

**SPOKANE COUNTY  
ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE**

**PURPOSE**

*To promote greater awareness of disability issues and to improve access for and inclusion and acceptance of persons with disabilities in Spokane County*

**BY-LAWS**

**ARTICLE I: NAME**

The name of this organization is the Spokane County Accessible Communities Advisory Committee, hereafter referred to as the "ACAC."

**ARTICLE II: PURPOSE**

To promote greater awareness of disability issues and to improve access for and inclusion and acceptance of persons with disabilities in Spokane County.

**ARTICLE III: DUTIES**

In compliance with RCW 36.01.310, it shall be the duty of the ACAC to:

1. Advise the Spokane 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 Spokane County Board of County Commissioners may request under the provisions of the State of Washington Accessible Communities Act (Chapter 215, Laws of 2010).

**ARTICLE IV: MEMBERSHIP**

1. ACAC members shall be Spokane County residents who are appointed by the Board of County Commissioners.
2. The ACAC shall be composed of fifteen (15) 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 to 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 staff 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. If a member is absent without excuse from three consecutive meetings, the ACAC may recommend to the Board of County Commissioners that the member be removed for lack of participation. The member will be given 30 days written notice of such recommendation.
9. ACAC members shall be appointed for three-year terms which will be staggered, so that no more than 1/3 of the members' terms shall expire in one calendar year. When an existing ACAC member's term expires, that member may apply along with other applicants, to serve a maximum of two consecutive terms.
10. 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, and a Secretary.
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. Distributes the agenda for upcoming meetings at least five (5) business days prior to the next meeting.
3. When appropriate and necessary, establishes ad hoc subcommittees or work groups and appoints members thereto;
4. 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;
3. Arranges for necessary technologies for ACAC members and the public to fully participate, such as video-conferencing, American Sign Language interpretation, live or remote captioning, Braille or large print, use of the hearing loop system, and amplifier system.

##### **Secretary:**

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. Submits approved minutes to County representative.
  3. Distributes announcements regarding the cancellation or rescheduling of meetings.

#### **ARTICLE VI: STAFF ROLES**

- The County shall provide a staff member who will advise the ACAC and provide a link between the ACAC and the Board of County Commissioners.

#### **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 Spokane County Board of County Commissioners
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 Meetings Act (RCW 42.30)
2. Establish a regular meeting time.
3. Hold not less than four (4) 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 all regular meetings in Spokane 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 in Spokane County Office of the Chief Operating Officer.

##### **Quorum:**

1. A quorum shall consist of a majority (one more than half) of 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 of Interest:**

1. 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 bylaws. 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 Spokane County Policy or Washington State Code.

Approved March 13, 2014 by the Spokane County Accessible Communities Advisory Committee