



**State of California**  
**California Department of Technology (CDT)**

**Disability Advisory Committee**  
**(DAC)**  
**Bylaws**

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# **1. INTRODUCTION**

## **1.1 PURPOSE**

The California Department of Technology (CDT) Disability Advisory Committee (DAC) is established pursuant to the requirements of California Government Code Section 19795 (b) (1), which requires all state agencies to establish a committee of employees who are individuals with a disability, or individuals with an interest in disability issues to advise the head of the agency on matters relating to the formation and implementation of a plan to overcome and correct any underrepresentation determined pursuant to California Government Code Section 19234. The DAC is to advise the Director on matters relating to California Government Code Section 19795 (b) as a means to enhance employment and promotional opportunities for individuals with disabilities and to provide a vehicle for consultation related to effective implementation of the Americans with Disabilities Act (ADA) and Section 504 by the Department. The Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 require employers to ensure that persons with disabilities are given equal employment opportunities and are treated fairly as employees. These laws provide strong antidiscrimination protection and require employers to provide reasonable accommodation to employees with disabilities in order that they may perform their jobs successfully.

## **1.2 COMMITTEE SCOPE AND RESPONSIBILITIES**

Specific scope and responsibilities of the DAC include:

- Serve as technical advisers to the department head and EEO officer on the development, implementation and maintenance of the equal employment opportunity program and activities for persons/ employees with disabilities.
- Initiate, design, coordinate, and implement projects that will improve the personnel practices and employment opportunities for persons with disabilities in order to facilitate their representation at all levels within the department.
- Maintaining representation and participation on the State Disability Advisory Council (SDAC).
- Establish liaison with groups and organizations that are concerned with achieving representation and utilization of persons with disabilities in the department's workforce.
- Monitor issues concerning the DAC to guarantee that necessary actions occur within reasonable time frames.
- Assist and advise staff on issues relating to the ADA.
- Promote, coordinate, and develop the Department's observance of National Disability Employment Awareness Month (NDEAM).
- Advising on issues related to emergency evacuation plans for staff with disabilities.
- Keep updated on all applicable laws, rules, and regulations through annual training opportunities.

## **2. COMMITTEE MEMBERSHIP AND RESPONSIBILITIES**

### **2.1 COMPOSITION OF THE DISABILITY ADVISORY COMMITTEE**

The DAC shall be composed of at least 5 members; preferably one member from each of the following offices as follows:

- Office of Administration; one (1) member
- Office of Digital Services: one (1) member
- Office of Technology Services: three (3) members
- Office of Information Security: one (1) member
- Office of Statewide Project Delivery: one (1) member
- Office of Professional Development: one (1) member
- Office of Legal Services: one (1) member
- Office of Governmental Affairs: one (1) member

On an as-needed basis an all-team letter, signed by the Director, will be distributed to solicit interested persons for possible membership on the Committee. The letter will emphasize the importance and mission of the Committee and the desire to achieve a diverse membership.

If sufficient volunteer interest is not obtained from the all-team Directors letter, then office chiefs shall appoint a staff member to represent their Division on the DAC.

### **2.2 COMMITTEE ROLES AND RESPONSIBILITIES**

The director will select a DAC Chairperson to serve for a 1-year appointment. Additionally, there will be a vice-chair, a secretary, and SDAC representative, selected by the committee each program year. All DAC positions will be a 1-year appointment. The program year for the DAC is January 1 through December 31. A member can serve for an unlimited number of terms. If a member cannot serve the entire term due to transfer, retirement, etc., the DAC will reach out to the appropriate business area to nominate a new member to the committee. Specific responsibilities will be determined by the DAC each program year; however, general responsibilities include:

- **Chair/Vice-chair** – Schedule quarterly meetings and provide updates to the directorate on DAC initiatives, items of interest, and events
- **Secretary** – Take meeting minutes and distribute notes to all DAC members and create meeting agendas based on Chair/Vice-chair direction
- **SDAC Representative(s)** – Responsible for attending and participating in the SDAC meetings and keeping the CDT DAC informed on SDAC activities

## **3. COMMITTEE MEETINGS AND PROCEDURES**

### **3.1 MEETING FREQUENCY, SCHEDULE, AND LOCATION**

The DAC shall meet at least quarterly and will establish an annual calendar of meetings. Ten (10) days prior to each meeting, the DAC Chairperson or designated DAC member shall issue the DAC Agenda\Notice of Meeting to all committee members and post the agenda on the iCentral DAC

webpage. Except where indicated in the DAC By-Laws, regular meetings and records shall be open to the public and noticed according to the Bagley-Keene Act. Special meetings may be called as needed by the Chairperson. Such meetings will still require the ten (10) day notice in advance of the meeting including posting the agenda on the iCentral DAC webpage. All DAC meetings will be held virtually through Microsoft Teams.

### **3.2 AGENDAS AND MATERIALS PREPARATION**

DAC agendas shall be developed by the DAC Chair/Vice-Chair, with general membership providing input. The DAC secretary shall distribute the agendas to the committee.

### **3.3 ATTENDANCE AND PARTICIPATION**

It is understood that these Committee meetings are of primary importance to the mission of the Department, and the Member will be expected to attend except in unusual circumstances. Members will disseminate information from the Committee meetings to their respective divisions to solicit input and feedback from interested parties, as well as from advocacy and community groups.

### **3.3 DECISION-MAKING AND VOTING PROCEDURES**

A quorum shall be the majority of the members currently serving on the committee. The DAC chairperson will conduct meetings using standard parliamentary procedure. The chairperson will be a nonvoting member to allow them to conduct meetings in a fair and objective manner. In the instance of a tie vote, the chairperson shall cast the decided vote.

### **3.5 COMMITTEE MEETING MINUTES AND REPORTING**

The Secretary shall take minutes of the DAC meetings and perform other secretarial work as necessary. These minutes shall be distributed to the DAC and relayed to the directorate by the chairperson on a regular basis.

## **4. COMMITTEE REPORTING AND COMMUNICATION**

### **4.1 REPORTING TO THE DIRECTORATE**

The DAC chairperson shall report all findings, meeting notes, and items of interest to the directorate on a monthly basis during the senior leadership meetings. Additional communication and information for the directorate shall be given as needed.

## **5. AMENDMENT AND REVIEW OF THE CHARTER**

### **5.1 BYLAWS AMENDMENT PROCESS**

Proposed amendments to the bylaws shall be submitted to the DAC at a regularly scheduled meeting. The proposed changes shall be introduced and printed in the DAC minutes at least one month prior to DAC action on the proposed change(s). Proposed amendments to the bylaws must be voted and approved by quorum of the members and approved by the Director to become part of the bylaws.

### **5.2 REVIEW FREQUENCY AND PROCEDURE**

DAC bylaws shall be reviewed at the beginning of each program year by all committee members and the directorate. Any proposed amendments to the bylaws shall be submitted and processed according to the process in 5.1.