

PUEBLO ADA COMMITTEE
BY-LAWS

A. NAME

The name of this organization is “Pueblo ADA Committee” as established by City Ordinance # 10097 on April 12th 2004, hereafter referred to as the “Committee”

B. PURPOSE

The Committee will serve as an active resource to the City Council, City Management/employees, businesses and residents of the City of Pueblo on issues concerning people with disabilities. The Committee will develop and implement a work plan to:

1. Review City building projects and plans during planning stages;
2. Review and monitor existing facilities and services for compliance with the Americans with Disabilities Act of 1990 as amended;
3. Provide information and resources to the community about compliance with the Americans with Disabilities Act and other important legislation;
4. Facilitate negotiations of grievances or suggestions from citizens and other entities about access to facilities and services;
5. Identify barriers that hinder citizen participation in all aspects of City life;
6. Recommend to the City Manager and City Council plans for ADA compliance.

C. COMMITTEE MEETINGS

1. Regular Meeting
 - a. Are held once a month, or as scheduled with advanced notice, to complete the work of the Committee
 - b. Must be held during business hours in a location that is accessible to all people with disabilities, and include “supports” such text in Braille and large print, communication aids, interpreters, assisted listening devices, and speaker phones with 24 hours advanced notice.
2. Voting
 - a. All Committee members may vote, except for representatives of the City.
 - b. Proxy votes will be accepted in writing, via email or telephonically for excused absences.
 - c. 51% of the membership constitutes a quorum for purpose of voting.

- d. In the event that there is no quorum when a critical decision needs to be made, the chairperson or his/her designee may poll members by phone or email, provided that all members are contacted.
3. The Executive Committee with the approval of the Chairperson may call special meetings.
4. Agenda
 - a. The Chairperson and/or Executive Committee will generate agenda items.
 - b. The agenda will include time for public comment.
 - c. Unscheduled presentations are limited to 10 minutes, unless extended at the discretion of the Chairperson or by a majority vote of the Committee.
5. City Liaison - Record Keeping and Dissemination of Information
 - a. The City Liaison (ADA Coordinator) will distribute minutes and meeting agendas and disseminate information on behalf of the Committee as directed by the Chairperson.
 - b. The City Liaison will also act as staff assistant to the Committee in managing action items; scheduling work sessions with the City Council and otherwise facilitating Committee work with the various City departments.
 - c. The Committee with the assistance of the City Liaison will provide a written annual report to the City Council before a scheduled work session. Such annual report will also include plans for the upcoming year.

D. MEMBERSHIP

Membership on the Committee is limited to 15 appointments. No fewer than 51% of those members must be people with significant disabilities who have access to a network of other people with significant disabilities and may include the parent or guardian of a child or children with disabilities.

1. In order to assure that the Committee represents a broad range of needs, membership may be drawn, but not limited to the following categories (People who):
 - a. Are mobility impaired, use manual or motorized wheelchairs
 - b. Have significant quadriplegia
 - c. Are deaf
 - d. Are hearing impaired
 - e. Are visually impaired
 - f. Are blind

- g. Have a significant mental illness
 - h. Experience speech or communication barriers
 - i. Have cognitive impairments, including traumatic brain injury
 - j. Have a developmental disability
 - k. Are extremely sensitive to toxins and electro/magnetic fields
 - l. Or who face significant barriers performing activities of everyday life.
2. Membership may also include someone with direct, detailed knowledge of ADA accessibility guidelines and requirements or other disability-related legislation.
 3. Membership may also include builders, contractors, or people from other professions who are directly involved with implementing ADA standards

E. MEMBER RESPONSIBILITIES

1. Must have direct personal knowledge of the barriers faced by people with disabilities.
2. Must be able to serve as a liaison between the Committee and the community about issues and activities affecting people with disabilities.
3. Must consult with the Chairperson, Vice Chairperson or Secretary, and City Liaison before making statements or representing the Committee on any project or activity.
4. Must be able to participate in at least one subcommittee or other activity on a continuing basis.
5. Are expected to attend all regularly scheduled meetings and must notify the Chairperson or Secretary of any absence in advance. Membership will be terminated after three (3) consecutive unexcused absences.
6. Vacancies to be reviewed by Committee and names of proposed members will be forwarded to the City Liaison to present to the City Manager for acceptance.

F. TERM OF OFFICE/ELECTIONS

1. Members will be appointed by the City Manager for terms of four (4) years. The initial appointment will allow for staggered terms.
2. Members are limited to two (2) consecutive terms unless the committee recommends additional term(s).
3. Members must serve for one year, except for the initial appointment, before becoming Chairperson.
4. Officers will be elected annually each January.

5. Vacancies of the Executive Committee will be elected by the full Committee

G. EXECUTIVE COMMITTEE

The Executive Committee shall consist of three (3) members and the City Liaison, including the Chairperson, the Vice Chairperson, and the Secretary/Historian chosen by the full membership at the January meeting.

H. RESPONSIBILITIES OF CHAIRPERSON

1. Preside at Committee Meetings
2. Preside at Executive Committee meetings
3. Develop agenda items in coordination with the Executive Committee
4. Assure that Committee meetings adhere to the agenda
5. Assure that the Vice Chairperson or Secretary/Historian is prepared to preside in the Chairperson's absence.
6. Be available for consultation at request of the Committee members, City of Pueblo employees & management, City Council and residents
7. Report to the Committee regarding all communication s/he has received or delivered as Chairperson for the Committee
8. Maintain contacts with the City Liaison
9. Oversee the development of any reports to City Management and the City Council
10. Assist with sub-committees and/or task forces of the Committee

I. RESPONSIBILITIES OF THE VICE CHAIRPERSON

1. Preside at Committee meetings and Executive Committee meetings in the Chairperson's absence.
2. Assist with developing agenda items
3. Assist with sub-committee and/or task forces
4. Assist in writing reports to City Management/City Council
5. Participate in new-member orientation

J. RESPONSIBILITIES OF THE SECRETARY/HISTORIAN

1. Preside at meetings in absence of Chairperson and Vice Chairperson
2. Assist with developing agenda items
3. Assist with preparing minutes/action register for distribution to Committee members
4. Assist with sub-committees and/or task forces
5. Assists with writing reports to City Management/City Council
6. Assist the Committee with project timelines, meeting and project planning
7. Collect and organize newspaper articles and other publicity events/initiatives concerning the Committee
8. Prepares and maintains a Committee history scrap/log book

K. SUB-COMMITTEES/TASK FORCES

1. Sub-committees and/or task forces are appointed by the Committee and reports to the Committee
2. They may call on outside experts or other persons who can facilitate the work of the Committee.

L. AMENDING BY-LAWS

1. The by-laws will be reviewed by the full membership after being approved by the Executive Committee
2. Changes to the by-laws must be approved by a simple majority vote of the Committee.