

California Department of Food & Agriculture

Disability Advisory Committee Bylaws

Revised - 8/8/2017
Approval – pending vote

The following Bylaws represent the structure, responsibilities, and operating procedures for the California Department of Food and Agriculture’s Disability Advisory Committee. These procedures were developed and adopted by DAC pursuant to approval by the Department Secretary.

ARTICLE I. TITLE AND PURPOSE

Section 1: Title

The name of this advisory body shall be the Disability Advisory Committee also known (DAC or Committee) of California Department of Food and Agriculture (CDFA).

Section 2: Purpose

The DAC’s purpose is to assist CDFA in its efforts to promote a diverse work force, equal treatment of person with disabilities (PWD) and an increased awareness of the abilities of PWD.

ARTICLE II. AUTHORITY

Section 1

The establishment and activities of the DAC or committee is mandated by Government Code Section 19795(b).

ARTICLE III. MEMBERSHIP

Section 1: Number/Composition of Members

The DAC shall be composed of employees of the Department with disabilities or those who have an interest in disability issues. All CDFA divisions must have at least one active member and an alternate member on the committee. Division Directors may nominate employees for membership if no employee from his/her division applies.

Alternate members shall only participate in committee deliberations and votes if the active member is absent from the meeting. Alternate members shall not hold an office. If the active member is an office-holder and is not in attendance, the alternate may have a vote, but cannot fill the elected position.

The Equal Employment Opportunity (EEO) Officer shall serve as advisor and provide additional support and guidance as necessary to the committee.

Section 2: Terms of Appointment

Appointments to the DAC shall be approved by the Secretary for a two-year term. The program year for the Committee is January 1 through December 31. Any DAC member may reapply for and be appointed to the DAC for an additional term year. A member may serve for an unlimited number of terms.

Section 3: Appointment of Vacancies

When a vacancy occurs, the EEO Officer will announce the vacancy and solicit applications from the same division as the resigning member. Employees may submit a DAC application to the EEO Officer for review and recommendation to the Secretary.

The EEO officer shall maintain a list of qualified applicants who desire committee membership. Recommendations by the DAC will be made to the Secretary when vacancies occur.

Section 4: Accommodations

All special accommodation requests shall be made to the EEO Officer.

Section 5: Support Services

Funds for printing and mailing DAC memos, newsletters and correspondence shall be provided by the EEO Office.

ARTICLE IV. COMMITTEE RESPONSIBILITIES

1. Educate and elevate awareness of and support for persons with disabilities.
2. Recruit and increase representation of employees with disabilities as well as eliminate barriers to employment and public sector services.
3. Serve as an advisory to the Secretary via the EEO Officer, and division directors regarding implementation and maintenance of equal employment opportunity, affirmative action programs, activities for persons/employees with disabilities, and issues relating to the Americans with Disabilities Act.
4. Recommend, coordinate and implement projects upon approval to the Secretary to improve the personnel practices and employment opportunities for persons with disabilities in order to facilitate their representation at all levels within the department.
5. Maintaining representation and participation on the State Disability Advisory Council.

ARTICLE V. MEETINGS. LOGISTICS AND ADMINISTRATION

Section 1: Regular Open Meetings

Regular meetings and records shall be open to CDFA personnel and the public, noticed and agendized pursuant to the Bagley Keene Open Meeting Act.

The DAC will establish an annual calendar of meetings which shall be posted on the CDFA/EEO Office Internet website. Meeting agendas shall be developed by the DAC Chair in consultation with the EEO Officer. Ten (10) days prior to each meeting, the DAC Chairperson shall issue the DAC Notice of Meeting and Agenda to all committee members and interested persons, as well as, posting the Notice and Agenda on the CDFA/EEO Office Internet website.

Section 2: Location

The meeting place shall rotate between the various Sacramento CDFA office locations. DAC member(s) may call in from off-site teleconference locations only if accessible locations are offered in and noted in other field offices and pursuant to Bagley-Keene requirements. All meeting locations will be accessible to persons with disabilities and conform to state policy regarding state-sponsored meeting locations.

Section 3: Minutes

Minutes shall be taken of each meeting and submitted to the committee for approval at the following committee meeting.

Section 4: Quorum

The committee may only take action upon a majority vote of the members present if a quorum has been established. A quorum shall be established when there are a majority of the designated committee members present. The vote of an alternate member may count toward a quorum if the appointed member is absent.

Section 5: Actions, Voting, Elections

Letters, memos, communications, or actions on behalf of the DAC are to be undertaken only with the approval by DAC members present at a scheduled meeting.

Section 6: Parliamentary Authority

The DAC Chairperson will conduct meetings using standard parliamentary procedure. Rules contained in the Robert's Rules of Order, Newly Revised Edition shall govern the activities of the DAC and its subcommittees in all cases where applicable and where the rules are not in conflict with these bylaws.

ARTICLE VI. OFFICERS

Committee Officers shall be appointed by the Secretary based on a recommendation by the EEO Officer. Nominations shall be submitted to the EEO Officer by the membership on an annual basis of each year.

Section 1: Chairperson

Preside at all meetings, maintain order and establish a culture of inclusion, transparency and respect. The Chairperson shall represent the DAC at meetings, hearings, and in other forums to communicate DAC's positions and to report findings at the next regularly scheduled DAC meeting; collaborate with EEO Officer on all matters of concern to DAC; follow up on the progress of subcommittees and other DAC activities; and request information from offices within the Department and other State agencies when needed by DAC to discharge its duties.

Section 2: Vice Chair

The Vice Chair shall act in the absence of the Chair; assist the Chair in discharging the responsibilities of DAC; and coordinate completion of DAC and subcommittee assignments.

Section 3: Secretary/Treasurer

The Secretary, with the assistance of the EEO Officer shall take the minutes of each committee meeting; record committee member attendance to verify a quorum; record the results of votes cast during the bimonthly DAC meetings; provide a copy of the minutes to each current member of the DAC; and account for cash funds held by the CDFA Finance Office at each scheduled meeting.

Section 4: Terms of Office

Officers will serve one-year terms. Officers can serve for additional one year terms if they apply and are voted in.

ARTICLE VII. RESIGNATIONS, TERMINATIONS & ATTENDANCE

Section 1: Resignations

A member of the DAC shall submit a written resignation to the EEO Officer and the Chairperson of the DAC. The resignation shall be effective when it is acknowledged by the EEO Officer. The EEO Officer shall forward the resignation to the Secretary.

Section 2: Termination of Membership

A person's membership on the committee immediately terminates upon separation from the Department.

Section 3: Attendance

Regular attendance of DAC members is required. Members shall advise the Chairperson in advance of absence, with the reason for non-attendance and confirm that his/her alternate will be attending. The DAC Secretary shall notify any member who has missed two consecutive meetings that they are at risk of being removed from membership upon a third consecutive absence.

ARTICLE VIII. SUBCOMMITTEES

The DAC Chairperson may appoint subcommittees as necessary to carry out the activities and responsibilities of the DAC. Subcommittees shall consist of at least one member of the DAC and may include non-committee CDFA personnel as needed. The DAC Chairperson shall request, from the non-committee representative's supervisor permission for that individual to participate in the activity of the subcommittee. Any subcommittee with three or more DAC members shall comply with all Bagley-Keene requirements.

ARTICLE IX. AMENDMENTS

Section 1: Submission

Proposed amendments to the Bylaws shall be submitted in writing to the Chair for posting pursuant to Bagley-Keene, and consideration by the committee.

Section 2: Ratification

Amendments to the Bylaws shall only be ratified by an affirmative vote of the majority of the entire committee.