

## **Bylaws**

### **Dakota County Disability Advisory Council**

WHEREAS, in August 2023, the Dakota County Board established a Disability Advisory Council; and

WHEREAS, the Dakota County Board appoints members to the Disability Advisory Council; and

WHEREAS, the Dakota County Board requires the Council to return to the County Board with recommended amendments to the Bylaws.

NOW THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the updated Bylaws of the Disability Advisory Council.

### **Article I**

#### **AUTHORIZATION AND NAME**

The County Board of Commissioners established a Disability Advisory Council in 2024, hereinafter referred to as the "Advisory Council". The Advisory Council shall have such powers and duties as are delegated to it by the Dakota County Board of Commissioners.

### **Article II**

#### **PURPOSE**

The purpose of the Advisory Council is to serve as an agent of change by:

- Providing technical expertise on issues that affect people with disabilities and disabled people.<sup>1</sup>
- Acting as an independent sounding board for issues, ideas, and policy matters impacting disabled individuals.
- Seeking advice from members and the public in the county decision-making processes.
- Reflect the diverse interests of county clientele and residents.
- Meet requirements of state law.
- Providing annual recommendations to the County Board of Commissioners.

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<sup>1</sup> Throughout this document, the terms "people with disabilities" and "disabled people" are used interchangeably. This approach is intended to acknowledge and respect the diverse perspectives within the disability community, recognizing that some individuals prefer person-first language while others embrace identity-first language.

## Article III

### RELATIONSHIP TO THE COUNTY BOARD

The Advisory Council shall apply the policies and procedures adopted by the Dakota County Board of Commissioners through its recommendations and responses to the County Board.

## Article IV

### MEMBERSHIP

Members of the Advisory Council shall be appointed by the Dakota County Board of Commissioners using the Open Appointment Process. Members may serve on the Advisory Council only as long as they meet, with respect to residence and attendance, County Board Policy 1015.

**Qualifications:** Members will be chosen from people with disabilities, people with a broad knowledge of disability issues, services, and compliance, or people who work in the field of disability services, education, or business.

**Number of Members and Appointment:** The Advisory Council will be made up of a minimum of 15 and a maximum of 25 members, including people representing the following categories:

- ~~8~~ members with disabilities and self-advocates
- ~~5~~ family members or guardians
- ~~4~~ representatives from organizations supporting people with disabilities
- ~~4~~ local business representatives
- ~~3~~ education representatives
- ~~4~~ housing representative

A majority of the council's membership will consist of individuals with disabilities and self-advocates.

**Terms of Office:** The Advisory Council members shall be appointed for two-year terms.

**Maximum Number of Terms:** Advisory Council members shall serve no more than three consecutive terms.

**Removal:**

1. For Cause. Any member of the Advisory Council may be removed from office for conduct detrimental to the accomplishment of the Advisory Council's purpose or if the member engages in conduct contrary to the County Board Statement of

- Expectations as expressed in County Board Policy 1015. Removal shall be effective upon a majority vote of the Dakota County Board of Commissioners.
2. For repeated absences. Automatic removal of an Advisory Council member occurs when the member is absent for 3 consecutive meetings, or 50% of the meetings, during any consecutive 12-month period.
  3. For a change of residency or employment eligibility. All members must either live in Dakota County or work or provide services within, for, or in conjunction with Dakota County residents. Automatic removal of an Advisory Council member occurs when the member fails to maintain a principal residence within Dakota County, is no longer working within, or provides services for Dakota County residents.

**Resignation:** An Advisory Council member may resign prior to the expiration of their term, but such resignation must be provided in writing to the Advisory Council Staff Liaison and/or chair(s). The resignation will be forwarded to the County Board of Commissioners for acceptance.

## **Article V**

### **COMPENSATION**

Members will receive per diem based on County Policy 1015 for attendance at regular and special meetings of this Council.

## **Article VI**

### **OFFICERS AND STAFF COORDINATORS**

**Officer Positions and Election of Officers:** At the annual organizational meeting (the first meeting of the calendar year), the Advisory Council shall elect a Chair and a Vice-Chair from among its members. The election of officers shall require a majority vote of all members.

**Term of Office:** The term of office for all officers will be one year or until successors are elected. Officers may not serve more than two consecutive terms. The terms will begin immediately following the election to office.

**Duties of the Chair:** The chair's duties are to preside at all meetings, maintain order, and direct the preparation of the initial agenda for all Advisory Council meetings in consultation with the Advisory Council Staff Liaison.

**Duties of the Vice-Chair:** In the absence of the Chair, the Vice-Chair shall act as Chair and have all the Chair's powers. In the event of the Chair's permanent absence due to resignation or other causes, the Vice-Chair shall perform the Chair's duties until such time as the Advisory Council can elect a new Chair.

**Chair Pro-Tem:** In the absence of the Chair and Vice-Chair, the remaining Advisory Council members in attendance shall elect from among themselves a chair pro-tem who shall perform the duties of the Chair for that meeting.

## Article VII

### MEETINGS

- Meetings of the Advisory Council are not subject to the Open Meeting Law but will be open to the public at a physical location.
- Members may attend by electronic means so long as all discussions by the members can be seen and heard by all Advisory Council members.
- The Advisory Council may provide means for the public to attend electronically when feasible.
- The Advisory Council will meet a minimum of six times a year monthly unless otherwise directed by the Board of Commissioners.
- A quorum shall consist of 50% + 1 of the current appointed members<sup>12</sup> members.
- A quorum shall be necessary for any formal action.
- Votes shall be taken and recorded on all formal actions.
- Only appointed members of the Council have a vote on formal actions.
- Members are able to utilize a support staff person or family member during meetings as needed.
- Regular meetings of the Board will be conducted in the following order:
  - Call the meeting to order
  - Introductions
  - Approve agenda
  - Presentations
  - Council Business
  - County Updates
  - Council Member Information updates and announcements
  - Adjourn
- Special meetings may be called at the request of the Chair, the Staff Liaison or by any three members of the Advisory Council.
- For special meetings, email notice shall be provided to all Advisory Committee members at least three days prior to the special meeting. The email notice shall include an agenda specifying the subject(s) of the special meeting. The business conducted at a special meeting will be limited to only those items specified in the agenda.
- Robert's Rules of Order will govern all Advisory Council meetings to the extent not in conflict with these Bylaws or Policy 1015.

## Article VIII

## **CONFLICT OF INTEREST**

Any Advisory Council member who, in the discharge of their official duties, believes that they would be required to take an action or make a decision that would substantially affect their personal financial interests or those of a business with which they are associated in the outcome of a matter which comes before the Council shall abstain from participation in the deliberative and decision-making process and voting with respect to the matter giving rise to the conflict.

Advisory Council members shall not accept gifts from individuals or organizations that do business with Dakota County in accordance with State gift ban laws and shall not accept payment, gifts, rewards, gratuities, or similar compensation from any individual or organization for activities participated in as a result of membership in the Advisory Council.

## **Article IX**

### **OFFICIAL MINUTES**

Dakota County staff shall be responsible for the preparation and maintenance of the minutes of the meetings.

The minutes must be approved by the Advisory Council before they are considered final. Then, they will be posted on the Dakota County website.

## **Article X**

### **AMENDMENT**

Any amendments to these Bylaws must be approved by the Dakota County Board of Commissioners.

## **Article XI**

### **TERMINATION**

The Advisory Council shall cease to exist upon County Board action.

## **Article XII**

### **EFFECTIVE DATE**

These Bylaws shall take effect immediately upon adoption by the County Board.