

## **Wichita / Sedgwick County Access Advisory Board Operating Policies**

### **Mission Statement**

The mission of the Wichita/Sedgwick County Access Advisory Board is to enhance the community by the contributions of persons with disabilities; to make a positive difference in their relationship with the City of Wichita and Sedgwick County businesses that serve it by working toward providing access to facilities, programs, and employment; and, enabling persons with disabilities to participate in the social and economic life of the community, thereby achieving maximum personal independence.

### **Duties and Responsibilities**

The name of this Board shall be the Wichita / Sedgwick County Access Advisory Board. The Board shall have the following duties and responsibilities:

1. Advise the City of Wichita ADA Coordinator, the Sedgwick County ADA Coordinator, and departmental ADA coordinators.
2. Designate one or more members to serve on the City of Wichita Art and Design Review Board. The member or members shall be designated by the Chairperson with the approval of the Access Advisory Board.
3. Review all city codes and county resolutions with the assistance of the city Law Department and county counselor's office, respectively, and recommend amendments where necessary to ensure that the requirements of the Americans with Disabilities Act are met.
4. Assist in resolution of any access issues concerning city and county facilities and programs regarding persons with disabilities.
5. Develop recommendations on the future role of the access of persons with disabilities to programs in the city and county, and help determine immediate access priorities.
6. Advise other public or private entities on access issues where it appears the board can make a positive contribution to resolve such problems.
7. Advise the city and county on any other matter concerning persons with disabilities as the board deems appropriate.

8. Hold such public hearings as the Board deems necessary.
9. Develop operating policies for the Board.
10. Appoint individuals or organizations as voting or non-voting members of the Board.
11. Engage in public education and provide information by whatever means the Board deems appropriate.

### **Participation**

1. The Board shall consist of members with terms of two years each commencing June 1, 2015; provided, however, that members appointed by the city council and city manager shall serve until June 1, 2018 and for terms of two years thereafter. Each member shall serve the full term and until his or her successor is appointed and qualified. The Board shall include substantial representation by persons with disabilities, design professionals and representatives from businesses or organizations who provide goods or services to persons with disabilities.
2. Each member of the city council and the mayor shall appoint one member prior to June 1 of each even-numbered year beginning in 2018; each member of the county commission and the city and county managers shall each appoint one member prior to June 1 of each odd-numbered year beginning in 2017; and at least nine members shall consist of representatives of the following organizations:
  - a. City of Wichita ADA Coordinator
  - b. Sedgwick County ADA Coordinator
  - c. Unified School District No. 259
  - d. Independent Living Resource Center, Inc.
  - e. Kansas Disability Coalition, Inc.
  - f. Muscular Dystrophy Association, Inc.
  - g. Community Developmental Disability Organization
  - h. Sedgwick County Department on Aging
  - i. One representative from the following organizations:
    - Starkey, Inc.
    - Kansas Elks Training Center for the Handicapped
    - Rainbows United
    - ARC of Sedgwick County
  - j. One representative from the following organizations:

Envision  
National Federation of the Blind  
Wichita Association for the Visually Handicapped

- k. Wichita Association of the Deaf
  - l. Cerebral Palsy Research Foundation
  - m. Veteran's Administration
  - n. Sedgwick County Association of Cities
3. Staff support shall be the shared responsibility of the city and county ADA coordinators. It shall be the responsibility of staff to prepare summaries of the board meetings which will be distributed as expeditiously as possible to the full board and made available to the public upon request and will be ratified by the full board at its next meeting.
  4. Each member of organizations may designate, in writing, an alternate member(s) representing the same interest as the designated member. The members will fully brief the alternates on the progress of the discussions and will give them full authority when they serve on the board. No person may represent more than one board member during the same meeting.
  5. The Chairperson of the board shall be elected by a majority of the members of the advisory board at the first meeting after June 1 of each year and shall serve a term of 2 years commencing June 1, 2016. The Chairperson of the board may appoint a Vice-Chairperson and Chairpersons of any committees.
  6. Any member of the Board who has been absent from three consecutive meetings without notifying the Board of the absence, shall be deemed to have resigned. The Chairperson of the Board shall provide written notice to the Board member and to the appointing authority for the Board member. The appointing authority and, if applicable, the organization the member represents, shall designate or appoint another person to fill the remainder of the term of the position.
  7. The City Manager and the County Manager may each appoint up to three board members.
  8. Committees may be appointed by the chairperson of the board to address specific issues consistent with the purpose of the board. Committee meetings are open to the public and the committee may include persons who are not members of the Access Advisory Board.

9. Each board member shall refrain from violating any of the statutes of the state which regulate conflicts of interest where such statutes are applicable to the board members.
10. Board members must be residents of Sedgwick County.

### **Meetings**

1. All meetings of the Wichita/Sedgwick County Access Advisory Board shall be open to the public.
2. A quorum of one-third of the board membership will be required to conduct business of the board.
3. A progress report of committee meetings shall be prepared and sent by committee chairs to board members prior to the next meeting. The committee report will be made available to the public upon request to the Board. The progress report shall include names and affiliations of those present; the date, time and location of the meeting; and a description of issues discussed and recommendations made, if any.
4. Board members and/or any group of board members do not have the authority to speak on behalf of the board or to represent the board on any issue unless authorized by a majority of the members of the board at a regular meeting.
5. Board and committee meetings will be held in accessible locations and provide for communications access. Persons attending board meetings are requested to refrain from using perfume, cologne, and other fragrances for the comfort of other participants.
6. Advisory board meetings will be held monthly or as determined by the board.

### **Operating Policy Amendments**

1. The members may amend these Operating Policies (except Duties and Responsibilities 1-9 may not be diminished) at any time by majority vote.
2. These Operating Policies are governed by the Code of the City of Wichita, Chapter 2.12. Where any of the policies enumerated herein are in variance with any provision of Chapter 2.12, such variance is authorized by Section 2.12.050.

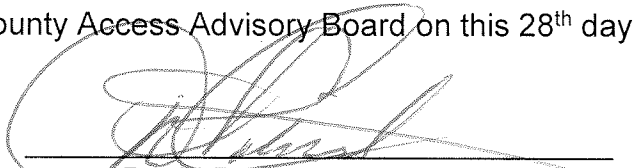
Adopted by the Wichita Access Advisory Board this 2<sup>nd</sup> day of June, 2005. Amended by the Wichita / Sedgwick County Access Advisory Board this 23<sup>rd</sup> day of April, 2008.

Amended by the Wichita / Sedgwick County Access Advisory Board this 27<sup>th</sup> day of May, 2009.

Amended by the Wichita / Sedgwick County Access Advisory Board this 17<sup>th</sup> day of November, 2010.

Amended by the Wichita / Sedgwick County Access Advisory Board on this 24<sup>th</sup> day of October, 2012.

Amended by the Wichita / Sedgwick County Access Advisory Board on this 28<sup>th</sup> day of October, 2015.



David P. Calvert, Chair