CEDAR RAPIDS
City of Five Seasons®

ADA ADVISORY COMMITTEE BY-LAWS

Section I. Creation, Name, and Authority

A committee of citizens, which shall be known as the ADA Advisory Committee (hereafter, the Committee), is hereby created at the direction of the Cedar Rapids City Council.

Section II. Purpose

It shall be the purpose of the Committee to assist the Cedar Rapids City Council and Linn County Board of Supervisors with matters related to the Americans with Disabilities Act (ADA).

Section Ill. Functions

The ADA Advisory Committee shall:

1. Provide advice new and existing programs, services, and facilities as it relates to Title II of the ADA.
2. Provide recommendations to improve accessibility to new and existing programs, services, and facilities.
3. Develop relationships with other organizations serving individuals with disabilities as identified by the ADA, including serving as liaisons between the Committee and organizations to which Committee members belong.
4. Identify accessibility needs and issues related to City and County programs, services, and facilities.
5. Annually develop a work plan consisting of goals and objectives for the Committee to pursue and report to the City Council and Board of Supervisors.
6. Provide opportunities for community organizations, special interest groups, and the general public to comment on alternatives and proposals related to accessibility improvements under consideration by the City Council or Board of Supervisors.
7. Disseminate information to all interested, affected, and/or concerned groups and citizens about City Council or Board of Supervisor plans or decisions related to the Committee's work.
8. Actively engage in education and outreach activities related to accessibility issues, the ADA, and improvements to new or existing programs, services, and facilities of the City of Cedar Rapids and Linn County.
9. Direct ADA complaints to the appropriate agencies and staff (staff for Title II issues and Civil Rights for Title Ill issues).
10. Monitor all ADA complaints received by the City and Linn County.
11. At the end of each fiscal year, provide a report to the City Council and the Board of Supervisors on the work and accomplishments of the Committee.

Section IV. Responsibilities

1. ADA Advisory Committee members should seek out opportunities to discuss issues of accessibility with residents in the community they have been appointed to represent, to familiarize themselves with the range· of public opinion among residents with diverse social and economic backgrounds.·
2. The ADA Advisory Committee shall monitor the City's and County's efforts to adhere to the requirements set forth in the ADA.
3. The ADA Advisory Committee shall address itself to those additional tasks assigned to it by the City Council or Board of Supervisors as requested.

4. The ADA Advisory Committee shall consider any issue brought before it by the public, its members, and City staff so long as that issue directly relates to issues of accessibility or the ADA in Cedar Rapids or Linn County. If, in its opinion, action or further study is required, the ADA Advisory Committee shall so report to the City Council or Board of Supervisors, refer the matter to the Civil Rights Commission, or other appropriate organization.
5. ADA Advisory Committee members shall familiarize themselves with the ADA, and the status of existing City and County programs, services, and facilities. Although a general familiarity with the ADA will be necessary, members are not expected to become experts in the legislation's technical aspects.
6. Each member of the ADA Advisory Committee is expected to demonstrate their interest in the ADA Advisory Committee's activities through active participation in ADA Advisory Committee meetings and public information and community involvement efforts. Should any member be absent from three (3) consecutive ADA Advisory Committee functions regardless of cause, the staff shall notify the Chair of the attendance issue and contact the member to discuss continuation of service. · If the member cannot commit to regular future service, the Chair will notify the Mayor or Board of Supervisors and request the position be filled. By majority vote, the ADA Advisory Committee members can recommend removal to the Mayor or Board of Supervisors of one of its members for reasonable cause.
7. If at any time, the City Council or Board of Supervisors finds cause that any ADA Advisory Committee member is not performing his or her duties or is impairing the ability of the ADA Advisory Committee to meet its responsibilities under these bylaws, that member may be removed by a majority vote of the elected body that appointed said member.

Section V. Membership

1. The ADA Advisory Committee will consist of no more than eleven (11) members. No more than six (6) members will be appointed by the Cedar Rapids Mayor and no more than five (5) members will be appointed by the Linn County Board of Supervisors.
2. At least 51% of the Committee must be made up of individuals living with a disability as defined by the ADA.
3. The Committee membership may include at least one representative of the following disability types:
    a. Hearing impairment
    b. Intellectual disability
    c. Psychiatric disability
    d. Mobility impairment
    e. Vision impairment
4. The Committee membership may include at least one representative of the following:
    a. Architectural Design
    b. Professional service provider for individuals with disabilities as defined by the ADA.
    c. Caregivers to persons living with a disability.
    d. Transportation service providers to persons living with a disability.
5. ADA Advisory Committee members shall be residents within the corporate limits of Linn County.

Section VI. Terms of Membership

1. Members shall be appointed for a three (3) year term. If an appointed member wishes to serve for an additional term, he or she may formally make a request to the governing body that made the original appointment.

2. Members are permitted to serve no more than two (2) consecutive terms. Members that have served two (2) consecutive terms and wish to re-apply can do so no sooner than one (1) year following the conclusion of their previous term.

Section VII. Offices, Duties, and Terms of Office

1. The first regularly scheduled ADA Advisory Committee meeting following each July 1 shall be an organizational meeting for the purpose of electing the following officers:
    a. Chair
    b. Vice Chair
    c. Secretary
2. Each member so elected shall serve for one (1) year, or until he or she is reelected or a successor elected.
3. The Chair shall preside at all meetings, call meetings, assign duties to members, appoint subcommittees, establish the agenda for meetings in consultation with staff, and act as a liaison to the City Council, Board of Supervisors, other government agencies, and other related committees.
4. The Vice Chair shall, during the absence of the Chair, have and exercise all of the duties and powers of the Chair.
5. The Secretary shall provide the records of all meetings, functions, and activities of the ADA Advisory Committee, including meeting agendas, summaries, notices, promotional materials and other documents as deemed necessary. The Secretary shall, during the absence of both the Chair and Vice Chair, have and exercise all of the duties and powers of the Chair.
6. In the event of a vacancy in the office of Chair, the Vice Chair shall automatically assume the office of Chair for the remainder of the unexpired term. In the event of a vacancy of the office of Vice Chair, the Secretary shall automatically assume the office Vice Chair for the remainder of the unexpired term. In the event that a vacancy in the office of Secretary, a new Secretary shall be elected at the next meeting of the ADA Advisory Committee to serve the remainder of the unexpired term.
7. In the event that all officers expect to be absent from an ADA Advisory Committee meeting, the Chair shall appoint another member to serve as Chair pro tern. In the event no Chair pro tern was appointed, the members present shall elect one of their attending members to chair the meeting.

Section VIII. Subcommittees and Task Forces

1. The ADA Advisory Committee may create subcommittees by resolution to perform specific tasks in furtherance of the duties assigned by the City Council, Board of Supervisors, or as necessary to deal with administrative and procedural matters. Members of the subcommittees shall be current members of the ADA Advisory Committee and be appointed by the ADA Advisory Committee Chair.
2. At the request of the City Council or Board of Supervisors, the Chair shall appoint ADA Advisory Committee members to serve on joint task forces with representatives of other organizations.

Section IX. Meetings

1. Meetings shall be scheduled on a regular monthly basis, or as necessary to accomplish the tasks assigned to the ADA Advisory Committee by these bylaws. The ADA Advisory Committee shall meet at least once in any three (3) month period. Special meetings may be called by the Chair, the City of Cedar Rapids, or Linn County.
2. An agenda shall be prepared for each meeting by the staff. Al the conclusion of each meeting, the Chair shall entertain suggestions from the membership for the next meeting's agenda.

3. A majority of the ADA Advisory Committee members shall constitute a quorum for the transaction of business. Vacant positions shall not be counted in determining the quorum requirement. Affirmative votes by a majority of the members present and voting at any meeting at which a quorum exists shall be necessary to adopt any measure.
4. Minutes shall be kept of all meetings.

Section X. Adoption and Amendments

1. These bylaws may be amended by the affirmative votes of two-thirds of the ADA Advisory Committee members, provided a copy of the proposed amendment shall have been sent to every member at least ten (10) calendar days before it is voted upon. Written votes will be accepted from absent member.