

**BYLAWS
of
THE SOMERSET COUNTY
ADVISORY COUNCIL ON DISABILITIES ISSUES
(ACODI)**

ARTICLE I

NAME

The name of this Advisory Council shall be the Somerset County Advisory Council on Disability Issues (ACODI).

ARTICLE II

ESTABLISHMENT

This Advisory Council has been established in accordance with the direction of the Somerset County Commissioners.

ARTICLE III

PURPOSE

The ACODI serves as an advocate and a forum for persons with disabilities, their families, caregivers and friends, and to advise the Somerset County Commissioners through the Department of Human Services and the Office on Aging and Disability Services on issues concerning the needs of persons with disabilities.

ARTICLE IV

RESPONSIBILITIES

1. To be aware of, plan for and assist in developing strategies to address the needs of persons with disabilities by recommending necessary actions and programs, and maintaining a liaison with other agencies, boards and organizations as necessary
2. To function as a source of information to sensitize and educate the public on issues concerning law, attitudes and awareness as well as programs and services relative to persons with disabilities, their families, caregivers and friends
3. To advocate on behalf of persons with disabilities

ARTICLE V

MEMBERS/MEMBERSHIP

1. The Somerset County Advisory Council on Disability Issues shall consist of a minimum of fifteen (15) and a maximum of twenty-five (25) members who have demonstrated

qualities of leadership, interest and involvement in matters relative to persons with disabilities.

2. A minimum of fifty-one percent (51%) of the membership shall include persons with a disability, a family member or a significant other related to a person with a disability.
3. The term of membership of the appointed members shall be staggered two (2)-year terms.
4. Membership shall be reflective of the demographic make-up of Somerset County with respect to age, ethnicity, disability, geography, gender and socio-economic status.
5. Appointments/re-appointments to the Advisory Council shall be made at the discretion of the County Commissioners during their annual re-organization meeting, or as the need shall arise.
6. Two (2) consecutive unexcused absences at any time during a member's term will result in immediate contact by the Chairperson of the Advisory Council. Any additional unexcused absences may result in a recommendation to the Somerset County Commissioners that said member be subsequently dismissed and replaced by a more active representative.
7. A member appointed as a replacement for a dismissed member shall be appointed to serve for the duration of the unexpired term.
8. A member representing an organization, non-profit agency and/or provider is encouraged to designate an alternate(s) to represent the designated member in his or her absence. The alternate(s) may attend any and/or all meetings; however, only the appointed member of any organization, non-profit and/or provider may cast a vote on any issue coming before the council.
9. Members of the Advisory Council shall reside in and/or provide services in Somerset County.
10. A member may resign at any time by submitting an official letter to the Disabilities Coordinator in the Somerset County Office on Aging and Disability Services outlining his/her intent to do so.

ARTICLE VI

MEETINGS

1. The Advisory Council shall convene for eight (8) meetings during the calendar year.
2. The Advisory Council's place of meeting, meeting dates and time shall be finalized at the first monthly meeting (January) after the re-organization meeting of the Somerset County Commissioners in that month.
3. Meetings will be held on the second Wednesday of January, March, May, June, September, October, November and December at 1:30pm.
4. Special meetings may be called as needed by the Executive Committee provided appropriate notice of said meeting is given.
5. A notice and agenda for all meetings shall be distributed by the PASP Coordinator at least seven (7) days prior to the meeting date. The notice and agenda shall state the

location, date and time of the meeting, and shall be distributed to each member by electronic or other means.

6. A simple majority of those members present will be required to act on any and all business requiring a vote.

ARTICLE VII

OFFICERS AND THEIR DUTIES

1. The Chairperson and Vice-Chairperson shall be elected by the members of the Council at the regular December meeting. The term of the office shall be for two (2) calendar years commencing with appointment at the January meeting.
2. No employee of Somerset County may serve as an elected officer.
3. No officer shall serve more than three (3) consecutive terms.
4. In the event the office of Chairperson shall become vacant the Vice-Chairperson shall assume the responsibilities of that office for the duration of the unexpired term. An election by the Council members will then be held for a new Vice-Chairman.
5. **The duties of the Chairperson and Vice-Chairperson are as follows:**

A: The Chairperson shall:

1. Preside over all regular meetings
2. Call special meetings in conjunction with the Executive Committee
3. Appoint chairpersons and members to any standing and ad hoc committee(s) as needed
4. Delegate responsibilities, duties and tasks to committee members
5. In the event a tie exists on any vote, the Chairperson will cast the deciding vote.

B: The Vice-Chairperson shall:

1. Fulfill all duties and responsibilities of the Chairperson in the absence of said Chairperson
2. Carry out any duties as directed by the Chairperson
3. Function as part of the Executive Committee establishing priorities and setting future direction.

ARTICLE VIII

The **EXECUTIVE COMMITTEE** shall consist of the Director of the Department of Human Services, the Disability Services Coordinator of the Office on Aging and Disability Services and the Chairperson and Vice-Chairperson of the Advisory Council. The Executive Committee shall meet on an as-needed basis. The Executive Committee shall be responsible for establishing policy and procedure of the Council and shall in concert with the Department of Human Services and the Somerset County Commissioners govern all Council actions.

STANDING COMMITTEES

Standing Committees may be called by the Chairperson when deemed necessary or on an as-needed basis and may report on the Committee's activities at the ACODI meetings.

1. ACCESSIBILITY COMMITTEE:

In conjunction with other designated county personnel shall review the ADA Amendments Act of 2008 and act in an advisory capacity to the Office on Aging and Disability Services with regards to implementation of said Act.

2. LEGISLATIVE/ADVOCACY COMMITTEE

A. Shall review existing and proposed bills and laws relative to persons with disabilities and keep Council members informed of such legislation

B. May work to support new and/or modified legislation to more adequately serve the needs of persons with disabilities.

3. The OUTREACH/EDUCATION COMMITTEE shall work to educate the public regarding issues concerning persons with disabilities.

A. This Committee will support and plan such countywide initiatives as the Somerset County Disability Advocate Award(s) and the Somerset County DisABILITY Services Expo

B. May suggest/plan other outreach initiatives including meeting speakers.

4. The MEMBERSHIP COMMITTEE

A. Shall actively recruit new members to the Council

B. Review resumes submitted by prospective members

C. Invite prospective members to attend one or more meetings to determine their interest in membership on the Council

D. Present prospective candidates to the full membership

E. A designated member of this committee shall act as the lead and shall call for a vote on the candidates presented

F. Candidates' resumes will be forwarded to the Director of Human Services. He/she will decide if they are appropriate to forward to the County Commissioners for consideration of appointment to the Council.

ARTICLE IX

AD HOC SUBCOMMITTEES

Special subcommittees shall be formed and appointed by the Chairperson as needed.

A. Bylaws Committee

1. This Committee will review the Bylaws every four (4) years.

2. If the Council feels that there are changes to the bylaws needed before 4 years have

expired, the Chairman of the Council may choose to convene an Ad Hoc Committee on an as-needed basis to address such concerns.

3. Amendments to the Bylaws of the ACODI may be presented at a regular or special Council meeting provided a draft of the proposed amendment(s) has/have been made available at least 2 weeks prior to the regular or special Council meeting.

4. Acceptance of the proposed amendment(s) will require a simple majority vote.

B. Nominating Committee

1. Every 2 years, the Chairman will appoint a Nominating Committee of 3 members at the September meeting.

2. This Committee will prepare a slate of potential candidates for the Chairman and Vice-Chairman positions.

3. This slate and any nominations from the floor will be submitted to the full Council at the November meeting.

4. Nominations from the floor must be with the prior permission of the person being nominated.

5. Election of Officers will require a simple majority vote at the December meeting.

ARTICLE X

STAFF

The Disability Services Coordinator of the Somerset County Office on Aging and Disability Services and the PASP Coordinator shall serve as staff to the Somerset County Advisory Council on Disability Issues and will have the responsibility of establishing and setting the schedule of meetings, all agendas and providing Meeting Minutes

ARTICLE XI

RULES OF ORDER

The current edition of Roberts Rules of Order shall govern the Advisory Council in all instances in which they are deemed applicable and not in conflict with these Bylaws nor any other special rules of order the Council may adopt.

ARTICLE XII

CONFLICT OF INTEREST

1. Members of this Advisory Council on Disability Issues may not act to participate in proposal review deliberations, vote on recommendations or otherwise use their membership or affiliation with this Advisory Council to influence decision making on the funding and/or review of programs for which they or their immediate families are employed, serve as a board member, intern, volunteer, have other financial interests or serve to gain in any manner.

2. Advisory Council members who may be in conflict of interest must recuse themselves and

abstain from discussion.

3. The Chairperson of the Advisory Council shall be responsible for the enforcement of this policy.

4. If a decision cannot be reached regarding the possibility of conflict of interest, the County Counsel shall review the issue and make a final determination or it may be brought to the attention of the Director of Human Services.

5. All Advisory Council members must disclose all current affiliations on an annual basis or as changes in affiliations may occur during the term(s) of that member.

Adopted: March 1994

Revised: December 2019