

BYLAWS OF THE COMMISSION ON DISABILITIES

ARTICLE I - INTRODUCTION

This organization, which is advisory to the Monterey County Board of Supervisors, shall be known as the Commission on Disabilities. In performing its duties, it shall be guided by the policies and procedures established by the Board of Supervisors.

ARTICLE II – PURPOSE AND DUTIES

1. This Commission shall advise and recommend to the Board of Supervisors regarding equal access to employment, public services, communications, infrastructure, and public accommodations for people with disabilities.
2. The Commission’s jurisdiction is countywide, including unincorporated areas, and areas within cities and special districts, provided that the Commission shall not have the power to officially investigate, charge, or otherwise enforce legal mandates and guidelines within the cities and special districts.
3. The Commission’s scope of activities is to inquire, listen, and discuss with any persons or entities to gather information of potential interest to the Board of Supervisors. The Commission’s scope of activities may also include advocating public policy that supports the rights of all people with disabilities in the County of Monterey to live their lives to the fullest extent possible. To achieve this, the Commission may advocate policies and programs that encourage access to public and private buildings and grounds and better access to education and employment for people with disabilities.
4. The Commission on Disabilities shall:
 - a. Review matters and issues relating to equal access to employment, public services, communications, infrastructure, and public accommodations for people with disabilities, and advise the Board of Supervisors as to any significant situations and developments, whether positive, negative, or neutral.
 - b. Hold meetings and liaise with appropriate organizations and community groups regarding areas of mutual interest relating to persons with disabilities.

5. Each Commissioner shall have the following specific responsibilities:
 - a. Attend every meeting, unless excused.
 - b. Attend a minimum of three Commission meetings year and participate meaningfully.
 - c. Provide updates to their organization or appointing Board member on Commission-related matters.
 - d. Each newly appointed Commissioner must attend a Commission orientation provided by the Civil Rights Office within 30 days of being appointed by the Board of Supervisors.
 - e. Familiarize themselves with the Americans with Disabilities Act, the County's Transition Plan, and other laws, policies, and documents related to the work of the Commission.
 - f. Represent the Commission in public forums and at other groups' meetings representing the interests of the community with disabilities.
 - g. Complete the ethics training under Government Code §§ 25008 *et seq.*, and all newly appointed commissioners shall complete the training within 60 days of appointment by the Board of Supervisors.

ARTICLE III - MEMBERSHIP AND SELECTION

The Commission shall be composed of a total number not to exceed twenty-three representatives:

1. Each member of the Board of Supervisors may appoint a representative who lives or works in their district.
2. A representative from a city within the County of Monterey, provided the number of city representatives does not exceed eight at any time.
3. One County of Monterey Department of Housing and Community Development representative.
4. One representative from the Department Heads Council.

5. Up to eight representatives from various community-based organizations located or working in the County of Monterey that represent the interests and concerns of people with disabilities or actively advocate for the civil rights of persons with disabilities. Each representative appointed must reside or work for an organization in the County of Monterey. The Commission shall determine what community-based organizations qualify to nominate a representative.
6. All members shall be approved by the Board of Supervisors.

ARTICLE IV - TERMS OF OFFICE

1. Terms of office shall begin January 1st and end December 31st.
2. The term of office for commissions is three years. Commissioners wanting to be reappointed must petition for an additional term.
3. Representatives shall serve not more than two three-year consecutive terms, for a maximum of six years, as calculated to the following December 31st for any individual appointed to fill a vacancy for the remainder of that term.

ARTICLE V – ATTENDANCE AND VACANCIES

1. Attendance:
 - a. The Commission shall meet a minimum of once every two months.
 - b. Excused absences relate to vacation, illness, family emergency, or other exceptional circumstances, provided a 48-hour advance notice is given to the Civil Rights Office.
 - c. Unexcused absences are when advance notice was not provided to the Civil Rights Office.
 - d. The Commission may, for good cause, grant its members leaves of absence for a reasonable period.
 - e. A commissioner shall violate the attendance policy when:
 - 1) A commissioner has two unexcused absences in one calendar year; or,
 - 2) A commissioner has a combination of three excused or unexcused

absences in one calendar year.

2. Vacancies:

a. A vacancy shall exist:

- 1) When a commissioner submits a written resignation to the Chairperson or the Civil Rights Office.
- 2) When a commissioner's death or any other circumstances prevent them from completing a term.
- 3) When a commissioner no longer resides or works in the County or Supervisorial district, or does not meet the qualifications for the appointment.

b. Vacancies shall be filled for the remainder of the term.

c. When a vacancy occurs, the Civil Rights Office shall notify the Board of Supervisors in writing to consider a new appointment.

d. Attendance violations may result in a recommendation for removal to the Board of Supervisors

e. If a vacancy occurs because of the attendance policy violation, the Civil Rights Office shall notify the commissioner that their position is vacant and inform the Board of Supervisors to consider a new appointment.

ARTICLE VI - ORGANIZATION

1. Officers:

a. The Commission shall elect a Chairperson and Vice-Chairperson before the January meeting to take office in January. Officers shall serve for one year and may run for reelection.

b. Officers may be removed by vote of a majority of those members currently appointed for failure to perform the duties of the Office, or for malfeasance in office.

a. A vacancy in any Office shall be filled by nomination and election by the

Commission as soon as is reasonably possible.

2. Duties of Officers:

a. Chairperson:

- 1) Is responsible for speaking for the Commission on Disabilities.
- 2) Presides over Commission meetings.
- 3) Appoints committee members and temporary chairpersons to serve until each committee meets and selects a chairperson.
- 4) Signs all documents to carry out the will of the Commission.
- 5) Serves as an *ex officio* member of all committees.
- 6) Is responsible for the approval of the agenda.

b. Vice-Chairperson:

- 1) Be knowledgeable of and assume the duties of the Chairperson in their absence or incapacity.
- 2) Become the Chairperson upon the death, resignation, or permanent incapacity of the Chairperson.

c. Committees:

- 1) *Ad hoc* committees shall be created by action of the Commission, as needed. *Ad hoc* committees shall serve for a specific purpose and a limited duration until the work is complete or the committee is disbanded.
- 2) The Commission may establish standing committees, as needed, by a majority vote.

3. Amendment of the Bylaws:

- a. Commissioners may suggest an amendment to the bylaws.
- b. To be approved, an amendment must first be presented in writing at a regular

meeting. At the next regular meeting, it may be adopted by a majority vote of those present and then submitted to the Board of Supervisors for final approval.

4. County Staff Support, Minutes, and Expenses:

- a. The Civil Rights Office shall provide staff support to the Commission.
- b. Official minutes indicating attendance and recording actions taken at each Commission meeting shall be prepared and submitted to the Clerk of the Board prior to the subsequent meeting.
- c. Commissioners are entitled to mileage reimbursement to and from meetings and reasonable expenses necessary to conduct official County business, pursuant to County policies.

5. Reporting:

- a. The Civil Rights Office shall oversee the overall reporting process to the Board of Supervisors.
- b. The Chairperson and the Civil Rights Office shall submit periodic reports to the Board of Supervisors.

6. Procedural Guidelines:

- a. Robert's Rules of Order shall guide the procedural conduct of the meetings.

APPROVED and **ADOPTED** by the Board of Supervisors this ____ day of ____, 2025, and shall take effect immediately.