



WASHINGTON COUNTY DISABILITIES ADVISORY COMMITTEE

BYLAWS

Article I

Name

The name of the committee is the Washington County Disabilities Advisory Committee (Committee).

Article II

Mission Statement

The Committee is to advise the Board of County Commissioners of Washington County, Maryland (Commissioners) on citizen input relating to disabilities issues in Washington County, maintain contact with the community of persons with disabilities and assess community needs, sponsor the annual Disabilities Awareness Week activities, and advocate services and programs relating to the quality of life for all residents.

Article III

Priorities

The Committee shall:

- A. Undertake the task of gathering and disseminating information from and about the disabilities issues of Washington County, Maryland (County);
- B. Maintain contact with the community of persons with disabilities in the County;
- C. Offer input to the Commissioners relating to County and community issues by encouraging the discussion of differing viewpoints from local organizations working with the community of persons with disabilities;
- D. Advise the Commissioners on how County government can be more inclusive of the disabilities community by providing guidance on issues such as employment, employee relations and citizen participation in government processes; and
- E. Coordinate and promote the annual Disabilities Awareness Week activities to add to the quality of excellence the community enjoys through public performances.

Article IV

Membership

A. **Composition.** The Committee shall be comprised of nine (9) individual voting members and two (2) non-voting, ex-officio members. The nine (9) individual members shall be appointed by the Commissioners.

1. The nine (9) individual voting members shall be volunteer, private citizen residents of Washington County, Maryland, who have an interest in the disabilities community outreach and political and economic empowerment.
2. The two (2) ex-officio, non-voting members shall be as follows:
 - a. One (1) Washington County Commissioner member; and
 - b. One (1) City of Hagerstown Council member.

B. **Terms.** Standing ex officio non-voting members are not term-limited. Terms of the individual voting members shall be three (3) years. The original term of three (3) members shall be for one (1) year; the original term of three (3) members shall be for two (2) years; and the original term of the remaining members shall be for three (3) years. Subsequent terms of all nine (9) members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and, following the second consecutive 3-year term, shall be eligible for reappointment only following an intervening one (1) year period. A one- or two-year term will not be considered a full term for the purpose of these term limits.

C. **Termination of Membership and Vacancies.**

1. Membership on the Committee may be terminated by voluntary withdrawal or by removal by the Commissioners. Any member may withdraw from membership by giving written notice to the Committee chair of such intention.

2. The Committee may recommend to the Commissioners that the membership of an individual member be terminated based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. action/behavior that is inappropriate or inconsistent with County policy; and

3. The Commissioners shall have the authority to remove any member of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

4. Any vacancy occurring in the Committee for any reason shall be filled for the unexpired term by the Commissioners.

**Article V
Officers**

A. **Elected Officers.** Members of the Committee shall elect from among their members a chair, vice-chair, and secretary. Notwithstanding any provision of these bylaws, no member may simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers and other duties and powers not inconsistent herewith as may be provided by the Committee and/or the Commissioners.

B. **Terms.** The chair and vice-chair shall take office at the close of the Annual Meeting and shall serve for a term of one (1) year. Officers are eligible for reelection or reappointment for one (1) additional year. Vacancies occurring during a term of office must be filled for the unexpired balance of the term of office. When a vacancy in the office of the chair occurs, the vice-chair shall automatically succeed to the office of chair.

C. **Chair.** The chair shall:

1. Preside as the chief officer of the Committee and shall be present at all meetings of the Committee;
2. Serve as a non-voting ex-officio member of all sub-committees and appoint the chair of each sub-committee from among the members;

3. Ensure that proper records are maintained;
4. Communicate to the Committee such matters and make such suggestions as may in the chair's opinion tend to promote the achievement of the goals outlined in these bylaws; and
5. Perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during his or her absence.

E. **Secretary.** The secretary shall maintain minutes of the meetings and when necessary provide notice of meetings to members of the Committee.

F. **Officer Removal, Resignation, and Vacancies**

1. The Committee may recommend to the Commissioners that a member serving as an officer be removed from his or her officer position based on one or more of the following criteria:

- a. inadequate attendance including excused and unexcused absences;
- b. breach of confidentiality;
- c. actions/behavior that in the opinion of the Committee is inappropriate or inconsistent with policy; and

2. The Commissioners shall have the authority to remove any member from an officer position of the Committee at any time when, in its sole and absolute discretion, the best interest of the community shall be served.

3. In the event of an officer vacancy that is caused by removal, resignation, or any other reason, the Committee shall elect a member to fill the vacancy. The election shall take place at the next regularly scheduled meeting following the effective date of the vacancy. A member elected to fill a vacancy shall serve out the remainder of the officer's term left vacant. The partial term served shall not be applied to the term limits.

Article VI Meetings

A. **Meetings.** Meetings shall be subject to the Open Meetings Act and members of the public shall be permitted to attend all meetings except as provided by law. General parliamentary rules, as set forth in Robert's Rules of Order, as amended from time to time, shall govern, when not in conflict with these bylaws.

1. **Regular Meetings.** Meetings shall occur throughout the year according to a schedule, which shall be established at the annual meeting. Notice of this schedule shall be provided to Committee members and the Commissioners.

2. **Special Meetings.** Special meetings of the Committee may be called at any time by the chair or, in the chair's absence, by the vice-chair. One (1) week notice of any special meeting should be given to the members by the chair or vice-chair, and the notice must state the subject of the meeting.

3. **Annual Meeting.** An annual meeting shall be held each year at a date and time to be determined by the chair. At the annual meeting, the installation of officers shall occur, and a schedule of regular meetings shall be established for the upcoming year.

B. **Attendance.** All members shall be required to attend the regularly scheduled Committee meetings each fiscal year. Failure to attend these meetings may be at the discretion of the Executive Committee and result in the following:

1. A third missed meeting in any fiscal year may result in a letter to the member from the chair regarding the attendance policy.

2. Disassociation from the Committee as a voting member may occur after the third unexcused absence of regularly scheduled meetings in any fiscal year.

C. **Quorum.** Fifty-one percent (51%) of the total membership shall constitute a quorum. If such a majority is not present at any time, the presiding officer shall adjourn the meeting until a quorum is present.

D. **Sub-committees.** Other standing or special sub-committees of the Committee may be formed by the Committee as deemed necessary.

**Article VII
Fiscal Year and Budget**

A. **Fiscal Year.** The fiscal year of the Committee shall begin on the 1st day of July and end on the last day of June.

B. **Budget.** No budget will be provided to the Committee unless deemed necessary by the Commissioners.

**Article VIII
Amendments to Bylaws**


These bylaws may be amended, repealed, modified, or altered, in whole or in part, by the Commissioners, in their sole and absolute discretion. If such an amendment or change is proposed by the Committee, such proposal must be submitted in writing and approved at a meeting of the Committee. The proposal to amend these bylaws and the text of the proposed amendment must be included in the notice of the next meeting of the Committee. At that time, the Committee shall vote on the proposed amendment. Such proposed amendments shall be recommended to the Commissioners only if the proposal receives a quorum vote of the Committee.

Approved and adopted this 5th day of March, 2019

ATTEST:



Krista L. Hart, *County Clerk*



Jeffrey A. Cline, *President*
Board of County Commissioners of
Washington County, Maryland