

**Ada County Highway District  
ADA Advisory Committee Bylaws**

Last Amended by Resolution Number 2456 on April 8, 2026

Ada County Highway District (ACHD) is committed to ensuring that all its facilities, programs, services, and activities are accessible to people with disabilities. ACHD complies with disability access laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Americans with Disabilities Act Advisory Committee plays a vital role in providing input to ACHD.

Section 504 of the Rehabilitation Act of 1973 states that programs or activities that receive federal money (such as ACHD) cannot, solely by reason of disability, exclude a qualified disabled person from participation in, deny the benefits of, or subject the person to discrimination. Because of Section 504, ACHD must remove barriers and make reasonable accommodations for qualified individuals with disabilities.

The Americans with Disabilities Act of 1990 (ADA) Title II requires that ACHD must make its facilities, programs, services, and activities accessible to members of the public who have disabilities.

**ARTICLE I: Name**

The name of said committee shall be the ACHD Americans with Disabilities Act Advisory Committee (hereinafter referred to as "the committee").

**ARTICLE II: Form of Committee**

The committee shall be advisory only and made up of volunteers who work for organizations that directly serve people with disabilities and the elderly, other municipal and governmental ADA representatives, and Citizen Advocates. Regular membership in this committee shall be open to any individual, without regard to ethnicity, religion, sex, national origin, age, disability, economic status or sexual orientation or any other classification protected by federal or state law.

Appointments should be representative of a wide variety of the Americans with Disabilities Act interests. Appointees shall have an interest in, experience with and a demonstrated commitment to issues pertaining to accessibility and disabilities. Members may currently represent groups, organizations and/or businesses that serve Ada County residents and make a commitment to consistently attend meetings every other month.

**ARTICLE III: Purpose**

The committee shall make recommendations to the Ada County Highway District (ACHD) on issues of concern to persons with disabilities. The function of the committee shall include, but not be limited to, the following:

- A. Assist ACHD in developing strategies for the ADA transition plan; Roadways to Bikeways Master Plan; And provide recommendations to the ACHD commission.
- B. Make recommendations regarding access to all ACHD services and facilities for people with disabilities. Recommendations or proposals advanced by the committee shall be advisory in nature and shall be given due consideration for feasibility and implementation.
- C. Make recommendations to ACHD regarding Section 504/ADA accessibility issues.
- D. With approval from the ACHD Director, the Committee may work with local businesses, governmental agencies, and other organizations to encourage ADA best practices and promote community investment in accessible facilities.

#### **ARTICLE IV: Membership**

Appointments and terms shall be as follows:

- A. Committee members shall serve two-year terms. Terms shall be staggered so that approximately one-half of the members are appointed each January. Elections of officers shall take place at the regular January meeting, and officer terms shall begin at the close of that meeting. Members may serve unlimited consecutive terms. Members not seeking re-appointment must submit in writing to the Chair and the ACHD Staff Liaison by November of the year their term expires.
- B. If the staggered term structure becomes unbalanced, the Committee may reset staggered terms at a January election by temporarily adjusting term lengths as necessary to restore approximately one-half of the members elected each year. Members will use whatever method they deem appropriate to determine the members who will be designated to have one- and two-year terms as needed.

- C. Member Vacancy: A committee member position shall be deemed vacant when:
1. A member may voluntarily resign prior to the expiration of an appointed term or prior to formal appointment following application.
  2. A member may be removed from the Committee at the discretion of the ACHD Director with the advice and consent of the Commission President.
  3. A member may be removed if their absences exceed two (2) meetings in a calendar year. Absences are expected to be communicated to the Chair and Staff Liaison ahead of scheduled meetings. Absences can be excused after the meeting occurs in emergency situations.
  4. A member may be removed for failure to participate in Committee activities or for behavior that negatively impacts the Committee's purpose or reflects poorly on ACHD.
- D. Removed committee members will be notified of their removal via email from the Chair and/or Staff Liaison.
- E. Member Resignation: A committee member may resign from committee membership by letter or email to the chair and the Staff Liaison. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty (30) days prior to the effective date of resignation.
- F. The committee shall consist of a minimum of seven (7) volunteer members and a maximum of thirteen (13).
- G. The ACHD staff member assigned to the committee, or a designee, will attend all meetings. Other ACHD staff members may also attend based on need. Ex Officio members may include representatives from other government or partner agencies within Ada County. Ex Officio members shall not be entitled to vote. The ACHD Commission President can assign themselves or other Commissioners as Ex Officio members.
- H. The committee shall make reasonable accommodations to enable the participation of its members and/or guests who are persons with disabilities.
- I. There shall be no fee required for membership. Committee members serve on a volunteer basis and are not compensated. ACHD may provide reasonable accommodations to support participation by individuals with disabilities, including services such as accessible transportation, interpreters, or similar

assistance when necessary.

- J. Members may not speak to the media or policy making boards on behalf of the committee without permission of the ACHD Director. At no time shall members represent or portray themselves to the media and or policy making boards as an ACHD employee, representative or agent or represent themselves as having decision making authority on behalf of ACHD.

## **ARTICLE V: Meetings**

The committee shall meet every two months unless otherwise determined by a majority of voting members. The time, hour and place of these meetings shall be set by a consensus of the Committee with final approval from ACHD. All meetings shall occur at ACHD headquarters unless otherwise approved by ACHD. All meetings of the Committee shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law.

Meetings shall not exceed sixty (60) minutes but may be extended at the discretion of the Chair. Site visits can be held in place of the regular meeting if a majority of the committee members votes and approves it.

In the event of the absence of the chair at the meetings, the vice-chair shall run the meeting. In the event of the absence of the vice-chair, the secretary shall run the meeting.

In the event of the absence of the secretary a committee member who receives the most votes by the committee shall preside over that meeting so long as a quorum is present.

- A. Additional Meetings: When deemed expedient, or at the request of the majority of the committee, the chair or the Staff Liaison may call an additional meeting of the committee to be held at such time and place as stated by the chair. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Idaho Open Meeting Law. Staff is not required to attend special or informal meetings.
- B. Quorum: At any meeting, a quorum shall consist of a majority of the committee members. No action item requiring the committee's vote shall be resolved in the absence of a quorum.
- C. Conflict of Interest: Members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a member of his/her family has a pecuniary benefit, financial interest (tangible gain) or a personal interest

that may affect independence of judgment, the ability to be fair and impartial or action in the performance of the member's duties. The ACHD Director shall have the authority to disqualify any member from any Committee action for having a conflict of interest or the appearance of fairness issue.

D. Voting:

1. The vote on all questions coming before the committee/subcommittee(s) shall be by voice vote, a show of hands, or other effective method. The chair shall vote in all cases, when present. To pass, a question must receive a majority of the votes; in the case of a tie, the question fails.
2. Upon request by any committee member, a vote will be tallied and recorded in the meeting minutes.

E. Minutes:

1. Minutes will be kept of all meetings.
2. Draft meeting minutes will be sent to the members prior to the next meeting. All official records of the committee shall be kept at ACHD's headquarters.
3. Draft minutes will be considered for adoption at the next Committee meeting and, after approval, posted on the ACHD web site and, upon request, will be made available for public inspection during regular business hours.

F. Attendance: Members are expected to attend all regular meetings, but up to two (2) absences per year are allowed.

G. Calendar: Committee calendar will be formalized at the final meeting of each calendar year for the next calendar year. Calendar will be posted at ACHD Headquarters.

**ARTICLE VI: Officers**

A. The committee chair shall be nominated by the Committee and be appointed by the ACHD Director, and the vice-chair and secretary shall be elected by the Committee.

B. Officers shall serve one-year terms and may be reappointed by majority vote of the committee.

C. Officers Duties

1. Chair
  - a. The chair shall preside over all regular committee meetings.

- b. The chair shall formulate the agenda with input from members and ACHD staff.
  - c. The chair shall oversee the Committee work plan.
  - d. The chair shall serve as the spokesperson for the Committee as authorized by ACHD.
  - e. The chair shall perform such other duties as required and approved by the Committee.
2. Vice-Chair:
- a. The vice-chair shall assist the chair in fulfilling his/her duties and shall serve as chair during the absence of the chair.
  - b. The vice-chair shall ensure that all Committee activities adhere to the Committee bylaws.
  - c. The vice-chair shall also perform such other duties as required and approved by the Committee.
3. Secretary:
- a. The secretary shall assist the chair and vice-chair in fulfilling his/her duties and shall serve as the chair during the absence of both the chair and vice-chair.
  - b. The secretary shall take minutes.
  - c. The secretary shall also perform such other duties as required and approved by the committee.

D. Officer Resignation: An officer may resign from office by giving written notice to the chair. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty (30) days prior to the effective date of resignation.

E. Officer Vacancy: In the event the chair is unable to fulfill his/her duties or resigns in the middle of a term, the process of Article VI A. shall apply.

## **ARTICLE VII: Recruitment, Appointment and Confirmation of Members**

Committee vacancies and resignations will be filled in the following manner:

- A. ACHD shall publicly announce notice of Committee vacancies in multiple media outlets and avenues a minimum of one (1) month prior to member appointment.
- B. Applications are submitted via the ACHD website. The ACHD staff liaison will receive and compile all applications. Applications will be provided to the committee for review. The Committee will vote on a member to recommend. ACHD staff liaison will calculate votes and provide their recommendation. ACHD Director or their designee reserves the right to approval final

recommendation or offer alternates.

- C. Members will be appointed by the ACHD Commission President with the advice and consent of the ACHD Commissioners through a consent agenda item.
- D. The appointment memo may also identify one alternate applicant for approval at the same time. If a vacancy occurs within one year of the appointment, the approved alternate may be appointed to the committee to fill the vacancy without further action by the ACHD Commission. If additional vacancies result in the committee falling below minimum membership, any previously approved alternate may be appointed in the same manner.

### **ARTICLE VIII: Subcommittees**

Subcommittees that may be deemed helpful to the work of the committee and the accomplishment of its purpose can be formed by a majority vote of the committee. Subcommittees shall cover issues relevant to the mission of the committee. At least one (1) officer of the advisory committee shall attend each subcommittee meeting. Subcommittees may not create a quorum and staff liaison is not expected to attend.

### **ARTICLE IX: Finances**

The committee shall neither receive funds nor make disbursement of its own authority. Discretionary funding from the Deputy Director of Projects budget may be used for meetings as needed and approved by the Director.

### **ARTICLE X: Support Services**

ACHD Director or designee shall designate a staff member assigned to the Committee and the Staff Liaison shall serve as coordinator of the Committee. The ACHD staff member or a designee assigned to the committee will attend all meetings. Other ACHD staff members may also attend based on need. Mailing, telephone and other support services essential to the work of the Committee will be provided by ACHD. Other ACHD staff can be assigned as needed.

### **ARTICLE XI: Amendments**

These bylaws may only be amended by the ACHD Commission. The Committee may recommend to the ACHD Commission changes to the bylaws.