

Current (May 2019) of FADSB

BYLAWS OF FAIRFAX AREA DISABILITY SERVICES BOARD

PREAMBLE

Subject to the provisions of:

- (1) Sections 51.5-47 through 51.2-52 of the Code of Virginia, and
- (2) The joint Exercise of Powers Agreement for a Fairfax Area Disability Services Board adopted by the Board of Supervisors of Fairfax County and the Councils of the Cities of Fairfax and Falls Church, respectively, and
- (3) Other applicable laws.

The following bylaws apply to and govern the administration of the Fairfax Area Disability Services Board.

ARTICLE I: NAME AND JURISDICTIONS SERVED

- A. This body will be known as the Fairfax Area Disability Services Board (hereinafter referred to as the FA-DSB).
- B. The FA-DSB will serve the Cities of Fairfax and Falls Church, Virginia, and the County of Fairfax, Virginia.

ARTICLE II: PURPOSE OF THE FAIRFAX AREA DISABILITY SERVICES BOARD

In accordance with Section 51.5-47 of the Code of Virginia, the purpose of the FA-DSB is to provide input to state and local agencies on service needs and priorities of persons with physical and sensory disabilities, to provide information and resource referral to local governments regarding the Americans with Disabilities Act (hereinafter referred to as the "ADA"), and to provide such other assistance and advice to local governments as may be requested.

ARTICLE III: MEMBERS AND TERM OF OFFICE

The members and term of office of the FA-DSB shall be as set forth in the Joint Exercise of Powers Agreement for a Fairfax Area Disability Services Board, and incorporated herein by reference.

ARTICLE IV: ORIENTATION OF NEW MEMBERS

- A. FA-DSB appointees will be provided an orientation including but not limited to:
 - The role of the FA-DSB;
 - FA-DSB operating procedures;

- FA-DSB duties and responsibilities;
 - FA-DSB staff support;
 - An FA-DSB Board Orientation Manual including contact information for FA-DSB members and a copy of the FA-DSB Bylaws
- B. Board orientation is required for all FA-DSB members.

ARTICLE V: MEETINGS

A. Regular Meetings:

The FA-DSB will hold regular monthly meetings at such times, places and methods that are accessible to persons with physical and sensory disabilities, as it deems proper.

B. Special Meetings:

Special meetings of the FA-DSB may be called by the Chair, or in the absence of the Chair, by the Vice-Chair or by one-third of the members of the FA-DSB at such dates, times, and places as may be specified in the call for the meeting.

C. Regular Meeting Notice:

Notice of regular meetings will be given in writing or alternative format to all FA-DSB members at least ten (10) days in advance of the time and place of the meeting.

D. Special Meeting Notice:

Notice of all special meetings will be given to all FA-DSB members by written notice or alternative format at least five (5) days in advance of the time and place of the meetings.

E. Quorum:

A majority of the members of the FA-DSB present in person will constitute a quorum.

F. Attendance:

FA-DSB members will be responsible for attending all of the meetings of the full FA-DSB and the meetings of the FA-DSB committees to which the member is assigned. If a member is unable to attend a regular meeting of the FA-DSB, he/she must notify a member of the Executive Committee or staff prior to the start of the meeting in order to be excused. Three or more unexcused absences during a twelve- (12) month period will constitute resignation from the FA-DSB.

G. Conduct:

All meetings shall be conducted in accordance with principles of procedure prescribed in Roberts Rules of Order. The Secretary will serve as the Parliamentarian.

H. Meeting Minutes:

Minutes will be taken at all regular and special meetings of the FA-DSB and distributed to members with the notice of the next regular meeting. The Secretary is responsible for the minutes.

I. Strategic Planning

A meeting setting goals and priorities for the FA-DSB shall be held on an as needed basis.

ARTICLE VI: DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the FA-DSB shall be as set forth in Section II of the Joint Exercise of Powers Agreement for a Fairfax Area Disability Services Board, and incorporated herein by reference.

ARTICLE VII: OFFICERS

A. Officers, Duties and Responsibilities

The Chair shall:

- Develop the agenda of the FA-DSB regular meetings;
- Preside at all meetings;
- Assign members to committees;
- Appoint Chairs of committees and subcommittees;
- Serve as an ex-officio member of all committees of which the chair is not already a member except the nominating committee.
- Sign or cause to be signed the minutes when approved by the FA-DSB and such other official documents and correspondence required of him/her in the course of business of the FA-DSB; and
- Represent the FA-DSB before the Board of Supervisors, the City of Falls Church and City of Fairfax Town Councils, the Disability Services Council and other bodies unless she/he requests another member to represent the FA-DSB.
- Represent the FA-DSB at public hearings and can appoint other members to do so in his/her absence.

The Vice-Chair shall:

- Assume the responsibilities of the Chair at such times that the Chair cannot assume these duties;
- Monitor the activities of all committees of the FA-DSB;
- Oversee the FA-DSB's compliance with its Bylaws.

The Secretary shall:

- Be responsible for assuring that the records of the FA-DSB are kept, the minutes of all FA-DSB meetings are taken, and all votes are recorded;
- The Secretary shall also perform such other duties as requested by the Chair of the FA-DSB.
- Serve as the Parliamentarian
- Record all votes taken during FA-DSB meetings
- Assume the responsibilities of the Chair at such times that the Chair or Vice Chair cannot assume these duties;

B. Nomination

Beginning each spring, the FA-DSB shall appoint three members to serve as a nominating committee. Current FA-DSB officers and FA-DSB members seeking election to an officer position are ineligible to serve on the nominating committee. The committee shall submit the name of at least one nominee for each of the offices; Chair, Vice-Chair, and Secretary. At the regular June meeting, nominations may also be made from the floor. Members of the nominating committee shall not nominate an FA-DSB member to the Executive Committee without first obtaining his/her consent.

C. Election

A majority of those present and voting shall constitute an election
Election of officers shall be held at the regular June meeting each year.

D. Terms of Office

Terms on the Executive Committee shall be for one year.

A member of the Executive Committee shall serve no more than three consecutive one-year terms in any one office.

Any officer, or board member may be removed at any time by majority vote of the FA-DSB.

E. Vacancies

If an officer's position should become vacant, the chair may appoint an eligible member to serve the remainder of the term.

F. Absences

In the absence of the Chair, Vice-Chair and Secretary at any meeting, the FA-DSB shall select one of its members to act in that capacity at that meeting.

G. Matters Concerning the Board

In order for an FA-DSB Member to advocate as a representative of the board regarding any subject, a position on the issue must first be adopted by the full FA-DSB. For a matter to be adopted by the board it must be discussed, voted on and approved by a majority of FA-DSB members present at a public meeting.

ARTICLE VIII: COMMITTEES

A. Executive Committee

There will be an Executive Committee which shall consist of the:

- Chair,
- Vice-Chair, and
- Secretary,

The Executive Committee will meet at the call of the chair or upon written request of the chair of one or more of the standing committees. The purpose of the Executive Committee shall be to make recommendations to the FA-DSB.

The Executive Committee will develop and oversee implementation of FA-DSB policies and procedures.

The Executive Committee is responsible for coordination of public awareness, publicity and newsletter activities.

B. Standing Committees

The Committee Structure of the FA-DSB reflects the primary functions of the FA-DSB

Written reports shall highlight issues for direction by the full FA-DSB and shall be submitted prior to each monthly Board meeting. Standing committee chairs shall be appointed by the FA-DSB Chair for a one-year term and shall be a member of the FA-DSB. A chair may be re-appointed to subsequent terms. Committee membership and consulting is open to non-FA-DSB members.

The Americans with Disabilities Act (ADA) Committee

The Americans with Disabilities Act (ADA) Committee facilitates compliance with the spirit of the ADA and will ensure that Fairfax County programs, services and facilities as well as private programs and facilities offering services to the public are accessible to people with disabilities and comply with the design standards set by the ADA. The ADA Committee

will also educate elected officials, county employees, public and private service providers about their responsibilities in serving people with disabilities, as well as educating people with disabilities about their civil rights guaranteed by the ADA.

Legislative Committee

The Legislative Committee will coordinate development of legislative initiatives, respond to legislative proposals and will be responsible for advising the FA-DSB on legislative affairs including interpreting local, state and federal laws and legislation and their impact on the lives of Fairfax area residents with disabilities. The Committee will set annual legislative priorities for the Commonwealth of Virginia's General Assembly and make submit those priorities for consideration in the BOS Legislative Program.

Transportation Committee

The Transportation Committee works to improve transportation and pedestrian accessibility for people with disabilities by advocating for legislation and increased funding, educating transit providers about their responsibilities, and conducting assessments about the transportation needs in the Fairfax area.

Employment Committee

The Employment Committee works to maximize best practices for rewarding job opportunities and career advancement for people with disabilities, particularly with Fairfax County Government.

Housing Committee

The Housing Committee advocates on the County level for an increase in the quantity and quality of affordable and accessible housing for people with disabilities.

Public Safety and Emergency Preparedness Committee

The Public Safety and Emergency Preparedness Committee educates Fairfax area people with disabilities about the resources available to assist individuals, families and neighborhoods prepare for or respond to an emergency, as well as monitors and consults on the development of County emergency planning policies and programs.

C. Subcommittees

Subcommittees may be created at any time by the Chair of the FA-DSB with FA-DSB approval. At the time a subcommittee is created, its purposes will be specifically outlined by the Chair of the FA-DSB. Each subcommittee will support the purpose of the FA-DSB.

Subcommittee membership, the chair of subcommittees and consulting is open to non-FA-DSB members.

D. Special Committees

Special Committees may be constituted at any time by the Chair of the FA-DSB with FA-DSB approval. Special committee membership and the chair of special committees is open to non-FA-DSB members.

At the time a Special Committee is created, its purpose will be specifically outlined by the Chair of the FA-DSB. In creating a Special Committee, Chair shall specify the time within which the Special Committee is to make its report to the FA-DSB.

ARTICLE: EFFECTIVE DATES AND AMENDMENTS

- A. These Bylaws will be effective upon adoption by the FA-DSB.
- B. These Bylaws may be amended by a majority vote of the members of the FA-DSB present and voting at any meeting of the FA-DSB. However, the amendment must be proposed at prior meeting held at least thirty days before the meeting at which a vote is to be taken on the proposed amendment.

Date Adopted: _____

Date Forwarded to Disabilities Services Council: _____

Date Forwarded to Participating Jurisdictions: _____