

**WALLA WALLA COUNTY/COLUMBIA COUNTY/COLUMBIA  
COUNTY**

**ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE**

**PURPOSE**

*To promote greater awareness of disability issues and  
to improve access for and inclusion and acceptance of  
persons with disabilities in Walla Walla County and Columbia  
County*

**BY-LAWS**

**ARTICLE I: NAME**

**The name of this organization is the Walla Walla  
County/Columbia County Accessible Communities Advisory  
Committee, hereafter referred to as the “WW/C-ACAC.”**

**ARTICLE II: PURPOSE**

**To promote greater awareness of disability issues and to  
improve access for and inclusion and acceptance of persons  
with disabilities in Walla Walla County and Columbia County**

**ARTICLE III: DUTIES**

**In compliance with RCW 36.01.310, it shall be the duty of the  
WW/C-ACAC to:**

- 1. Advise the Walla Walla County Board of County  
Commissioners and the Columbia County Board of  
County Commissioners on addressing the needs of  
persons with disabilities in emergency plans;**

- 2. Advise the county and other local governments within the county on access to programs, services, and activities, new construction or renovation projects, sidewalks, other pedestrian routes of travel, and disability parking enforcement;**
- 3. Develop local initiatives and activities to promote greater awareness of disability issues, and acceptance, involvement, and access of persons with disabilities within the community;**
- 4. Conduct public hearings and other investigations to determine the needs and priorities of county residents with disabilities;**
- 5. Carry out other duties that the Walla Walla County/Columbia County Board of County Commissioners may request under the provisions of the State of Washington Accessible Communities Act (Chapter 215, Laws of 2010).**

#### **ARTICLE IV: MEMBERSHIP**

- 1. WW/C-ACAC members shall be Walla Walla County/Columbia County residents who are appointed by the Board of County Commissioners.**
- 2. The WW/C-ACAC shall be composed of no less than 12 and no more than 15 members.**
- 3. Appointments shall be made from a list of applicants, including interested persons with a diverse range of disabilities who are knowledgeable in identifying and eliminating attitudinal, programmatic, communication, and physical barriers encountered by persons with**

**disabilities. The list may also include family members, advocates, representatives from local disability-related organizations or educational institutions, and other individuals who are interested in promoting greater awareness of disability issues, and acceptance, involvement, and access of persons with disabilities within the community.**

- 4. Members shall not be compensated for the performance of their duties on the WW/C-ACAC.**
- 5. Members may apply for travel, per diem, or reasonable accommodations as allowed under RCW 36.01.310.**
- 6. Members are expected to fully participate and to support the committee's by-laws.**
- 7. WW/C-ACAC members are expected to attend all meetings. If unable to attend, members are responsible for notifying the Chair or designee as far in advance as possible. A member who arranges to participate remotely will be considered present for purposes of establishing a quorum or voting.**
- 8. If a member is absent without excuse from three (3) consecutive meetings, the WW/C-ACAC may recommend to the Board of County Commissioners that the member be removed for lack of participation. The member will be given 30 days written notice of such recommendation.**
- 9. WW/C-ACAC members shall be appointment for four-year terms which will be staggered, so that no more than 1/3 of the members' terms shall expire in**

**one (1) calendar year. When an existing WW/C-ACAC member's terms expires, that member may apply along with other applicants, to serve a maximum of two (2) consecutive terms.**

- 10. The WW/C-ACAC may choose to form ad hoc sub-committees or work groups to deal with specific issues or projects.**

## **ARTICLE V: OFFICERS**

- 1. Officers of the WW/C-ACAC shall consist of a Chair, a Vice-Chair, and a Secretary.**
- 2. The Chair shall be appointed by the Board of County Commissioners for a two-year term. The Chair shall be appointed at the first regular Board of County Commissioner's meeting of the new calendar year.**
- 3. The vice-Chair and secretary shall be elected by a majority vote at the first regular meeting of the new calendar year and shall serve a two-year term.**
- 4. Officers may be elected to serve up to two (2) consecutive terms.**
- 5. Nominees must be active members who have consented to serve.**

### **Chair:**

- 1. Presides at all meetings, sets the agenda, and executes the agenda of such meetings in an orderly manner;**

- 2. Distributes the agenda for upcoming meetings at least five (5) business days prior to the next meeting.**
- 3. When appropriate and necessary, establishes ad hoc sub-committees or work groups and appoints members thereto;**
- 4. Officially represents the WW/C-ACAC before other organizations or groups, or appoints other WW/C-ACAC members to do so.**

**Vice-Chair:**

- 1. Officiates as Chair in the Chair's absence;**
- 2. Assists the Chair in setting the agenda;**
- 3. Arranges for necessary technologies for WW/C-ACAC member and the public to fully participate, such as video-conferencing, American Sign Language interpretation, live or remote captioning, Braille or large print, use of hearing loop system, and amplifier system.**

**Secretary:**

- 1. Takes minutes of the meetings and distributes them to WW/C-ACAC members and the County's representative no more than ten (10) days after the meeting.**
- 2. Submits approved minutes to County representative.**
- 3. Distributes announcements regarding the cancellation or rescheduling of meetings.**

**ARTICLE VI: STAFF ROLES**

- 1. The Boards of County Commissioners shall provide a staff member who will advise the WW/C-ACAC and provide a link between the WW/C-ACAC and the Boards of County Commissioners.**

## **ARTICLE VII: VACANCIES**

- 1. The Board of County Commissioners may remove any WW/C-ACAC member for any reason whatsoever.**
- 2. The WW/C-ACAC may, by a majority vote of the total membership, recommend the removal of a member to the Board of County Commissioners, provided that 30 days' notice of the pending action has been provided to the member.**
- 3. Vacancies shall be filled in the same manner in which the underlying member's position was filled. Persons appointed to fill a vacancy, resulting from resignation or removal, shall serve the remainder of the vacated term and may be reappointed for one additional term.**

## **SECTION VIII: MEETINGS**

### **The WW/C-ACAC shall:**

- 1. Be subject to the Open Public Meetings Act (RCW 42.30).**
- 2. Establish a regular meeting time.**
- 3. Hold not less than four (4) regular meetings each year.**
- 4. Adopt rules and regulations governing the transaction of business.**

- 5. Keep a public record of all transactions, findings, and determinations.**
- 6. Hold all regular meetings in Walla Walla County/Columbia County.**
- 7. Give as much public notice as possible whenever a meeting must be cancelled, rescheduled or relocated.**

**Special meetings:**

- 1. The WW/C-ACAC may conduct special meetings and emergency meetings when deemed to be in the best interests of the WW/C-ACAC and the community.**
- 2. Special meetings may be convened at the request of the Chair; a written request by a majority of WW/C-ACAC members; or the Walla Walla County or Columbia County Board of Commissioners.**

**Minutes:**

- 1. Minutes of all meetings shall be recorded and a copy will be emailed/mailed to each ACAC member at no more than ten (10) business days after the meeting.**
- 2. A permanent file of minutes of WW/C-ACAC meetings shall be maintained in the Walla Walla County/Columbia County Department of Community Health.**

**Quorum:**

- 1. A quorum shall consist of a majority (one more than half) of the appointed members. All actions of the WW/C-ACAC shall be determined by a majority vote where a quorum is present. WW/C-ACAC members who are not able to attend may participate via video or telephone conferencing to be considered present for the sake of establishing a quorum.**

**Voting:**

- 1. Voting shall be limited to WW/C-ACAC members.**
- 2. Voting shall be conducted by voice, show of hands or by ballot if any member of the WW/C-ACAC requests a special ballot for a specific issue. There will be no voting by proxy on any question before the WW/C-ACAC. However, WW/C-ACAC members who participate via video or telephone conferencing will be considered present for voting purposes.**

**Conflict of Interest:**

- 1. A member may not participate in a discussion or vote upon a matter in which the person has a direct or indirect financial interest. If a conflict of interest arises, the member shall immediately notify the Chair.**

**Rules of Order:**



- 1. All meetings shall be conducted in a manner designed to promote consensus on ACAC actions.**
- 2. Though majority vote will decide action, the WW/C-ACAC may elect to operate in accordance with Roberts Rules of Order.**

**Agenda:**

- 1. The agenda shall indicate the order of WW/C-ACAC business.**
- 2. Minutes are considered draft minutes until approved by the WW/C-ACAC.**
- 3. Time shall be scheduled on the regular meeting agenda for public comment.**
- 4. Agenda shall be available on the Walla Walla County website five (5) business days prior to the meeting.**

**SECTION IX: AMENDMENT OF BY-LAWS**

- 1. By-laws will be reviewed annually at the first regular meeting of the new calendar year.**
- 2. A WW/C-ACAC member may propose amendments to the by-laws. A vote on a proposed amendment will not be held until the following meeting, in order to give all WW/C-ACAC members the opportunity to review the proposal and to give the public the opportunity to comment on the proposal.**
- 3. By-laws may be amended by a two-thirds majority vote of the WW/C-ACAC insofar as such amendments do not conflict with Walla Walla**

**County/Columbia County Policy or Washington  
State Code.**