

Statewide Disability Advisory Council Bylaws

July 2017

I. PURPOSE

Mission:

The Statewide Disability Advisory Council (SDAC) provides statewide leadership to State agencies by educating, training, and serving as a resource to departmental Disability Advisory Committees. SDAC influences disability-related employment policies and practices which impact the employment of people with disabilities.

II. RESPONSIBILITIES

- Collaborate with and offer assistance to the CalHR Chief of the Office of Civil Rights (OCR) on identified issues of priority to CalHR pertaining to California civil service employment and people with disabilities. On an on-going basis, share with the Chief of the OCR any issues which may be of mutual concern to SDAC and CalHR. Examples may include escalated compliance issues, supportive technology or emerging policy and procedures discovered by SDAC members or other civil service employees.
- Act as a resource to DACs to create and/or maintain transparent employee-driven DACs focused on encouraging the employment of persons with disabilities by educating management on the value of diversity in the workplace
- Educate and train on disability issues through guest speakers, discussion, or learning activities
- Advocate for and engage in activities, issues, and programs that reflect the full spectrum of disabilities throughout the year

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III. MEMBERSHIP

The SDAC is comprised of persons representing a California State Agency, member(s) of a California State Agency Disability Advisory Committee (DAC), or an Equal Employment Opportunity staff person.

IV. OPERATING PARAMETERS

Officer positions are an opportunity for California State employees to gain leadership experience who have an interest supporting the SDAC mission.

Officers and Administrative Positions

- Nominations for a maximum of two Co-Chairs, a Secretary and a Co-Secretary are submitted to the Secretary electronically, in person, or by U.S. mail sixty (60) business days prior to a November election
- All SDAC nominees' must provide management approval to fulfill the responsibilities of the respective SDAC position without hindrance in lieu of their state agency duties
- One Co-Chair will serve a two-year term nominated for on an even-numbered year and the second Co-Chair will serve a two-year term nominated for on an odd-numbered year to begin January of next year
- The Secretary will serve a two-year term nominated for on an odd-numbered year and the Co-Secretary will serve a two-year term nominated for on an even-numbered year to begin January of next year
- Election of SDAC officers will be held one week prior to the regularly scheduled November meeting. SDAC members may submit one vote per state agency for each position from the list of nominees. Votes may be received by the SDAC Secretary or Co-Chair electronically, in person, or by U.S. mail one (1) business day prior to the next associated SDAC meeting in November. Elected positions will be announced at the November SDAC meeting and assume position in January of following year

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Co-Chairs

A maximum of two Co-Chairs shall be responsible for and share duties in conducting meetings, developing an agenda for bi-monthly meetings, arranging for guest speakers, attend the bi-monthly SDAC Officer meeting, monitor subcommittees, and assume responsibility for reports or other projects requested by the CalHR Liaison or Chief of the Office of Civil Rights. The Co-Chairs will administer and provide governance of all SDAC business and act as spokesperson for the SDAC at approved events or related state advisory committee meetings. The Co-Chairs may appoint subcommittees and designate members to serve as Chairs of such committees.

Secretary

The Secretary shall take and transcribe minutes of the SDAC meeting and perform other secretarial work as necessary. The Secretary may delegate secretarial work as needed to the Co-Secretary.

Co-Secretary

The Co-Secretary shall support the Secretary and serve in place of the Secretary as needed.

On-Boarding

The SDAC Co-Chairs will provide newly-elected SDAC positions and officers with a briefing on SDAC-related business and documents within thirty (30) business days of election.

Meetings

Meetings are held bi-monthly on the last Thursday of the month (holiday exceptions) from 9:00 A.M. to 12:00 P.M. at an accessible Sacramento location. Notification is electronically mailed to SDAC members six (6) business days prior to each scheduled meeting with an agenda and a draft of the prior SDAC meeting minutes.

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Attendance

Meetings are open to all state employees and representatives of state disability organizations who have an interest in advising or guiding the SDAC on statewide disability issues. SDAC positions and officers shall attend all SDAC bi-monthly meetings, not to exceed two (2) missed SDAC meetings during one year, to be a SDAC officer in good-standing.

Motions

An approved motion is considered for a vote after discussion by SDAC members, voting on the motion, and carrying out the action. A motion will carry with a quorum of at least twelve (12) represented business entities.

Vote Procedures

One vote is accepted from each business entity represented at the SDAC meeting. A motion will carry with a fifty (50) percent majority plus one vote. Motions can be voted on at the meeting in which they were introduced or in a subsequent meeting.

Support Services/Reasonable Accommodation

It is the responsibility of the employing department to provide reasonable accommodation to any departmental representative, when needed, to ensure their full participation at SDAC meetings. This includes, but is not limited to, support services, such as interpreters, readers, or note-takers. The CalHR provides reasonable accommodation to any individual who is not a department representative to facilitate their full participation. Individuals must submit requests to the CalHR designee at least fourteen (14) calendar days in advance of a SDAC meeting.

SDAC Actions

No letters, memoranda, communications, or other actions on behalf of the SDAC are to be undertaken without approval by the SDAC Co-Chairs.