advisory Board (Board) is an advisory body to the Mayor and Council on policies and issues related to accessibility for persons with a disability and in compliance with federal, state, and local disability and access codes, rules, regulations, and laws.

ARTICLE 2 – DUTIES AND FUNCTIONS

The Accessibility Advisory Board will:

1. Advise the Mayor and Council on policies and issues relating to accessibility.
2. Advise the Mayor and Council regarding City compliance with federal, state, and local disability and access codes, rules, regulations, and laws.
3. Make recommendations to the Mayor and Council for improving communications between the disabled community and City government.
4. Perform accessibility studies and surveys as requested by the Mayor or Council.
5. Provide an annual report to the Mayor and Council detailing the activities and recommendations of the Board.

ARTICLE 3 – ORGANIZATION AND MEETINGS

Section 1. Qualifications

The Board shall consist of nine members appointed by the Mayor and confirmed by the Council. Board members shall be residents of the County of San Diego. Board members shall include five persons who have expertise in the Americans with Disabilities Act or disability services; two City-at-large members; one member with professional experience in a tourist-serving industry; and one member certified as a State of California Access Specialist under Title 21, Division 1, Chapter 1, Subchapter 2.5 of the California Code of Regulations.

Section 2. Appointment and Terms

The Board's members shall serve two-year terms, and each member shall serve until a successor is duly appointed and confirmed. Members are limited to a maximum of eight consecutive years. Initial members shall be appointed such that the terms of not more than five members shall expire in any year so as to allow the terms to be staggered.

For the initial appointments, five members shall be appointed to an initial term that will expire June 30, 2017, and four members shall be appointed to an initial term that will expire June 30, 2016. Initial appointments that are less than the full term of two years shall not have the initial term count for purposes of the eight-year term limit.

The expiration date of all terms shall be June 30. Any vacancy shall be filled for the remainder of the unexpired term.

Section 3. Compensation

Members of the Board shall serve without compensation, but shall be reimbursed for authorized, reasonable, and necessary expenses incurred in the performance of their official duties as approved by the Mayor or designee.

Section 4. Regular Meetings

The Board will meet at least once every three months at a place and time to be determined by simple majority vote. Special meetings and/or hearings may be called at any time by the Chairperson or Vice Chairperson. All meetings of the Board shall be open to the public in accordance with the Ralph M. Brown Act of the State of California. In all procedures not provided for by these rules or by Charter of the City of San Diego, the Board shall be governed by Robert's Rules of Order, Newly Revised.

Section 5. Quorum

A majority of the seated members of the Board will constitute a quorum for the conduct of Board business. Official action may be taken by a simple majority.

Section 6. Docketing of Items for Agenda

Any Board or member of the public may request that an item be placed on the agenda by notifying the Executive Director of the Office of ADA Compliance and Accessibility, in writing, prior to the first Thursday of each month. Final determinations regarding docketing of agenda items will be made by the Chairperson in consultation with the Executive Director.

Section 7. Notice of Agenda, Time, and Place of Meetings

Agendas containing information as to time, place, and business of the Board shall be e-mailed to all Board members and posted by Board Staff at least seventy-two (72) hours prior to each meeting in the City's "Docket Posting Binder," which is located in the breeze way just outside 202 C Street. Board members shall be given at least seventy-two (72) hours' notice prior to any special meeting.

Section 8. Officers

Each June the Mayor may designate one member as Chairperson; however, in the absence of such designation, the Board shall, on or after July 1, elect a Chairperson from among its members by majority vote of the Board. The Board shall elect a Vice Chairperson at its July meeting. Officers shall be designated or elected at the first Board meeting of the fiscal year for a term of one year. Officers may serve no more than two consecutive terms. The Board may elect other officers as the Board deems necessary, in accordance with the provisions of these Bylaws.

Section 9. Vacancies

The Board shall find that a vacancy exists upon:

1. Receipt of a resignation in writing from one of its members; or
2. The third consecutive unexcused absence; or

3. The fourth unexcused absence in the 12-month period of July through June of a member(s) from the Board's regular meetings.
4. The Chair and Executive Director may place on the agenda a recommendation to the board to excuse an absence due to extenuating circumstances.

Upon report that a vacancy exists, Board Staff shall notify the Mayor of the vacancy and request the nomination of a candidate to City Council for confirmation.

Should a vacancy occur in the position of Chairperson or Vice Chairperson before the term is completed, the Board shall fill the position at its next meeting by a majority vote of the Board members. The position shall be filled for the remainder of the unexpired term and until regularly scheduled elections are held.

Section 10. Staff

The City shall provide to the Board necessary technical and administrative assistance as follows:

1. Preparation of and posting of public notices as required by the Ralph M. Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
2. Provision of a meeting room including any necessary audio/visual equipment;
3. Preparation and copies of any documentary meeting materials, such as agendas and reports; and
4. Retention of all Board records, and providing public access to such records.

ARTICLE 4 - COMMITTEES

The Chairperson may from time to time establish committees, define their powers and duties, and appoint their members. All committee members must be members of the Board. Any committee may, by majority vote of its members, utilize as technical advisors, individuals who are not members of the Board, for the purpose of furthering the work of the given committee. All committee appointments shall be for a term of one calendar year unless the Chairperson designates a shorter time period. No committee shall have more than four members. The Chairperson shall be an ex officio member of all committees.

ARTICLE 5 - COMMUNITY RELATIONS

The Board Chairperson and Executive Director shall be the only official spokespersons for the Board. They shall be empowered to represent to the public any positions or views which have been decided upon by the Board. In those instances where the Board has an established position or view, and the Chairperson and Executive Director are unavailable, the Chairperson may designate a Board member to represent the Board's position or view. No other member of the Board shall speak for or

on behalf of the Board without the express consent of the Board. When circumstances require public comment from the Board on an issue or event about which the Board has not yet taken a position, the Chairperson or the Executive Director may respond.

ARTICLE 6 - ORDER OF BUSINESS

Generally, the order of business for regular Board meetings shall be as follows:

1. Call to Order/Roll Call.
2. Approval of Minutes.
3. Public Comment. Upon request, in certain circumstances where time is of the essence to members of the public, the Chairperson may exercise his/her discretion to hear public comment right before or after each agenda item to which the comment pertains or upon request, public comment may also be heard toward the end of the meeting.
4. Executive Director's Report.
5. Chairperson's Report.
6. Information Items.
7. Action Items.
8. Board Comments/Announcements.
9. Proposed Agenda Items for Future Meetings.
10. Adjournment.

The Vice Chairperson will conduct the meeting in the absence of the Chairperson. The Executive Director will conduct the meeting in the event that both the Chairperson and Vice Chairperson are absent.

ARTICLE 7 - BYLAWS

The Board will adopt, by a two-thirds vote of its members, Bylaws governing the conduct of its meetings and activities, the establishment of committees, and such other rules as may be necessary for the performance of its functions. Any amendments to the Bylaws shall require an affirmative vote of two-thirds of the Board's authorized membership.