

## **Disability Advisory Commission Charter**

### **Adopted July 24, 2014**

**Introduction:** The Disability Advisory Commission (ACDAC) is created as an advisory body by the County Board of Arlington County, Virginia.

**Mission:** The Disability Advisory Commission advises the Arlington County Board on issues and topics relevant to persons with sensory and physical disabilities in Arlington.

**Governing Documents:** Disability Advisory Commission Charge, adopted by the County Board on January 11, 1997.

**Functions and Scope:** The ACDAC shall accept, review, and recommend proposals for the Regional Grants to Disability Groups funding on a biennial basis. The ACDAC shall keep County and community leadership apprised of issues and actions regarding the disability community in Arlington. In support of its mission, the Commission shall

1. Direct community attention to the full range of needs of persons with disabilities, with a focus on persons with physical and sensory disabilities.
2. Advise the County government on ways to meet the needs of persons with disabilities, including review and comment on policy, procedures, and programs.
3. Advise and assist the County government, in seeking compliance with federal and State legislative mandates, to ensure inclusion under the law and “real-world” applicability of policies and procedures.
4. Engage in pro-active outreach to the community to identify barriers and service gaps.
5. Encourage the nonprofit community, the several service organizations active in the County, and the business community to marshal non-governmental community resources in order to coordinate those interests and resources with the efforts of the County government in pursuing the goals of the Commission.
6. Keep the community informed about the needs of all persons with disabilities and about related current federal and State legislation.
7. Provide information and resource referral to local government officials and staff regarding the Americans with Disabilities Act.

**Membership:** The Disability Advisory Commission shall be comprised of thirteen (13) members. These members are drawn from a cross-section of the disabled population with at least 51% percent of the membership representing individuals with physical or sensory disabilities. Family members of individuals with physical or sensory disabilities

or other interested persons may comprise the minority membership of the Commission. The County Board will appoint and maintain a roster of members including:

- Full name
- Address
- Telephone number (cell, home, and work)
- Email address.

Members will be appointed for two-year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years (unless term limits directed by the State). All members serve at the pleasure of the Board.

ACDAC members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission, who fails to attend three (3) ACDAC meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

**Chair, Vice Chair (if applicable) and Committees (if applicable):** The Group shall forward a nomination to the Board who shall serve as Chair to lead the efforts of the Advisory Group. Also, one member of the group may be appointed by the Commission to serve as Vice-chair when the Chair is unavailable.

**Committee Membership:** The ACDAC may create committees, as necessary, to accomplish specific ACDAC missions and the Chairman shall appoint committee leadership. Committee membership may include persons who are not on the ACDAC.

**Staff Liaison:** The County Manager shall appoint a member of staff from the County Manager's Office to serve as liaison to the ACDAC.

**Meetings:** The ACDAC will meet monthly or as needed to adequately fulfill its role and responsibilities outlined in this charter.

All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Reporting to the Board:** The ACDAC will provide recommendations to the County Board about issues and topics relevant to persons with sensory and physical disabilities. The ACDAC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. ACDAC may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison *and* review the published public hearing schedules.

**Update of this Charter:** From time to time, the ACDAC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.