

BYLAWS

THE CITY OF JACKSON

AMERICANS WITH DISABILITIES ACT ADVISORY COUNCIL

Article I – Name

The name of this body shall be the City of Jackson Americans with Disabilities Act Advisory Council, hereinafter referred to as the “ADA Advisory Council.”

Article II – Purpose

The Advisory Council will perform the following duties:

1. Review the city’s policies, priorities, and projects and provide advice to the Mayor’s Office, by way of city departments, regarding disability issues arising wherefrom.
2. Advise the city to ensure that buildings, services, programs, meetings, public transportation, and employment opportunities are accessible to people with disabilities.
3. Serve as liaison between the city and the public for people with disabilities, when a disability or accessibility complaint is made regarding city facilities. The ADA Advisory Council will work with appropriate city officials and departments to resolve situations and bring about corrective change within the city.
4. Advise and educate the Mayor’s Office and city departments on disability-related issues.
5. Advocate for accessibility for people with disabilities at all City of Jackson services and facilities.

Article III – Support for the ADA Coordinator

The ADA Coordinator of the City of Jackson will serve in a liaison role to the Mayor’s Office in an effort to ensure the city’s compliance with the Americans with Disabilities Act.

The City of Jackson shall provide staff support to include but not limited to: secretarial, clerical, and financial support for the ADA Coordinator for training, conferences, and so forth for the work of the ADA Advisory Council.

Article IV – Membership

- A. The ADA Advisory Council members shall be appointed by the Mayor, each having the same duties and responsibilities:
 - 1. Seven people, residents of Jackson, Mississippi, who shall represent each of the City Council Wards. These appointees shall be people with disabilities, or a parent/guardian of a child or youth with a disability.
 - 2. Four additional individuals representing agencies or organization working with people with disabilities, appointed at-large by the Mayor. These organizations shall be recommended by the ADA Coordinator.
 - 3. The City of Jackson ADA Coordinator or his/her designee.
- B. Each appointed ADA Advisory Council member shall serve a two-year term.
- C. Each member has one full vote on any decision put to vote. Each member is to participate in some facet of the ADA Advisory Council's work. Members are expected to participate in at least 60% of the meetings during the course of the Council's operating year. Any member who is unable to attend a given meeting shall give advance notice of his/her inability to the Chairperson/ADA Coordinator or the support staff assigned to the council
- D. All members can be removed at any time for any reason by a four-fifths vote of the Council. The person appointed to fill a vacancy so created shall serve the remaining term for which the person so removed was appointed.

Article V – Officers

- A. The ADA Advisory Council shall elect a Chairperson and Vice-Chairperson from among council members at the first meeting of the calendar year and every two years thereafter. The elections will be staggered with Chairperson elected on even numbered years and Vice-Chairperson on odd numbered years. Elections shall be by the majority vote cast by the ADA Advisory Council members in attendance.

Officers must be present to be nominated and elected, unless there are unusual circumstances preventing attendance on that day.

- B. The elected Chairperson shall call and preside over all ADA Advisory Council meetings, be the spokesperson for the council along with the ADA Coordinator, and be responsible for all correspondence of the Council in its public relations and to the Mayor. The Vice-Chairperson shall assume all duties and have the authority of the elected Chairperson, in the absence of the elected Chairperson.
- C. The ADA Advisory Council shall elect a Secretary from among the council members at the first meeting of the calendar year and every two years thereafter. Elections shall be by the majority vote cast by the ADA Advisory Council members in attendance. Officers must be present to be nominated and elected. Secretary's duties are those ordinarily associated with the position.
- D. The Secretary shall attend all meetings of the ADA Advisory Council and keep an accurate and full account of such meetings. The Council Secretary shall perform such other duties as pertain to the office and as may be required by the ADA Council Members or the Chairperson.
- E. By a four-fifths vote of a quorum of the council members present, an officer may be recommended for removal as an officer to the Council. The officer will be extended the opportunity to hear ADA Advisory Council members concerns, and a 30-day period to correct any deficiencies before the vote is taken.

Article VI – Committees

The ADA Advisory Council may form standing, ad hoc, and/or joint committees.

Article VII – Meetings

- A. The ADA Advisory Council shall meet at a consistent hour, day, and place as determined by the Council. Each regular meeting of the Council shall be noticed and publicized and shall include the time, date, and place of the meeting and a copy of the meeting agenda. Staff provided by the City of Jackson shall be responsible for providing meeting notifications. Not less than 14-day advance notice in writing of regular meetings shall be given to all members. Not less than 7 days advance notice in writing of special meetings shall be given to all members.
- B. The Chairperson or a majority of the ADA Advisory Council members may call special meetings. Business at special meetings shall be limited to the subjects stated in the call for them.

- C. All meetings of the ADA Advisory Council and meetings of all committees, subcommittees, and joint committees shall be open to the public and conducted in accordance with Robert's Rules of Order (revised edition). Meetings will be accessible to all, with accommodations for accessibility issues made upon request.
- D. A quorum is necessary for business to be conducted by the ADA Advisory Council. A quorum shall be defined as one person more than one-half of the total appointed members.

Article VIII – Adoption and Amendment

- A. The Bylaws shall become effective immediately upon approval by the Mayor.
- B. These Bylaws may be amended by a vote of two-thirds of the ADA Advisory Council and subsequent approval by the Mayor. Prior to consideration of Bylaws amendments, the ADA Advisory Council shall be notified, 30 days in advance, of the proposed language changes, and the time, day, and place of the ADA Advisory Council meeting at which such amendments shall be considered.

These Bylaws were adopted on _____ (date) by the members of the City of Jackson ADA Advisory Council.

City of Jackson Mayor Signature

ADA Advisory Council Chairperson Signature