

City of Bend Accessibility Advisory Committee (COBAAC) Committee Charter

Committee Establishment

The Bend 2030 Vision identified an action item under the focus area of Safe, Healthy People (SHP 10.3) to establish a **City Accessibility Advisory Committee**.

Establish an advisory committee to assist the City with accessibility determinations and to review Department of Justice requirements, City compliance, City infrastructure, downtown accessibility, downtown parking accessibility, new development accessibility and Access Challenge Resolution.

Consistent with the Bend 2030 action item, the City formed a City of Bend Accessibility Advisory Committee (COBAAC) in 2010.

Committee Purpose

Under the Americans with Disabilities Act (ADA) of 1990, the City of Bend is a Title II government entity, also known as a public entity. Title II protects qualified individuals with disabilities from discrimination on the basis of disability in the services, programs, or activities of all State and local governments.

The committee's purpose is to assist and advise the City on the most appropriate means by which to make its programs, services, activities and facilities accessible to all of Bend's residents and visitors.

To accomplish this purpose, the committee's primary roles are:

- *Advise the City on issues related to accessibility.* In this role, the committee will act as a sounding board for City staff. Committee members will provide input when City staff is soliciting specific feedback.
- *Bring to City staff's attention issues related to accessibility.* In this role, the committee will bring issues that its members observe in the community and for which the City has jurisdiction and responsibility.
- *Provide support to the Accessibility Manager.* In this role, the committee may be asked to advise the accessibility manager, help prioritize projects, prepare letters of support, attend meetings, etc.

Members will provide advice on how to enhance accessible community resources and emergency preparedness issues for the City. The work of the COBAAC does not replace other City of Bend outreach or public involvement efforts. City staff will include the committee's input in its decision making process. Final decisions will reside with staff and City Council.

Committee Membership

Committee members are appointed by the City Manager or an appointed representative.

Committee Composition

The membership will consist of voting members and alternate members. Alternate members are encouraged to actively participate in meetings and committee discussions. The committee will maintain a goal of nine (9) to twelve (12) volunteer members. Of the membership, an odd number, either nine (9) or eleven (11), will be voting members. The remainder will be alternates.

The committee will maintain a goal of having at least 51 percent of the members from the community with disabilities. The committee will seek to maintain representation of the following general backgrounds:

- two professional members from the building, engineering, design and architectural industry,
- two members from local businesses,
- at least five to six members with disabilities, and
- one member at large from the community.

Membership Note: Of the voting positions, one member opening shall be an active participant from a community accessibility group.

Committee Member Qualifications

Bend residents shall be preferred for membership or full-time employees of an entity doing business within the City during the term identified below. Current City employees may not serve as members.

Committee members shall have a demonstrated interest, experience, and commitment to issues pertaining to accessibility. The following qualifications are preferred, but not required:

- experience as an architect, designer/planner, contractor, engineer or other related professional in the construction of accessible facilities;
- experience in consultation in the use of assistive technology including the internet and or related services;
- experience in representing or resolving accessibility issues for people with a broad range of disabilities;
- a practical understanding of Title II or Title III of the ADA, or Section 504 and Section 508 of the Rehabilitation Act of 1973; and/or
- a practical understanding of the Oregon Structural Specialty Code, Chapter 11.

Additional area of experience:

- May include a representative from organizations such as the Chamber of Commerce and/or Downtown Bend Business Association (DBBA).

Committee Member Openings

When a voting member leaves the committee, an alternate will be appointed to become a voting member. If the number of committee members falls below nine (9), the committee will advertise openings for new members in February of each year with the intent of interviewing and appointing new members prior to the April meeting.

The opening shall be advertised to promote broad response and interest in the position. Prospective appointees shall submit an application and participate in an interview process with the City Manager or an appointed representative.

Absences

If a committee member is absent for three consecutive meetings without notice or justifiable reason, their membership will be reviewed by the committee.

Length of Term of Appointments

The length of term of appointments for voting members of the committee shall be three years to a maximum of six continuous years and until a successor is appointed. Terms expire following the April meeting following a full three years of service.

Committee Structure and Operation

Committee Structure

COBAAC consists of the volunteer membership, the City's Accessibility Manager, and City staff support. From the volunteer membership, a Chair and Vice-Chair will be elected by the committee's voting members. The following specific roles are defined.

- **Accessibility Manager:** Acts as the City Manager's representative; brings issues on which the City is seeking input from COBAAC; takes committee recommendations to appropriate City Staff; oversees the City's accessibility efforts across departments.
- **City Staff Support:** Assists Accessibility Manager with taking minutes; distributes meeting agenda, meeting minutes, and other pertinent meeting material at least one week prior to the monthly meeting; provides answers to historical questions, questions relating to City operations, and other clerical support.
- **Chair:** Facilitates COBAAC meetings, including working with the Accessibility Manager to draft meeting agendas, requesting other City department representation at meetings, and mediating discussions; represents COBAAC at

City Council meetings and other events at which COBAAC representation would be beneficial; and represents COBAAC in written form as needed (e.g., letters of support).

- **Vice-chair:** Support the Chair and fulfill the duties of the Chair when the Chair is either unavailable or conflicted from participation.

Decision Making – Quorum and Voting

The committee will operate primarily under a consensus-building model. Committee members will attend meetings and review material as needed to learn about accessibility needs and projects. Committee members will ask questions, respect differing views, and work together to provide guidance and recommendations. When the committee is not able to agree on a specific recommendation, the recommendation of a majority of the committee will be identified as the primary recommendation, and minority opinions may be included. Committee guidance and recommendations will be provided to City staff and City Council for their consideration during final decision making.

At the Chair's discretion, a vote of the voting members may be called. In the event of a vote, a quorum shall be required and will consist of a majority of the voting members appointed to the committee. When necessary, a simple majority vote of the quorum can make a recommendation or decision. City staff cannot participate in votes or be counted towards the quorum.

Election of Committee Leadership

The Chair and Vice-Chair shall serve one-year terms. Following the expiration of the Chair's term, the Vice-Chair shall automatically be nominated for the Chair position. Additional nominations for the Chair and Vice-Chair positions may be received from the committee membership.

Election of the Chair and Vice-Chair positions shall occur at the April meeting each year. The method for voting shall follow the voting requirements outlined in the previous section.

Meeting Schedule

The committee will generally hold meetings once a month. At the chair's discretion and in consultation with the Accessibility Manager, monthly meetings may be cancelled for lack of agenda topics.

Time Involved

The time commitment for committee participation will vary, but generally will not exceed an average of four hours a month to include a meeting and follow-up time to research issues.

Working Groups

The committee may establish working groups as required to research specific issues and make recommendations to the committee. Working groups may draw upon members from the committee and may include outside resources as necessary.