

Rapid City Disability Awareness and Accessibility Committee By-laws

Article I-----Name

- The name of this Committee shall be: Disability Awareness and Accessibility Committee (DAAC), previously known as the Mayor’s Committee for People with Disabilities.

Article II-----Legal Basis

- This Committee was established by Common Council Resolution, February 18, 1975, signed by Mayor Donald V. Barnett and entitled “Resolution Recognizing the Mayor’s Advisory Committee on Employment of the Handicapped” (City General File 142)
- Its name was changed to the Mayor’s Committee for Disabilities in November 2010, and to the Rapid City Disability Awareness and Accessibility Committee in January 2022
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Article III----- Mission and Responsibilities

- Mission: **Advance, support, and promote the equal inclusion, status and well-being of persons with disabilities in all aspects of Rapid City community life.**
- Responsibilities:
 - Serve an advisory role to the city and the ADA Coordinator in an effort to ensure compliance with the ADA
 - Increase awareness among the city, local businesses and members of the community of the contributions, potentials, and needs of individuals with disabilities and their families, including coordinating local activities on behalf of people with disabilities and their families
 - Identify issues of importance to the disability community and provide information to the Mayor, City Council, the Council liaison, and other city departments pertinent to those issues, including guidance on priorities and modifications of accessibility
 - Facilitate resolution of issues related to access to public facilities and services, or concerning barriers to persons with disability
 - Develop relationships with other organizations serving individuals with disabilities
 - Serve as an on-line resource for people with disabilities

Article IV-----Monetary Policy and Committee Use of Funds:

- The Disability Awareness and Accessibility Committee may receive funds annually in an amount determined by the mayor’s office for expenses related to the Committee’s mission and responsibilities. No part of such cash donations or contributions shall insure to the benefit of any member of the Committee.

Article V-----Membership

Section 1-----Composition

- (A) Members and advisors of the DAAC Committee will be from the greater Rapid City area.
- (B) For maximum effectiveness of the DAAC, members and advisors should be comprised of a cross-section of the community having an interest in employment and inclusion of persons with disabilities, including persons with disabilities themselves, and individuals involved with organizations that serve the disability community.
- (C) The ADA coordinator or their representative is considered an advisor and non-voting member.
- (D) The City Council Liaison is considered an advisor and non-voting member.

Section 2-----Appointments:

- (A) Members of the DAAC are appointed by the Mayor upon recommendations of the DAAC and serve at the pleasure of the Mayor.
- (B) The members of the Committee shall be appointed for two (2) year terms. Members shall be eligible for reappointment. (Amended 11/89)
- (C) The DAAC shall consist of a minimum of ten (10) members, one half (1/2) of the members shall be appointed each year.
- (D) Advisors are appointed for a one (1) year term by the Chairperson upon majority vote of the full committee. Advisors serve at the discretion of the Committee.
- (E) In the event of a resignation, a replacement member will be chosen among qualified applicants whom have submitted a Citizen Interest form to the Mayor's office, by a majority vote of the committee. The new member's name will be submitted to the Mayor for approval, and they will serve out the unexpired term.

Section 3-----Voting:

- (A) Each member or alternate shall be entitled to one (1) vote. Advisors are non-voting members. (Amended 8/86)
- (B) A member may designate an alternative representative with voting privileges by written notification to the Chairperson or Secretary.

Section 4-----Attendance:

Members who are absent for three (3) consecutive Disability Awareness and Accessibility Committee meetings, without sending an alternate or providing the Committee Chairperson with a reasonable explanation for their absence, may be considered to have forfeited their position on the Committee. This forfeiture will become effective upon a majority of affirmative vote of the entire Committee at a duly scheduled meeting. The Committee will notify the person of their forfeiture and subsequently submit recommendations to the Mayor for the appointment to fill the vacancy created by the forfeiture. Advisors to the Committee are encouraged to attend, however, advisors are not required to do so.

Section 5-----Compensation:

Members shall not be eligible for honorariums or salaries for services performed.

Article VI-----Officers

Section 1-----Officers and Election:

- (A) The Mayor of Rapid City is an ex officio chairperson of the Disability Awareness and Accessibility Committee.
- (B) The Committee shall elect at its regular meeting in December, a Chairperson, Vice Chairperson, Secretary/Treasurer, and **one (1)** member at large. They shall be installed and take office prior to the close of the Annual Meeting in January.

Section 2-----Executive Committee:

- (A) The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary/Treasurer, and the member at large, and shall as necessary upon call of the Chairperson of the Committee.
- (B) The Executive Committee shall exercise, between meetings of the Committee, all powers of the Committee.

Article VII-----Duties of Officers

Section 1----- Chairperson:

- (A) The Chairperson shall be responsible for the overall activities of the Committee
- (B) Shall preside over all meetings of the Disability Awareness and Accessibility Committee and Executive Committee
- (C) Prepare the agenda prior to each monthly meeting
- (D) Shall assign to the Vice Chairperson, Secretary/Treasurer and to the Chairpersons of the various committees such responsibilities as are appropriate and needed for carrying out the purposes and objectives of the Committee.
- (E) Shall appoint standing and special committees necessary to accomplish purposes and objectives of the Committee.
- (F) Shall be the spokesperson for the committee and represent the committee at public and ceremonial events

Section 2-----Vice Chairperson:

- (A) In the absence of the Chairperson, the Vice Chairperson shall assume and perform all duties of the Chairperson
- (B) Shall carry out all other duties assigned by the Chairperson.

Section 3-----Secretary/Treasurer:

- (A) Shall have the responsibility of keeping records of membership, sending written notices of meetings and keeping minutes of all Disability Awareness and Accessibility Committee and Executive Committee meetings
- (B) Will communicate with the Mayor's office regarding committee funds that are available and submit requests or invoices approved by the committee to disburse those funds.
- (C) Shall give an accounting of all disbursements made by the Committee's funds at each Annual Meeting

Section 4-----Vacancies:

In the event of a vacancy in any elected office, a majority of members of the Disability Awareness and Accessibility Committee shall elect a member of the Committee to serve out the unexpired officer's term of the office.

Article VIII-----Committees

Section 1----- Standing Committees:

Within thirty (30) days of the Annual Meeting in January, of the Disability Awareness and Accessibility Committee, the Chairperson shall appoint any needed standing committees.

Section 2----- Special Committees:

The Chairperson will appoint such other committees as are necessary to carry out the duties of the Disability Awareness and Accessibility Committee.

Article IX-----Meetings

Section 1-----Number of Meetings:

The Disability Awareness and Accessibility Committee shall meet once each month, at a date and time to be designated by the Chairperson, traditionally the third Wednesday of each month.

Section 2-----Annual Meeting:

The meeting to be held in January shall be designated as the Annual Meeting. Officers elected at the December meeting shall be installed prior to the close of the Annual Meeting.

Section 3-----Special Meetings:

Special meetings of the Disability Awareness and Accessibility Committee may be called by the Chairperson or upon request of five (5) members. Notice and the purpose of a special meeting shall be given to all members in a timely manner.

Section 4-----Public Meetings:

All meetings of the Disability Awareness and Accessibility Committee are considered public meetings and are open to the public. A community resident will be allowed three minutes for public comment at the beginning of each monthly meeting. However, the committee and sub-committees shall have the right to hold executive sessions.

Article X-----Quorum

A quorum shall consist of a majority of the members of the Disability Awareness and Accessibility Committee.

Article XI-----Rules and Procedures

Unless otherwise provided in these by-laws, Robert's Rules of Order (Revised) shall be observed as the rules and procedures for all meetings of the Disability Awareness and Accessibility Committee and Executive Committee.

Article XII-----Amendments to By-laws

Amendments to the by-laws will require transmittal of a written copy of any proposed amendment to each member of the Disability Awareness and Accessibility Committee at least fifteen (15) days prior to a duly scheduled meeting. Amendments to the by-laws must be approved by a majority of the members of the Committee.

Revised 10/85; 8/86; 11/87; 8/88; 11/89; 12/89; 3/99; 11/10; 11/20; 6/23