

SNOHOMISH COUNTY AMERICANS WITH DISABILITIES ACT CITIZEN ADVISORY COMMITTEE FOR FACILITIES IN THE PUBLIC RIGHT-OF-WAY

BY-LAWS

ARTICLE I: Name

The name of said committee shall be the Snohomish County Americans with Disabilities Act Citizen Advisory Committee for Pedestrian Facilities in the Public Right-of-Way (hereinafter referred to as the "ADAPROW committee").

ARTICLE II: Purpose

The ADAPROW committee shall be a special purpose committee made up of volunteers who are Snohomish County residents and the Snohomish County ADA Coordinator for Pedestrian Facilities in the Public Right-of-Way (hereinafter referred to as the "ADAPROW Coordinator") who is a County employee selected by the County Engineer. The ADAPROW committee shall serve in an advisory only capacity to the Snohomish County Public Works Department (hereinafter referred to as "Public Works") in developing guidelines and recommendations for Section 504/ADA compliance issues for facilities in the public right-of-way.

Any recommendations or proposals advanced by the ADAPROW committee shall be advisory in nature, and shall be given due consideration by Public Works for feasibility and implementation.

The function of the ADAPROW committee shall include, but not be limited to, the following ...

- A. Assist Public Works in conducting a self-evaluation of existing policies, practices, and procedures for the construction of ADA compliant facilities and alteration of non-compliant facilities, in the public right-of-way.
- B. Make recommendations for new policies, practices, and procedures to address barriers in the public right-of-way.
- C. Make recommendations to Public Works regarding its plan to survey and inventory existing facilities in the public right-of-way that are not compliant with ADA standards and that represent barriers to citizens with disabilities.
- D. Assist Public Works in developing a multi-year Transition Plan to remove all barriers in the public right-of-way; provide recommendations for a ranking and prioritization method to determine the order in which barriers are to be removed during the multi-year transition period.

- E. Make recommendations for facilities or elements of facilities that are needed to provide a complete and functional ADA compliant pedestrian system.
- F. Make recommendations to Public Works regarding outreach efforts to the citizens of Snohomish County.

ARTICLE III: Membership

The ADAPROW committee shall consist of community volunteer members and the ADAPROW Coordinator.

Appointments and terms shall be as follows ...

- A. The ADAPROW committee members' terms will be for two years. Terms begin the first quarter of every even year starting in 2018.
- B. Volunteer members shall be appointed by the County Engineer.
- C. Appointees shall have an interest, experience and a demonstrated commitment to issues pertaining to disability access in the public right-of-way.
- D. Members must be Snohomish County residents.
- E. The ADAPROW committee shall make reasonable accommodations to enable the participation of its members and/or guests who are persons with disabilities.
- F. There shall be no fee required for membership, nor shall any members receive any financial reimbursement, from Snohomish County, for their services.
- G. After each term, a member may apply for a new committee appointment.
- H. The ADAPROW Coordinator shall be a permanent member on the ADAPROW committee.
- I. Members are allowed one unexcused absence per two-year term. Members must provide the citizen co-chair with notice at least 24 hours in advance of a meeting to be excused. A second unexcused absence in any two-year term will result in an automatic removal from the committee.
- J. Conflict of Interest: ADAPROW committee members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a board member or his/her family has a financial interest (tangible gain) or a personal interest which would affect independence of judgment or action in the performance of the member's duties.
- K. Members may not speak on behalf of the ADAPROW committee without express permission of the ADAPROW committee and at no time shall volunteer committee members present or portray themselves as County employees or as representing Public Works position on any matter relating to ADA compliance in the public right-of-way.
- L. Member Vacancy: An ADAPROW committee member position shall be deemed vacant when:

- a. An appointee who has not yet been confirmed withdraws his/her application;
 - b. A member no longer continues to meet qualifications for appointment during the term of office; or
 - c. A member voluntarily resigns prior to the expiration of an appointed term.
- M. Member Resignation: An ADAPROW committee member may resign from committee membership by giving written notice to the County Engineer. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.
- N. Member Removal: The ADAPROW committee may recommend that a member be removed for failure to participate in committee activities or for behavior that negatively impacts the committee's purpose or reflects poorly on the County's mission to serve the community.
- O. Filling Vacant Positions: Vacant positions shall be filled in the following manner:
- a. Openings will be posted on the Public Works ADA website and notices sent to organizations that represent disabled citizens. Current ADAPROW committee members may also forward names of potential committee members for consideration.
 - b. Letters of interest will be accepted from any qualified individuals interested in serving on the ADAPROW committee.
 - c. The County Engineer will select volunteers to fill vacant positions.
 - d. A citizen selected to fill a vacant position will serve the remaining term of the position vacated and may be appointed for an additional full term without having to reapply for the position.

ARTICLE IV: Meetings

- A. Meetings: The ADAPROW committee shall meet quarterly unless otherwise determined by a majority of voting members. Dates, times, and locations of ADAPROW committee meetings shall be determined by a consensus of the ADAPROW committee. All meetings of the ADAPROW committee shall be called, noticed, held and conducted in accordance with the State of Washington Open Public Meetings Act (RCW 42.30).
- B. Quorum: At any meeting, a quorum shall consist of a majority of the ADAPROW committee members. No action item requiring the ADAPROW committee's vote shall be resolved in the absence of a quorum.
- C. Voting:
- a. The vote on all questions coming before the ADAPROW committee shall be by voice vote, elevating hands, or other effective method.

- b. Upon request by any ADAPROW committee member, a vote will be tallied and recorded in the meeting minutes.
- D. Meeting records: An audio recording shall be made of meetings open to the public. County staff shall create a summary of all follow-up and action items proposed by the committee or staff during each public meeting. Audio recordings, follow-up and action item summaries, and presentation materials from each public meeting shall be made available to ADAPROW Committee members, county staff, and the public at least ten (10) business days before the next public meeting.

ARTICLE V: Committee Co-Chairs

- A. The ADAPROW committee shall be co-chaired by the ADAPROW Coordinator and a citizen elected by the ADAPROW committee.

The Citizen Co-Chair shall serve a term of two (2) years unless reappointed by majority vote of the ADAPROW committee.

- B. ADAPROW committee Co-Chair Duties:

1. ADAPROW Coordinator Co-Chair:

- a. Presides over all regular committee meetings.
- b. Formulates the agenda with input from committee members and staff.
- c. Serves as the spokesperson for the ADAPROW committee.

2. Citizen Co-Chair:

- a. Organizes and calls to order all official ADAPROW committee meetings.
- b. Oversees the ADAPROW committee work plan.
- c. Chairs subcommittees or study groups on special subjects as designated by the ADAPROW committee.
- d. Ensures that all committee activities adhere to the ADAPROW committee by-laws.
- e. Coordinates with County staff in the preparation of materials and records for the ADAPROW committee and ensures that audio recordings and follow-up/action item summaries of meetings are properly recorded.
- f. Performs other duties as required and approved by the ADAPROW committee.

- C. Resignation: The Citizen Co-Chair may resign from office by giving written notice to the ADAPROW Coordinator Co-Chair. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.
- D. Citizen Co-Chair Vacancy: In the event the Citizen Co-Chair is unable to fulfill his/her duties or resigns in the middle of a term, the ADAPROW Coordinator Co-Chair automatically assumes the duties of the Citizen Co-Chair until elections for the office are held. Elections shall be held at the next regularly scheduled quarterly meeting.
- E. The ADA Coordinator Co-Chair can vote by proxy on all committee matters if he/she is unable to attend a committee meeting due to schedule constraints.

ARTICLE VI: Amending the By-Laws

- A. A sub-committee, consisting of the ADAPROW Coordinator Co-Chair, the ADAPROW Citizen Co-Chair, and an elected member of the committee shall constitute the ADAPROW By-Laws Sub-Committee
- B. The elected member of the ADAPROW By-Laws Sub-Committee shall be elected by a majority of ADAPROW Committee members at the 3rd quarter ADAPROW Committee meeting of every odd year.
- C. The ADAPROW By-Laws Sub-Committee shall:
 - 1. Meet during the 4th quarter of every odd year to review the ADAPROW Committee By-Laws.
 - 2. Propose to the ADAPROW Committee any revisions to the by-laws at the 1st quarter ADAPROW Committee meeting of every even year.
- D. The ADAPROW Committee shall vote on any proposed changes at the 2nd quarter ADAPROW Committee meeting of every even year.
- E. The ADAPROW Committee can – at any time – direct the ADAPROW By-Laws Sub-Committee to review changes to the by-laws.