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LAWA ADA ADVISORY COMMITTEE

BY-LAW REVISIONS

LOS ANGELES WORLD AIRPORTS

Disability Access and Accommodation Advisory Committee

BY-LAWS

~~2016~~ **2019**

Approved by DAAAC:

Approved by LAWA ADA Coordinator:

Approved by Los Angeles City Department on Disability:

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

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GLOSSARY OF TERMS & ABBREVIATIONS

ADA	Americans with Disability Act
CHAIR	The presiding officer of the Disability Access and Accommodation Committee (DAAAC)
COD	City of Los Angeles Commission on Disability
COMMITTEE	Disability Access and Accommodation Committee
COMMITTEE MEMBER	An appointed member of the Disability Access and Accommodation Committee
DAAAC	Disability Access and Accommodation Committee
DOD	City of Los Angeles Department on Disability
LAWA	Los Angeles World Airports
MEMBER	An appointed member of the Disability Access and Accommodation Committee
PRESIDING OFFICER	The Chair or person acting in the position of Chair

DISABILITY ACCESS AND ACCOMODATION 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 assist 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 facilities once per year. The Committee shall meet monthly except for exigent circumstances.

3.0 Committee Membership and Advisors:

3.1 Disability Community Representatives:

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, ~~and~~ San Bernardino, **and Orange**.

3.2 Airport and Other Agency Representatives:

3.2.1 The LAWA ADA Coordinator is a permanent **non-voting** member of the Committee and will coordinate any necessary support for the Committee's work.

3.2.2 LAWA shall have **five (5)** voting members appointed by LAWA management. The LAWA representatives will be employees at a LAWA airport or facility; ~~or a former LAWA employee;~~ **and member from the airport community.** The LAWA representatives shall include:

~~3~~ **Three** LAWA Employees, representing:

Airport Management/administration

Airport Operations/**Emergency Management**

Facilities Management

~~2 additional~~ **Two airport community** representatives ~~without restriction~~ **of which one shall be an Airline Representative.**

3.3 ~~The airlines shall have one non-voting member.~~ **Vacant**

3.4 **Ex Officio Members:**

Ex Officio members shall not have a vote on the Committee.

3.4.1 **Board of Airports Commissioners liaison shall be appointed by the Airport's Board of Airports Commissioners, and shall serve as an Ex Officio member of the Committee.**

3.4 ~~5~~ **Other Agency Representatives (Non-voting):**

~~1 TSA representative.~~

Airport Safety Personnel (airport fire and police representatives).

3.5 ~~5~~ **6 Proxies.**

Any voting member may designate a proxy to vote in his or her place at a regular ~~of~~ 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.

~~3.6~~ 7 Uncompensated Consultants/Advisors (Non-voting):

The Committee Chair 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 nor may they vote. 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 Committees meetings and discussions, may make recommendations, but may not vote.

4.0 Selection of Committee Members:

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

4.2 Committee Members with Disabilities:

4.2.1 The criteria for selection as a representative of the disability community requires that the individual candidate have a disability as defined in 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 whom cannot self-advocate including

experience traveling by air with one or more of these individuals, may apply for membership.

4.2.2 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 ~~and~~, San Bernardino County, and Orange County.

4.3 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 by-laws.

4.3.2 The candidate will return the form to the ADA Coordinator by email 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 email. 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 Chair of the Committee or his or her designee. The Chair will promptly determine whether to do the investigation his or herself or delegate that responsibility to one or more voting committee member. Once it is determined, which member(s) will do 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 Chair within 45 days. The Chair has discretion

to extend that period. The Chair Vice-Chair 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 Los Angeles City Department on Disabilities and Los Angeles City Commission on Disability (DOD).

4.3.4 Upon receipt of the recommendations from the reviewers, the Chair 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 Chair 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 Chair 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 Chair and ADA Coordinator may recommend another satisfactory candidate to the DAAAC.

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

5.0 Committee Officers:

5.1 Chair of the Committee.

The Chair of the Committee will be elected by majority vote of the Committee's voting members and serve a three-year term and may be re-elected indefinitely. The Chair shall be selected from the voting members with disabilities.

5.1.2 Subcommittees.

The Chair may appoint permanent or ad hoc subcommittees to promote the work of the Committee, as necessary. The subcommittee chair will be designated by the Chair of the Committee. The subcommittee may utilize unpaid consultant/advisors per section 3.4, above. No subcommittee will have fewer than three members or more than five members.

5.2 Vice-Chair of the Committee

The Vice-Chair of the Committee is elected by majority vote of the voting members. The Vice-Chair may be selected from the LAWA voting members on the Committee. The principal responsibility of the Vice-Chair is to conduct the meetings of the Committee in the absence of the Chair and take responsibility for any projects delegated to he or she by the Chair or the majority of the voting members. The Vice-Chair is elected for a three-year term and may be re-elected indefinitely.

5.3 Committee Override

The Committee retains the right to override any action taken by the Chair or Vice-Chair not specifically approved by Committee vote before or after the action.

6.0 Committee Member Terms of Office:

6.1 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 {COD}, may be re-elected indefinitely by the Committee members without further confirmation by the COD.

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

6.3 Any voting member who resigns or who is not re-elected 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.

6.4 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. The Chair or ADA Coordinator will give notice of the automatic resignation to the member and the other voting members.

7.0 Absences – The failure of a Committee Member to notify the Chair 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.

8.0 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.

9.0 Removal – A Board Member may be removed for any of the following reasons:

9.1 The Member is unable to carry out his/her duties and responsibilities to the Committee and/or its committees due to time limitations, illness and/or other personal obligations.

9.2 A change in the status that qualified the Member to hold his/her seat shall result in automatic removal.

9.3 A Committee Member may be removed from the DAAAC for good cause, including, but not limited to, disruptive conduct; interfering with DAAAC business; violations of the By-Laws, Operating Procedures or Code of Conduct. Removal of the identified DAAAC Member requires a two-thirds majority of the attending DAAAC Members.

9.4 Three (3) unexcused absences from duly-noticed Board meetings shall

10.0 Resignation

10.1 A Committee Member may resign from the DAAAC by notifying the Chair in writing of his/her intention, and the position shall be deemed vacant. Any resignation shall be announced to the DAAAC by the Chair at the next scheduled meeting.

~~7.0~~ **11.0 Committee DAAAC Meetings:**

11.0.1 The Chair, shall be the Presiding Officer. In his/her absence, the Vice Chair shall act as the presiding officer. In the absence of both, the presiding officer shall be selected by the voting members present.

with all applicable sections of the Ralph M. Brown Act, which shall also govern the conduct of such meetings. At a minimum, meeting notices shall be posted in compliance with the Ralph M. Brown Act.

11.1 Agenda Setting - The Chair shall set the agenda for all such meetings. Any Committee Member may request an item be placed on the agenda for the next Committee Meeting by written notice to the Chair no less than one (1) week before the scheduled meeting date.

11.2 Notifications/Postings - Notices and agendas shall be posted at least seventy-two (72) hours in advance of each meeting in accordance

11.3 Minutes - Minutes shall be taken of all such meetings.

11.4 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 location.

11.5 At a minimum, there shall be quarterly meetings held by the Committee.

11.6 The Chair, 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.

~~7.1~~ **11.7** Once a quorum is established, it will continue throughout the meeting, notwithstanding voting members leaving during the course of the meeting. 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. For purposes of determining the existence of a quorum, any vacant position for a voting member *shall not be counted* to determine whether a quorum exists, but under no circumstances shall a quorum be established with fewer than four voting members.

11.8 **Reconsideration – The Committee may reconsider or amend its actions in accordance with Robert’s Rules of Order, 11th Edition.**

~~7.2~~ **11.9** 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.

~~7.3~~ **11.10** 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.

12.0 Public Comments at Committee Meetings

12.1 Procedures for Addressing the Committee - There are two ways a member of the public may address the DAAAC.

12.1.1 Email the Office of LAWA's Disability Coordinator and ask to speak on an item in the agenda (describe item).

12.1.2 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 you wish to speak on a general item not on the agenda, but related to the work of the Committee, you may do so during the general PUBLIC COMMENT period, after filling out a Speaker's Card.

12.2 Public comment can be made for each agenda item at the time each item is considered by the DAAAC (before action is taken), and 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.

12.3 The Chair may limit or extend public input on any item, based on the number of people requesting to speak and the business of the Committee.

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

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

12.6 At the discretion of the Committee Chair or upon a vote of the DAAAC, any person who is disruptive may be removed from the meeting room.

~~8-0~~13 **Amendment of By-Laws:**

8 13.1 Any voting member or the ADA Coordinator may propose amendments to these by-laws by appropriate motion outlining a full description of the amendment.

13.2 DAAAC may amend these Bylaws upon a vote of two-thirds (2/3) of the voting Committee members present at the Committee meeting.

~~8.2~~ 13.3 If ~~a proposed amendment~~ an amendment is approved by ~~two-thirds vote~~ is adopted by majority vote of the voting members present, the Chair and ADA Coordinator will seek the concurrence of ~~LAWA management and the Executive Director of the L. A. City Department on Disability~~ the Chief Executive Officer, Los Angeles World Airports; and Executive Director, Los Angeles Department on Disability . If no concurrence occurs, the amendment shall not take effect.

14.0 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 Chair may appoint a Parliamentarian. In addition, the Committee shall conduct its meetings and in accordance with its standing rules.

15.0 Compliance

15.1 Code of Conduct – 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.

15.2 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 law.

HISTORIC NOTE

At the suggestion of the L. A. City Commission on Disability the Committee was established in approximately 2003-2005. The original formation documents have been lost except of a fragment of the original by-laws. The Committee was formed based upon negotiations of the Los Angeles City ADA Coordinator in the Department on Disability and LAWA representative(s) designated by LAWA management. The only information available indicates that neither the Board of Airport Commissioners or the Commission on Disability had any role in the initial formation of the Committee or approval of its by-laws.

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