

Americans with Disabilities Act Grievance Committee

Meeting Agenda

January 25, 2022 – 6:00 p.m.

A/B/C Conference Room, 2nd Floor, Government Center

1300 Courthouse Road Stafford, VA 22554

- I. Welcome – Staff Introductions
- II. Nomination of Chairman
- III. Nomination of Vice Chairman
- IV. New Business – Consideration of Changes to Bylaws, Article III: Meetings
- V. ADA Committee Member Updates
- VI. Adjourn

BY-LAWS
Approved October 25, 2011

STAFFORD COUNTY
AMERICANS WITH DISABILITIES ACT (ADA)
GRIEVANCE COMMITTEE

ARTICLE I: PURPOSE

The ADA Grievance Committee (Committee) is established to provide prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). The Committee shall thoroughly investigate complaints of discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Stafford County in accordance with the County's ADA Grievance Procedures.

ARTICLE II: MEMBERSHIP

The Committee is composed of a minimum of five members consisting of one member from the architectural or structural engineering profession; two members who are individuals with a disability as defined by the ADA; and at least two members-at-large, and 2 alternate members-at-large. Committee members shall serve without monetary compensation and shall continue to serve until replaced. All appointments will be renewed at the January board meeting regardless of initial appointment date.

ARTICLE III: MEETINGS

The date, time and place of the meetings of the Committee shall be designated by the Chairman, most usually when the Chair has been notified of a grievance that should be heard. There shall be an annual organizational meeting held in January or as soon thereafter as reasonably possible based upon the Board of Supervisors' appointment cycle. Election of officers shall occur at the annual meeting. There will be two (2) meetings scheduled yearly; on the 4th Tuesday in January and October at 6:00 in the evening. If issues or complaints arise, county staff will email the information to the members; a meeting will be scheduled if the complaint/issue requires.

ARTICLE IV: OFFICERS

A. The Chairman shall preside at all meetings of the Committee. The Chairman shall also communicate the results of the Committee's decision to the grievant in writing, and, where appropriate, in a format accessible to the complainant.

B. The Vice Chairman serves in the absence of the Chairman. In the absence from any meeting of both the Chairman and Vice Chairman, the members present shall choose one of their members as a temporary Chairman.

C. The ADA Chairman shall serve until his successor has been elected. If the Chairman is not reappointed to the Committee by the Board of Supervisors, the ADA Coordinator shall serve as a temporary Chairman until new officers are elected.

ARTICLE V: QUORUM AND METHOD OF VOTING

A. A quorum shall consist of at least half of the members of the Committee.

B. At the discretion of the Chairman, voting may be by voice vote, a show of hands, or roll call; provided, however, a roll call vote shall be taken whenever any member of the Committee requests such a vote.

C. Any member abstaining shall state their reason for abstaining.

D. Any matter on which there is a tie vote shall fail to be approved.

E. The number of votes necessary to transact business shall be a majority of the quorum present and voting.

ARTICLE VI: PARLIAMENTARY AUTHORITY

A. Except as otherwise provided in these By-Laws and by applicable state law, the proceedings of the Committee shall be governed by the most current edition of Robert's Rules of Order.

B. If a member of the County Attorney's Office is in attendance at a meeting, that person shall serve as parliamentarian. If no member of the County Attorney's Office is present, the Chairman shall appoint a parliamentarian to act during the meeting.

ARTICLE VII: STANDARD OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation, and recognizing that maintaining the integrity and dignity of the public office is essential for securing a high level of public confidence in our institutions of government, each member of the Stafford County ADA Grievance Committee pledges to adhere to the following standards:

1. Attend all regularly scheduled and called meetings as well as committee meetings relevant to your office;

2. Make a conscientious effort to be prepared for each meeting relevant to your office;
3. Maintain an attitude of courtesy toward colleagues, County staff, and citizens during meetings, discussions, and deliberations;
4. Be tolerant; allow colleagues, County staff and citizens sufficient opportunity to present their views and perspectives;
5. Be respectful and attentive; avoid comments, body language, or distracting behavior that conveys a message of disrespect or lack of interest.
6. Avoid the use of abusive, intimidating, or threatening language or gestures directed at your colleagues, the County staff, or citizens;
7. Create a positive atmosphere during public meetings wherein citizens and County staff feel welcome and comfortable as participants and/or observers;
8. Respect, honor, and adhere to all local, state, and federal laws affecting your elected office;
9. Discharge the duties and responsibilities of your office in an impartial manner without fear or prejudice toward any person or group; and
10. The witnessed behavior of the Grievance Committee members in honoring this Code of Performance will be evaluated on an annual basis.

ARTICLE VIII: MINUTES OF MEETINGS

The Committee shall prepare a record of minutes for all meetings.

ARTICLE IX: AMENDMENTS TO BY-LAWS

These By-Laws may be changed by a two-thirds vote of the entire Committee after thirty (30) days prior notice.