

Cal Expo – Disability Advisory Committee (DAC) Bylaws

A. Purpose

Cal Expo’s Disability Advisory Committee (DAC) was reactivated on September 10, 2020. Its purpose is to advise Executive staff of disability issues of concern to Cal Expo employee’s with disabilities. Specifically focusing on internal operations and activities to ensure equal employment opportunities for persons with disabilities, as well as undertaking projects to deal with issues or resolving problems as they arise. It will also advise on how to make Cal Expo and its operations more accessible for guests.

B. Operating Parameters

1. Four hours a month staff time will be allowed for activities relating to the DAC. Additional time may be approved by the CEO upon request to meet special needs.
2. Elections will take place in January every two years at a special meeting. Nominations will be formally made for a Chair Person, Co-Chair People, a Vice-Chair Person, and a secretary. Each office will have a two year term with no term limits.
3. Meetings will be held on a quarterly basis in the months of February, May, August, and November; date to be determined at the previous meeting.
4. Rules of order are informal until such rules are needed.
5. Anyone can make a motion and it takes a majority vote to pass.
6. No letters, memos, communication, or actions are to be taken without the consensus of at least the Chair or Co-Chairs and Vice-Chair.
7. Support services, such as interpreters, readers or note-takers, may be necessary and requests must be given in advance to the DAC Leadership if such services are required.

C. Responsibilities

1. Leadership Responsibilities

- a. Chair
 - i. Solicit topics and agenda items one (1) month before meetings, draft agendas, and call for vote.
- b. Vice-Chair

- i. Schedule meetings in Outlook, assist the chair with preparations for meetings, responsible for note taking if secretary isn't present.
- c. Secretary
 - i. Take notes during meetings, send out meeting notes within two (2) weeks of meeting to all staff and announce next meeting date, assist chair and vice-chair with preparation for meetings.
- d. Co-Chairs
 - i. Split leadership duties between Co-Chairs until more members have joined.

2. Committee Responsibilities

- a. To provide identification of program concerns, such as the provision of reasonable accommodation, removal of architectural barriers, recruitment, upward mobility, and related issues.
- b. To provide information to inform employees with disabilities about equal employment opportunities and affirmative action laws, policies, and rules. To determine the specific concerns and needs of persons with disabilities within the department through written correspondence, individual contact, and group meetings.
- c. To promote training courses that are socially and culturally sensitive to the needs of persons with disabilities and ensure such courses are offered to all staff at Cal Expo. Ensure the DAC members receive appropriate training relating to the current laws and rules governing employment of persons with disabilities. (ADA training, reasonable accommodation, etc.).