



LOS ANGELES WORLD AIRPORTS

**Disability Access and Accommodation
Advisory Committee**

Bylaws

Revised as of 16 January 2019

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities.

LOS ANGELES WORLD AIRPORTS
Disability Access and Accommodation Advisory Committee

BYLAWS

Reviewed and Approved by LAWA ADA Coordinator:

The revised bylaws have been reviewed for compliance with existing Disability Access and Accommodations Advisory Committee (DAAAC) policies and procedures.

Lawrence J. Rolon
Disability Services & ADA
Compliance Program Administrator

Date

Bylaws Reviewed and Approved by DAAAC:

Bylaws reviewed and approved by a vote of the Disability Access and Accommodation Advisory Committee (DAAAC), at its regular committee meeting held at the Flight Path Museum, Los Angeles, California on Wednesday, 20 February 2019.

Myrna Cabanban
Chairperson
LAWA Disability Access and
Accommodation Advisory
Committee

Date

Bylaws Reviewed and Approved by Department on Disability:

LAWA's Disability Access and Accommodation Advisory Committee's revised bylaws are approved by the City of Los Angeles Department on Disability:

Stephan Simon
Executive Director
Department on Disability

Date

Bylaws Approved by Los Angeles World Airports:

LAWA's Disability Access and Accommodation Advisory Committee's revised bylaws are approved by Los Angeles World Airports:

Deborah Flint
Chief Executive Officer
Los Angeles World Airports

Date

BYLAWS OF THE
DISABILITY ACCESS AND ACCOMMODATION
ADVISORY COMMITTEE (DAAAC)

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GLOSSARY OF TERMS AND ABBREVIATIONS

ADA	Americans with Disabilities Act
ADA COORDINATOR	Compliance Officer for LAWA, under Section 504, Rehabilitation Act of 1973, as amended
CHAIR	The presiding officer of the Disability Access and Accommodation Advisory Committee (DAAAC)
COD	City of Los Angeles Commission on Disability
COMMITTEE	Disability Access and Accommodation Advisory Committee
COMMITTEE MEMBER	An appointed member of the Disability Access and Accommodation Advisory Committee
DAAAC	Disability Access and Accommodation Advisory Committee
DOD	City of Los Angeles Department on Disability
LAWA	Los Angeles World Airports
LAX	Los Angeles International Airport
MEMBER	An appointed member of the Disability Access and Accommodation Advisory Committee
PRESIDING OFFICER	The chairperson or person acting in the position of chairperson

BYLAWS OF THE LOS ANGELES WORLD AIRPORTS DISABILITY ACCESS AND ACCOMMODATION ADVISORY COMMITTEE

1.0 Name of Committee

The Committee's name is the Disability Access and Accommodation Advisory Committee (DAAAC).

2.0 Mission Statement and Responsibilities

The mission of the Disability Access and Accommodation Advisory Committee (DAAAC) is purely advisory aimed at assisting Los Angeles World Airports (LAWA) in achieving the fullest access for persons with disabilities who travel using LAWA airports and associated facilities. The committee is also responsible for advising LAWA on reasonable accommodation for disabled persons and assisting in developing training regarding accommodations for LAWA staff, vendors, and others using LAWA facilities. The committee will physically inspect at least one LAWA airport or related facility once per year. The committee shall meet monthly except for exigent circumstances.

3.0 Committee Membership and Advisors

3.1 The committee has six (6) voting members representing, to the maximum extent feasible, a cross-section of travelers with disabilities and other persons with disabilities using LAWA airports and associated facilities from the region served by LAWA airports. The region includes: the counties of Ventura, Santa Barbara, Kern, Los Angeles, Riverside, San Bernardino, and Orange.

3.2 LAWA shall have five (5) voting members appointed by LAWA management. LAWA representatives will be selected from:

- (a) Current employees at a LAWA airport or facility;
- (b) Retired LAWA employees; and
- (c) Members from the airport community.

4.0 Selection of Community Committee Members

All disability community committee members or representatives and appointed LAWA staff serving at the time these bylaws become effective will continue to serve for a three-year term from the date these bylaws become effective. The bylaws will become effective on the date of the last approval necessary to make them effective.

4.1 The criteria for selection as a representative of the community requires that the individual candidate have a disability as defined in California state or federal law. The candidate must have air travel experience as a person with a disability. For those disability categories where self-advocacy is difficult or impossible, a representative experienced with those who cannot self-advocate and experienced with traveling by air with one or more of these individuals may apply for membership.

4.2 The candidate must live in the region served by LAWA airports which includes Santa Barbara County, Ventura County, Los Angeles County, Kern County, Riverside County, San Bernardino County, and Orange County.

4.3 There is a procedure for applying for membership as a person with a disability or as a representative of persons with disabilities.

4.3.1 The ADA coordinator will provide a form for application for appointment to the committee that shall be available on the LAWA website or by other means. From time to time, the ADA coordinator will amend the application form and consult with the committee concerning the proposed changes which may not be contrary to the provisions in these bylaws.

4.3.2 The candidate will return the form to the ADA coordinator by e-mail or regular mail along with a resume or cover letter that gives more in-depth information regarding his or her relevant experience. The ADA coordinator will acknowledge receipt of the application documents by e-mail. The application materials shall be retained by the ADA coordinator until an opening for a new member occurs on the committee.

4.3.3 When an opening develops for a member with a disability, the ADA coordinator will copy the application materials and forward that material to the chairperson of the committee or his or her designee. The chairperson will promptly determine whether to conduct the investigation himself or herself or delegate that responsibility to one or more voting committee members. Once it is determined which member(s) will perform the candidate evaluation, those designated to review an application will attempt to complete their review and write their recommendations and provide them to the committee chairperson within 45 days. The chairperson has discretion to extend that period.

The chairperson, vice-chairperson, and any member designated to vet the candidate shall receive a copy of the candidate's application materials, the contents of which shall be kept confidential unless the candidate waves confidentiality. The act of applying for appointment to the committee shall be regarded as a limited, implied waiver of confidentiality to disclose applicant information to the City of Los Angeles Department on Disabilities and City of Los Angeles Commission on Disability (COD).

4.3.4 Upon receipt of the recommendations from the reviewers, the chairperson will consult with the ADA coordinator, and between them, they will select one candidate with a positive review for each opening on the committee. The chairperson and ADA coordinator shall recommend that the committee appoint or not appoint the candidate. A voting member shall make a motion to appoint the proposed candidate. If that motion passes, the chairperson and ADA coordinator will write a recommendation to the Los Angeles Commission on Disability (COD) and provide any other important supporting material. The COD will vote to ratify the appointment or reject it. If the candidate is rejected by the COD, the chairperson and ADA coordinator may recommend another satisfactory candidate to the DAAAC.

4.3.5 The chairperson or ADA coordinator will communicate the result of the COD's vote to the candidate.

5.0 Selection of LAWA-Appointed Committee Members

All LAWA-appointed committee members serving at the time these bylaws become effective will continue to serve for a three-year term from the date these bylaws become

effective. The bylaws will become effective on the date of the last approval necessary to make them effective.

5.1 The criteria for selection of LAWA representatives shall be based on key airport/airline functions that impact travelers with disabilities. LAWA management shall select five (5) voting members.

5.2 The LAWA representatives will be selected from

- (a) Current employees at a LAWA airport or facility;
- (b) Retired LAWA employees; and
- (c) Members of the airport community.

5.3 Of the five members appointed by LAWA management, three members shall be active LAWA employees.

(a) One of the three LAWA employees shall represent airport management/administration.

(b) One of the three LAWA employees shall represent airport operations/emergency management.

(c) One of the three LAWA employees shall represent facilities management/engineering.

5.4 One airport community member shall be an airline representative.

5.5 One airport community member may be from a federal government agency, airport business, or retired airport employee.

6.0 Selection of Other Members

6.1 LAWA shall supply administrative support to assist in the committee's mission.

6.2 LAWA's Disabilities and ADA Compliance Program administrator (ADA coordinator) is a permanent, non-voting member of the committee and will coordinate any necessary support for the committee's work.

6.3 The secretary to the committee is a LAWA clerical employee who handles the committee's calendar, agendas, minutes, and related clerical support.

6.4 Ex officio members shall not have a vote on the committee.

6.5 A Board of Airport Commissioners liaison shall be appointed by LAWA's Board of Airport Commissioners and shall serve as an ex officio member of the committee.

6.6 Airport safety personnel (Fire Department and Airport Police representatives) shall be represented at committee meetings and be non-voting. A representative from the Department on Disability shall attend committee meetings and keep the committee informed of Department on Disability and city-wide disability-related events and news.

6.7 The committee chairperson or a quorum of the committee by majority vote, in consultation with the ADA coordinator, may appoint any number of consultants or advisors with special expertise useful to support the work of the committee. These uncompensated consultants are not members of the committee. Consultants may be drawn from any source that does not cause a conflict of interest or the appearance of a conflict of interest. Consultants may be entities or individuals. Consultants may participate in the committee meetings and discussions and may make recommendations but may not vote.

7.0 Committee Officers

7.1 The chairperson of the committee will be elected by majority vote of the committee's voting members and serve a three-year term and may be reelected indefinitely. The chairperson shall be selected from the voting members appointed by the City of Los Angeles Commission on Disability (COD).

7.2 The vice-chairperson of the committee is elected by majority vote of the voting members. The vice-chairperson may be selected from the LAWA voting members on the committee. The principal responsibility of the vice-chairperson is to conduct the meetings of the committee in the absence of the chairperson and take responsibility for any projects delegated to him or her by the chairperson or the majority of the voting members. The vice-chairperson is elected for a three-year term and may be reelected indefinitely.

7.3 The committee retains the right to override any action taken by the chairperson or vice-chairperson not specifically approved by committee vote before or after the action.

7.4 The chairperson may appoint permanent or ad hoc subcommittees to promote the work of the committee as necessary. The subcommittee chairperson will be designated by the chairperson of the committee. The subcommittee may utilize unpaid consultants and advisors per Section 6.7, above. No subcommittee will have fewer than three members or more than five members.

8.0 Committee Member Terms of Office

8.1 Voting committee members serve a term of three years, renewable indefinitely upon majority vote of the voting members. Members with disabilities, previously confirmed by the Commission on Disability, may be reelected indefinitely by the committee members without further confirmation by the Commission on Disability.

8.2 A voting committee member who resigns will continue to serve until a replacement is confirmed by the Commission on Disability or, in the case of a LAWA representative, until LAWA management appoints a replacement.

8.3 Any voting member who resigns or who is not reelected by the voting members may ask the committee to make them an emeritus member. Emeritus members will have the same status as non-voting consultants. Emeritus status has no termination date.

8.4 The failure of a committee member to notify the chairperson of his/her absence from a scheduled meeting shall be deemed an "unexcused absence." Each committee member absence shall be recorded in the committee's meeting minutes.

8.4.1 A voting member may be deemed to have resigned if he or she misses three (3) consecutive regular meetings during a 12-month period that are unexcused.

8.4.2 The chairperson or ADA coordinator will give notice of the automatic resignation to the member and the other voting members.

9.0 Censure

The DAAAC can take action to publically reprimand a committee member for actions conducted in the course of DAAAC business by censuring the committee member at a DAAAC meeting. Censures shall be placed on the agenda for discussion and action.

10.0 Removal

10.1 A committee member may be removed for any of the following reasons:

(a) The member is unable to carry out his/her duties and responsibilities to the committee and/or its subcommittees due to time limitations, illness, and/or other personal obligations.

(b) A change in the status that qualified the member to hold his/her seat shall result in automatic removal.

(c) A committee member may be removed from the DAAAC for good cause, including but not limited to disruptive conduct; interfering with DAAAC business; and violations of the bylaws, operating procedures, or code of conduct.

10.2 Removal of the identified DAAAC member requires a two-thirds majority of the attending DAAAC members.

11.0 Resignation

11.1 A committee member may resign from the DAAAC by notifying the chairperson in writing of his/her intention, and the position shall be deemed vacant.

11.2 Any resignation shall be announced to the DAAAC by the chairperson at the next scheduled meeting.

12.0 Committee Meetings

12.1 The chairperson, shall be the presiding officer. In the chairperson's absence, the vice-chairperson shall act as the presiding officer. In the absence of both, the presiding officer shall be selected by the voting members present.

12.2 The chairperson shall set the agenda for all committee meetings. Any committee member may request an item be placed on the agenda for the next committee meeting by written notice to the chairperson no less than one (1) week before the scheduled meeting date.

12.3 Notices and agendas shall be posted at least 72 hours in advance of each meeting in accordance with all applicable sections of the Ralph M. Brown Act, which shall also govern the conduct of committee meetings.

12.4 Minutes shall be taken of all committee meetings.

12.5 The DAAAC shall set the number of meetings it shall have. The committee shall select its meeting schedule, identifying which meetings will be open to the general public, meeting dates, times, and locations. At a minimum, there shall be quarterly meetings held by the committee.

12.6 The chairperson or a majority of voting DAAAC members may call a special DAAAC meeting as they deem appropriate. The DAAAC shall not conduct any business except at such regular or special meetings.

12.7 Once a quorum is established, it will continue throughout the meeting, notwithstanding voting members leaving during the course of the meeting.

12.8 The committee may take no official action when the quorum previously established shrinks to three voting members. In that instance, the committee meeting may continue but only for informational purposes.

12.9 For purposes of determining the existence of a quorum, any vacant position of a voting member *shall not be counted* to determine whether a quorum exists. Under no circumstances shall a quorum be established with fewer than four voting members.

12.10 Any voting member may designate a proxy to vote in his or her place at a regular or special meeting of the committee. All proxies are required to vote as directed by their principal and must state before or after the vote that they are voting as a proxy and for whom they are voting.

12.11 The committee may reconsider or amend its actions in accordance with Robert's Rules of Order, 11th Edition.

12.12 The committee may meet in closed session to consider membership issues of any kind or legal issues. The result of a closed session meeting will be announced to the public by the presiding officer immediately after the recess of the closed session.

12.13 At the option of the presiding officer, a consent agenda may be established of known, non-controversial issues such as approval of prior committee minutes or similar matters. The consent agenda will be approved or rejected by a voice vote called for by the chairperson. Any voting member may ask for one or more items to be removed from the consent agenda. Any items removed from the consent agenda will thereafter be considered by the committee in its normal course of business.

13.0 Public Comments at Committee Meetings

13.1 There are two ways a member of the public may address the DAAAC.

(a) E-mail LAWA's ADA coordinator and ask to speak on an item in the agenda. Provide a description of the item to bring before the committee.

(b) Fill out a speaker's card, which is available at the DAAAC meeting, and hand it to the committee secretary prior to the item being brought up for discussion. If an individual wishes to speak on a general item not on the agenda but related to the work of the committee, this may be done during the general public comment period after filling out a speaker's card.

13.2 Public comment can be made for each agenda item at the time each item is considered by the DAAAC and before action is taken. Time is limited to three (3) minutes per person. General comments for items not on the agenda are also permitted with a three (3) minute per person limit.

13.3 The chairperson may limit or extend public input on any item based on the number of people requesting to speak and the business of the committee.

13.4 The chairperson determines the order in which speakers will be called and the length of time each speaker will be permitted to speak.

13.5 Members of the public should direct any questions to the chairperson rather than to any particular member of the committee, guest, or other participant.

13.6 At the discretion of the committee chairperson or upon a vote of the DAAAC, any person who is disruptive may be removed from the meeting room.

14.0 Amendment of Bylaws

14.1 Any voting member or the ADA coordinator may propose amendments to these bylaws by appropriate motion outlining a full description of the amendment.

14.2 The DAAAC may amend these bylaws upon a vote of two-thirds of the voting committee members present at the committee meeting.

14.3 If a proposed amendment is approved by a two-thirds vote of the voting members present, the chairperson and ADA coordinator will seek the concurrence of the Chief Executive Officer of Los Angeles World Airports, and Executive Director of the City of Los Angeles Department on Disability. If no concurrence occurs, the amendment shall not take effect.

15.0 Parliamentary Authority

Robert's Rules of Order, 11th Edition, shall serve as authority at all meetings of the DAAAC and all committees when not superseded by these bylaws or applicable law. The chairperson may appoint a parliamentarian. In addition, the committee shall conduct its meetings in accordance with its standing rules.

16.0 Compliance

16.1 The Disability Access and Accommodation Advisory Committee shall encourage all stakeholders to participate in all activities and shall not discriminate in any of its policies, recommendations, or actions against any individual or

group on the basis of race, religion, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, marital status, income, or political affiliation.

16.2 The Disability Access and Accommodation Advisory Committee shall be governed by applicable rules of ethics and conflicts of interest and shall abide by all applicable provisions of the City's governmental ethics ordinance as set forth in the Los Angeles Municipal Code Section 49.53.1, et seq., as well as all applicable federal and state laws.

HISTORIC NOTE

On August 9, 2006, the City of Los Angeles Commission on Disability (COD) sent the Los Angeles World Airports (LAWA) Executive Director a letter proposing the establishment of a disabilities advisory committee.

Subsequently, the Los Angeles World Airports (LAWA) Executive Director tasked staff with forming an "ADA Advisory Committee" to provide input to LAWA on ADA issues affecting our airports.

A steering committee comprising of Los Angeles World Airports, the City of Los Angeles Commission on Disability, and the Los Angeles Department on Disability was constituted to create rules and procedures for an ADA Advisory Committee. The first steering committee meeting was held on January 24, 2007.

An ADA Advisory Committee was established; its first meeting was held in September of 2007.