



**CAL FIRE**  
**DISABILITY ADVISORY**  
**COMMITTEE**  
CALIFORNIA NATURAL RESOURCES AGENCY

California Department of Forestry and Fire Protection  
and  
California Natural Resources Agency  
Disability Advisory Committee Bylaws

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## **Article I Title and Purpose**

### **Section I – Title**

The name of this advisory body shall be the Disability Advisory Committee herein referred to as DAC for the California Department of Forestry and Fire Protection (CAL FIRE) and the California Natural Resources Agency (CNRA).

### **Section II – Purpose**

The DAC is established pursuant to Government Code Section 19795(b) (1) to advise and assist the Equal Employment Opportunity (EEO) Officer, the Director of CAL FIRE and the Secretary of Natural Resources on issues of concern to employees with disabilities and ensure proper representation of persons with disabilities in the Department.

## **Article II Legal Authority**

### **Section I – Legal Authority**

Government Code section 19795(b)(1) 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 Director of the department on issues of concern to employees with disabilities. Government Code section 19795(b) states:

“Each State agency shall establish a committee of employees who are individuals with a disability to advise the head of the agency on matters relating to the formation and implementation of a plan to overcome and correct and underrepresentation determined, pursuant to Section 19234.”

## **Article III Committee Responsibilities**

### **Section I – Responsibilities**

The responsibilities of the DAC include, but are not limited to, the following:

- i. The DAC advises and assists the CAL FIRE EEO Officer in the planning, implementation, and evaluation of the EEO program components related to disabled employees.
- ii. Identifying program concerns related to reasonable accommodation, recruitment, and employment issues for persons with disabilities.

- iii. The DAC maintains cooperative relationships with other advisory committees and departmental programs to assure compliance with EEO goals, objectives, and policies.
- iv. Acting as a resource to assist CAL FIRE and CNRA in achieving compliance with the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA).
- v. Promoting, coordinating, and developing education and awareness activities relating to disability issues, such as trainings, displays, presentations, public forums, and events for staff engagement.
- vi. Supporting and promoting the Department's use of the Limited Exam and Appointment Program (LEAP) for vacancies.
- vii. DAC members shall participate in the Statewide Disability Advisory Council (SDAC).
- viii. Promote, coordinate, and develop the Department's observance of National Disability Employment Awareness Month (NDEAM).
- ix. DAC may maintain liaisons with other state DACs, as well as local, state, and national entities having goals and objectives that correspond with those of DAC.

## **Article IV Operating Parameters**

### **Section I – Staff Time**

To participate, DAC members shall be authorized state time for committee meetings and related activities up to two (2) hours per month. Additional time for advocacy duties may be approved by the member's supervisor.

### **Section II – Support Services**

Support services, such as interpreters, readers, or note-takers may be necessary for meetings or other activities of the DAC. The DAC Chairperson should be provided with sufficient advance notification if the services are required.

### **Section III – Communication**

DAC members may not independently send out letters, memos, communications, or take actions without the consensus of the DAC membership. All communication will be approved by the EEO Officer prior to disbursement.

### **Section IV – Travel Expenses**

Travel expenses will be covered by the member's program/unit. Reimbursement shall be in accordance with prevailing state guidelines and procedures. Costs associated with the travel of field members shall be considered when scheduling DAC meetings and events.

## **Section V – Promotional Materials**

Funds for printing and mailing of DAC memos, newsletters, correspondence, and other promotional materials shall be provided by the EEO Program with advanced approval by the EEO Officer.

## **Section VI – Training Expenses**

The DAC may receive training on disability issues. Funds will be provided by the EEO Program with advanced approval from the EEO Officer.

# **Article V Membership**

## **Section I – Members**

The DAC shall be comprised of employee representatives from various occupational areas, levels, and geographic regions within CAL FIRE and CNRA. Representatives from the CAL FIRE Diversity, Equity, and Inclusion (DEI) Program will attend meetings to serve as an intermediary between the DAC and EEO Officer.

## **Section II – Qualifications**

Membership shall be open to all CAL FIRE and CNRA employees who have a disability, physical or mental, or employees interested in, and sensitive to, issues or programs involving persons with disabilities and are able to devote workday time to DAC activities, including regular attendance at DAC meetings and events.

## **Section III – Recruitment**

Recruitment for new committee members is ongoing and applications for membership are accepted throughout the year.

## **Section IV – Diversity and Composition**

The DAC shall, to the extent possible, strive to reflect the diversity of CAL FIRE and CNRA, including, but not limited to ethnicity, culture, race, nationality, gender, age and disability. The DAC shall not discriminate against any individual based on the type of disability or any other consideration prohibited by federal or California Law.

## **Section V – Term of Appointment**

Appointments to the DAC will be a two-year term. The program year for the committee is July 1<sup>st</sup> through June 30<sup>th</sup>. Any member may serve an unlimited number of terms.

## **Article VI Officers**

### **Section I – Titles**

The Officers of the DAC shall consist of a Chairperson, Vice Chairperson, and the Recording Officer.

### **Section II – Responsibilities of the Chairperson**

The Chairperson shall:

- i. Preside at all DAC meetings, assuring order and proper conduct by DAC members.
- ii. Develop and distribute an agenda, with input from the committee and staff liaison and other interested parties.
- iii. Serve as a representative of the DAC at meetings, hearings, and other forums.
- iv. Coordinate DAC involvement in, or sponsorship of, activities.
- v. Establishing permanent and ad hoc subcommittees, as needed, and designating members to serve as chairpersons of those subcommittees.
- vi. Monitoring and coordinating project completion dates.
- vii. Maintaining direct contact with the DEI Program representatives and EEO Officer.
- viii. Assisting EEO Officer with issues concerning persons with disabilities.
- ix. Maintain current list of DAC members and resource contacts.
- x. The Chairperson will be a nonvoting member to allow the Chairperson to conduct the meeting in as fair and objective manner as possible, apart from tie votes, when the Chairperson will cast the deciding vote.

### **Section III – Responsibilities of the Vice Chairperson**

The Vice Chairperson shall:

- i. Act in the absence of the Chair and shall coordinate the activities of the DAC.
- ii. Assist the Chairperson in discharging the responsibilities of the DAC.
- iii. Coordinate completion of the DAC and subcommittee assignments.
- iv. Act as the SDAC representative and, in their capacity as such, shall be responsible for attending and participating in SDAC meetings and keeping the DAC informed on SDAC activities.

#### **Section IV – Responsibilities of the Recording Officer**

The Recording Officer shall:

- i. Take minutes of the DAC meetings.
- ii. Distribute minutes to members and upload to the CAL FIRE internet and intranet.
- iii. Upload meeting information and agenda to the CAL FIRE internet per the Bagley-Keene Open Meeting Act, CA Government Code sections 11120-11132.
- iv. Perform other secretarial work as necessary.

#### **Section V – Term of Office**

Each officer of the DAC will serve for a two-year term. Any officer may serve multiple terms if reelected to office.

#### **Section VI – Elections**

Nominations to serve as a DAC officer will be submitted by the membership on a biannual basis. Nominations will be held during regular meetings to fill a vacancy. Each officer will be elected by written or verbal vote by the members present. The member receiving the most votes for each position will be elected to that office.

### **Article VII Meetings**

#### **Section I – Regular Meetings**

Meetings are held on a quarterly basis. Meeting agendas shall be developed by the Chairperson with input from DAC members and approval of the EEO Officer. The Chairperson shall provide DAC members with an agenda and a notification of the date, time, and location of the meeting no later than ten (10) days prior. The Vice Chairperson shall post the meeting information and agenda on the CAL FIRE intranet and for public notice on the CAL FIRE internet website. Conference calling is available for members outside of the Sacramento area. The Chairperson may schedule additional meetings as necessary.

## **Section II – Special Meetings**

Special meetings may be called as needed by the Chairperson with the prior approval of the Director and/or their designee(s). However, such meetings will still require the five (5) day notice in advance of the meeting including posting on the CAL FIRE intranet and for public notice on the CAL FIRE internet website.

## **Section III – Subcommittees**

The Chairperson may appoint subcommittees as needed to deal with issues or to carry out activities and responsibilities of the DAC. Subcommittees shall consist of two (2) committee members and may include non-committee representatives as needed. The DAC Chairperson shall request permission from the non-committee representative's supervisor for that individual to participate in the activity of the subcommittee.

## **Section IV – Location**

DAC meetings shall be held in the Sacramento area and/or via teleconference unless otherwise noticed to members.

## **Section V – Minutes**

Minutes shall be recorded at all meetings by the appointed Secretary or their designee and copies shall be distributed electronically to all DAC members and to the EEO Officer ten (10) calendar days prior to the next meeting.

## **Section VI – Quorum**

A simple majority of membership in attendance at the DAC meeting will constitute a quorum for voting purposes.

# **Article VIII Resignations and Terminations**

## **Section I – Resignations**

A DAC member or officer choosing to resign shall submit a written resignation to the Chairperson and the EEO Officer.

## **Section II – Terminations**

DAC membership may be terminated by the EEO Officer based upon the following:

- i. Change in employment status.
- ii. Missing three (3) consecutive meetings without a valid reason.
- iii. Unacceptable behavior or conduct.

A member facing possible termination shall be informed in writing of the intent to terminate membership, the reason for termination, and official termination date.

## **Section III – Absences**

Members must advise the Chairperson in advance of absence, with the reason for nonattendance. Any member missing two consecutive meetings or fifty percent (50%) or more meetings in a six month period, without good cause as determined by the Chairperson, will meet with the committee officers to discuss continued DAC membership.

# **Article IX Amendments to Bylaws**

## **Section I – Submission**

A draft version of proposed amendments to the bylaws shall be submitted to the DAC members for review prior to submission at a regularly scheduled meeting. If approved, the proposed amendments will be submitted to the EEO Officer for approval by the Chairperson.

## **Section II – Ratification**

Amendments to these bylaws must be ratified by vote and approved by three-fourths of the members. A special meeting may be called for the purpose of voting on amendments. Following DAC action, the amendments to the bylaws must be approved by the EEO Officer to become effective.