

**California Department of Food & Agriculture
Disability Advisory Committee
Bylaws**

Revised – April 14, 2021
Approval – April 14, 2021

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 Disability Advisory Committee pursuant to approval by the Secretary of the California Department of Food and Agriculture (Department Secretary).

ARTICLE I. TITLE AND PURPOSE

Section 1: Title

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

Section 2: Purpose

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

ARTICLE II. AUTHORITY

Section 1

The establishment and activities of the DAC is mandated by Government Code Section 19795(b)(1) State Civil Service Equal Employment Opportunity (EEO) Program .

ARTICLE III. MEMBERSHIP

Section 1: Number and Composition of Members

The DAC shall be composed of employees of the Department with disabilities or those who have an interest in disability issues. Committee members will submit an application signed/approved by their supervisor to the office of CDFA’s EEO Officer.

The committee will work to keep a minimum and maximum number of members in order to keep the committee productively working at serving its purpose which was mentioned in Article I, Section 2. The minimum and maximum number of members may be amended pending the needs of the committee after discussion and a vote.

As of the approval date stated on this version of the by-laws, the DAC will have a minimum of seven members and a maximum of 11 members.

The EEO Officer shall serve as the committee advisor and provide additional support and guidance as necessary to the committee.

Section 2: Terms of Appointment

A member may serve for an unlimited number of one-year terms. The program year for the Committee is January 1 through December 31.

Section 3: Appointment of Members

The EEO Office will announce and solicit applications from CDFA if more members are needed. Interested employees may submit a DAC application to the EEO Officer for review.

Section 4: Support Services

Resources 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 Department Secretary, Executive Offices, Divisions, and Programs regarding implementation and maintenance of equal employment opportunity activities for persons/employees with disabilities, and issues relating to the Americans with Disabilities Act.
4. Recommend, coordinate, and implement projects upon approval by the Department Secretary, that will improve the personnel practices and employment opportunities for PWD 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 Meetings

The DAC will establish an annual calendar of meetings which shall be posted on the CDFA/EEO Office website. Any changes to the meeting dates will be posted on the CDFA/EEO Office website as soon as dates are confirmed. Meeting agendas shall be drafted by the DAC Chairperson in consultation with the EEO Officer and DAC Officers.

Section 2: Special Meetings

Special meetings may be called as needed by members.

Section 3: Location

Meeting locations shall be determined at each prior DAC meeting or shortly thereafter.

Section 4: Accommodations

All reasonable accommodation requests shall be made to the EEO Officer at least three (3) days prior to the meeting.

Section 5: Minutes

The DAC shall keep meeting minutes and shall make approved minutes available in a timely manner.

Section 6: 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.

Section 7: Actions Items and Voting

Actions on behalf of the DAC are to be undertaken only with the approval by DAC members present at a DAC meeting.

Section 8: Parliamentary Authority

The DAC Chairperson will conduct meetings using standard parliamentary procedure.

Section 9: Communications Outside Regular Meetings

Members may communicate and discuss DAC topics outside of regular meetings via email or the Teams app, however, voting may only take place during in-person meetings.

ARTICLE VI. OFFICERS

The Officers of the DAC shall consist of a Chairperson, Vice-Chairperson, and a Secretary (DAC Secretary). Committee Officers shall be nominated and elected by the DAC.

Section 1: Chairperson

The Chairperson shall preside at all meetings, maintain order and establish a culture of inclusion, transparency and respect. The Chairperson shall also 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 the EEO Officer on all matters of concern to the DAC; follow up on the progress of subcommittees and

other DAC activities; and request information from programs 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 Chairperson; assist the Chair in discharging the responsibilities of the DAC; and coordinate completion of DAC and subcommittee assignments.

Section 3: Secretary/Treasurer

The DAC Secretary, with the assistance of the EEO Officer, shall provide administrative meeting support which can include taking meeting minutes attendance records; recommendations to the Department Secretary; and maintaining the DAC treasury.

Section 4: Terms of Office

Officers shall serve one-year terms. Officers can serve for additional one-year terms if they are nominated and elected by the committee.

Should an officer resign or is unable to serve their entire term, the DAC shall elect a replacement for the remainder of the term.

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 acknowledged by the EEO Officer.

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 requested. Members shall advise the Chairperson in advance of absence, with the reason for non-attendance. Continuous missed meetings may need to be discussed with the EEO Office, Chairperson and said member.

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.

ARTICLE IX. AMENDMENTS

Section 1: Submission

Proposed amendments to the Bylaws shall be submitted in writing to the Chairperson and the EEO Office for consideration by the committee.

Section 2: Ratification

Amendments to the Bylaws shall only be ratified by a vote of the committee.