

FOR YOUR
REFERENCE



Indiana ADA & Title VI
Coordinators' Association

By-Laws

2018

Indiana ADA & Title VI Coordinators' Association

**Bylaws
of the
Indiana ADA & Title VI
Coordinators'
Association**



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**Adopted
December 9, 2015
Amended 2017**

BYLAWS

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Article I

Object

Section 1: This Association is established to assist ADA & Title VI Coordinators in Indiana with their day-to-day job duties:

- Collaborate with INDOT, ADA Indiana, and other affiliated groups to better understand the best practices of the ADA, and how they can be implemented in your community
- Develop a network of coordinators to communicate issues, concerns, strategies, and solutions for community transition to ADA compliance
- Engage community leaders
- Provide interpretation and clarification through networking opportunities
- Share training opportunities, grant and funding resources, and conference information

Section 2: It is the mission of this association to provide for the free flow of information for communities in Indiana regarding ADA & Title VI compliance, and provide a forum for ADA & Title VI Coordinators to advance the principles of the Americans with Disabilities Act and Title VI of the Civil Rights Act of 1964.

Article II

Responsibilities and Duties

Section 1: This association will act as a conduit between all current and future entities that address the ADA and Title VI, and related issues.

Maintain a database to facilitate communication with and for Local Public Agencies (government entities).

Maintain affiliate status with IACT (Indiana Association of Cities and Towns) and AIC (Association of Indiana Counties).

Provide training opportunities.

Article III
Membership

Section 1: Membership will be open to any ADA & Title VI Coordinator within the State of Indiana, and/or any person that wishes to participate in the association's mission.

Section 2: Active membership status will be achieved through the submission of the membership application and receipt of yearly dues.

Section 3: It shall be the duty of the member to engage leadership with issues and concerns regarding the ADA & Title VI in their communities, and communicate any change in contact information with the leadership.

Article IV
Leadership

Section 1: Manner of Election -- Inaugural leadership has been established through email communication and vote; future elections to be conducted as defined below through email ballot, unless determined by a majority of the membership at an annual meeting.

Section 2: Number of Officers --The Officers of the Association shall be a President, a Vice-President/President Elect, and a Secretary who shall be members in good standing of the Association.

Section 3: Board Members -- The Board Members shall be representatives of the Six (6) Districts, which are and will be the six (6) districts that INDOT identifies: LaPorte, Ft Wayne, Crawfordsville, Greenfield, Vincennes, and Seymour.

Section 4: Election of Officers and Term of Office - Each Officer of the Association shall be elected by a majority of the voting members of the Association and shall hold office for two (2) years. Each elected officer of the Association shall progress toward the office of president.

Each Board Member of the Association shall be elected by a majority of the voting members of the Association, and shall hold office for 3 years.

Section 4: Schedule of Elections - Officers shall be elected biennially-beginning 2017, through an annual meeting to be held at either the IACT Annual Conference or the AIC Annual Conference as determined by the board annually; or by email ballot, no later than November of the election year.

Section 5: Duties of Officers - The President shall preside at all meetings of the Association; shall be responsible for the general direction of the affairs of the Association, and shall be the official representative of the Association. The President shall ensure that an accurate copy of the Bylaws are maintained and submitted to any organization to which the Association is an affiliate. The President shall cause accurate minutes of the Association's proceedings to be kept, and shall maintain copies of all minutes. The President shall provide and distribute association business, training, opportunities, and general communication through the IACT List-serv.

The Vice President/President Elect shall preside at all meetings of the Association should the President be unavailable, and through this term prepare him/herself for their term as President.

The Secretary shall keep accurate minutes of all meetings, either in person or remotely as the meeting details dictate.

The Board Members shall represent their districts through informed discussion and communication with association members within their district, and communicate those issues and concerns with the Board.

Article V Finances

Financial management services shall be provided through the association's affiliation with IACT, which include:

- Produce and mail annual dues notices;
- Process and pay invoices; and
- Create and maintain financial records and produce reports

Article VI Meetings

Section 1: The Association shall meeting yearly at the IACT Annual Conference, or the AIC Annual Conference.

Section 2: Additional meetings shall be held as necessary and/or as requested by a member of the board, or a majority of the membership, and may be held through conference call or at a location determined by a majority of the board.

Section 3: The exact date and place of holding meetings shall be as fixed by the Association, or in the call issued for the meeting.

Section 4: Decisions will be made by a majority vote of those members present in person at the meeting.

Section 5: An officer or board member may appoint a proxy to vote or otherwise act for the officer or board member by signing a proxy form.

An appointment of a proxy is effective when received by the secretary. An appointment is valid for the meeting indicated unless a different period is expressly provided in the appointment form

Meetings of the Board

It is intended for all Board business requiring a vote approval to be conducted at the scheduled yearly Board meetings. Alternative means for conducting business requiring a vote approval may be conducted if one of the actions below occurs:

- 1) At a regularly scheduled Board meeting, the Board approves an alternative meeting forum for conducting a specific piece of business; or,
- 2) Two Board Officers and the Organization President approve of the need to conduct an alternative meeting.

Alternative meeting types:

- 1) Special Meeting of the Board;
- 2) Conference Call;
- 3) E-mail

Section 6: Standard meetings

The Standard meetings of the Board shall be held yearly, at the IACT or AIC Annual Conference.

Section 7: Alternative Meetings

A. Special Meetings:

1. Special meetings shall be conducted at a place and time as designated by the Organization President with notice as provided below.
2. Special meetings shall follow the same Rules of Order as a Regular meeting

B. Conference Call Meetings:

- 1) All Board members must be notified at least 48 hours in advance of the time and number of the meeting either by phone, personal contact or e-mail;
- 2) A quorum of the Board must be active in the meeting;
- 3) The President of the Organization or his/her designee shall serve as secretary of the meeting and provide minutes for approval within 30 days of the Conference Call Meeting;
- 4) The issue of the vote content must be clearly stated after which discussion must be open to participants;

5) Upon close of discussion, achieved by a motion, second and majority agreement, a call for a vote shall be made, just prior to which the final form of the vote content shall be placed in front of the participants for consideration; and,

6) The vote results shall be documented in the minutes; a quorum vote is required for an official action to take place.

C. E-mail Meetings:

1) Any equipment malfunction or significant hindrance shall cause the Organization President or designated Chair to recess or adjourn the meeting without a vote;

2) All members must receive notification at least 48 hours in advance of the intention to conduct an E-mail Meeting intended to result in an Official Action;

3) The Meeting e-mail shall contain a subject line stating "Call to order" (or equivalent);

4) The Meeting e-mail body shall begin with "The e-mail meeting will come to order";

5) Minutes shall be comprised of the collection of all e-mail correspondence created as a result of the meeting call and shall be considered as approved without call for a minutes approval vote;

6) Upon close of discussion, which is determined by the Organization President or designated Chair, the Organization President or Chair shall issue an e-mail ballot;

7) The subject line of the e-mail ballot must indicate "Ballot" (or equivalent);

8) The body of the e-mail ballot shall explicitly state exactly what is to be voted on; and,

9) The e-mail Ballot shall clearly designate all vote choices available to the participants (examples below).

Ballot Examples:

I vote _____ (fill in "yes" or "no" or leave blank)

I vote _____ (fill in for / against / abstain)

I vote _____ (fill in "in-favor" / "in opposition")

I vote for _____ (provide choices such as names in the case
of selecting an individual for a specific
position, task or function)

Any equivalent ballot which provides participants with a clear selection of choices is acceptable.

Section-8: Notice of Meetings

Notice of any regular or special meetings of the Board shall be given at least forty-eight (48) hours previously thereto by written or email notice sent by any usual means of communication to each Member to his address as shown by the records of the Organization; however, notice may be waived before, at or after any meeting.

Section 9: Waiver of Notice

Attendance of a Member at a meeting shall constitute a waiver of notice of such meeting, except when a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 10: Voting Members

The vote of the majority of the Members at a meeting at which a quorum is present shall be the act of the Board, unless a vote of a greater number is required by law or by these By-Laws.

Article VII Quorum

Three (3) voting members shall constitute a quorum.

Article VIII Committees

The Board is authorized to establish such committees as they may deem appropriate.

Article IX
Amendments

These Bylaws may be amended at any regular meeting by vote of a majority of the members of the Association; provided the notice of such meeting states that amendment of the Bylaws is to be considered. However, all Bylaws are subject to, and must be consistent with affiliation requirements.

Article X
General Rules and Procedures

If questions of procedure and organization are not specifically covered herein, excluding Article VI, Section 5 (Proxy), are raised in connection with these Bylaws, then the current edition of *Robert's Rules of Order* or its successor publication, if any, shall control.

