

# SAN MATEO COUNTY COMMISSION ON DISABILITIES BYLAWS

## ARTICLE I

### NAME AND AUTHORIZATION

#### Section A. NAME

The name of this organization shall be the San Mateo County Commission on Disabilities (CoD or Commission).

#### Section B. AUTHORIZATION

1. The Commission on Disabilities is authorized by Resolution No.55400, adopted on September 10, 1991; Resolution 65143, adopted on December 19, 2000; and Resolution 65334, adopted on June 18, 2002 updating the San Mateo County Commission on Disabilities.

The San Mateo County Commission on Disabilities, an advisor to the Board of Supervisors, is a coalition of individuals with disabilities, family members of individuals with disabilities, service providers, agencies, and other interested people representing the larger disabled community working together to create opportunities and coordinate resources which promote full participation of people with disabilities in their communities.

## ARTICLE II

### PURPOSE, POWERS, DUTIES AND FUNCTIONS

#### Section A. PURPOSE

The purpose of the Commission is to:

1. Promote programs that provide the highest quality of services and foster positive attitudes about people with disabilities.
2. Review and report on the availability and accessibility of community services to people with special needs.
3. Establish a channel of communication with the community to garner input and to educate the general public as to the needs of persons with disabilities.
4. Provide direct input on issues related to disability to the San Mateo County Board of Supervisors.

#### Section B. POWERS, DUTIES AND FUNCTIONS

The duties, functions and powers of the Commission shall be as follows:

1. To advise and make recommendations to the Board of Supervisors for the purpose of informing the Board of its activities and progress in achieving the Commission's purpose.
2. Develop and implement a yearly work plan to submit to the Board of Supervisors, at least once each calendar year as a report of its activities.
3. Provide a public forum for input from the disabled community and others regarding disability issues, identify unmet needs and assure access to the highest quality services.
4. Through community outreach, recommend to the Board of Supervisors regarding positions on matters pertaining to local policies, programs and procedures, and any legislation

affecting persons with disabilities.

5. Other duties and activities as directed by the Board of Supervisors.
6. The Commission shall work with the San Mateo County Aging and Disability Services Department's administrative liaison as authorized by the Board of Supervisors.

### ARTICLE III MEMBERSHIP

#### Section A. MEMBERSHIP

The Commission shall consist of fifteen (15) voting members who shall be residents of the County of San Mateo and shall be appointed by the Board of Supervisors.

Members of the Commission should have an abiding commitment to, and an interest in, quality service to persons with disabilities.

The voting members shall include:

1. Members representing consumers and/or providers of services to the:  
  
Developmental Disabilities Community,  
Physically Disabled Community,  
Mental Health Community,  
Sensory Impaired Community,  
Other Disability Communities,  
And the Community at Large.
2. Members representing persons with a disability and/or providers

of services within each Supervisorial District within the County of San Mateo should be encouraged.

## Section B. APPOINTMENTS

### 1. Criteria

- Preference for having a majority (e.g. 51%) of commissioners being a person with a disability, or a family member of a person with a disability.
- Applicant should be connected to a larger community and have knowledge of what that community feels, needs, and wants.
- Credit should be given for community contacts, which are relevant to the fulfillment of the mission of the Commission.
- There should be representation that recognizes a broad range of disabilities, ages, genders, and ethnic groups.
- Stated and proven evidence of a strong commitment to public service as well as evidence of sufficient time and resources to carry out necessary responsibilities.

2. Commissioners shall be appointed by majority vote of the Board of Supervisors (hereinafter the Board) and shall serve at the pleasure of the Board.

3. Each term shall be for a period of three (3) years.

4. At the conclusion of a term, members may be appointed to serve an additional term or terms to the extent such reappointment is consistent with the Board's policy regarding

term limitations.

5. No member of the Commission shall serve more than twelve (12) consecutive years of four (4) full 3-year terms. This limitation does not include partial terms at the beginning or conclusion of a member's service.
6. Terms are for a fixed period beginning on July 1 and ending on June 30.
7. Each member shall inform the administrative liaison from Aging and Disability Services to the Commission of whether they wish to serve an additional term in advance of their current term's end date.
8. The members shall serve without compensation but may be reimbursed for travel and other expenses actually and necessarily incurred in the performance of their duties consistent with the standards of reimbursement for County officers and employees in Section 2131 et seq., of the Ordinance Code of San Mateo County.
9. Nominations for membership on the Commission on Disabilities shall be solicited by public announcement initiated by the Clerk of the Board of Supervisors. The Appointments Committee of the Commission may also make recommendations at the discretion of the interviewing Board of Supervisors subcommittee, and the Commission will assist with public outreach. Commissioners may not present themselves as representing the Commission, unless approved, in advance, by written request of the Commission staff liaison to the County Executive's Office. At no time should

Commissioners approach (as a representative of the Commission) any elected official prior to receiving this approval.

Section C. REMOVAL AND ACTION BY THE BOARD

1. Any member may resign effective on giving written notice to the department staff liaison to the commission, Clerk of the Board of Supervisors, the President of the Commission, or at a regular meeting of the Commission, unless the notice specifies a later date for their resignation to become effective. The acceptance of a resignation shall not be necessary to make it effective.
2. All members of the Commission are appointed by the Board of Supervisors and can be removed at any time.

Section D. EX-OFFICIO MEMBERS OF THE COMMISSION

The Board of Supervisors may also appoint ex-officio non-voting members to the Commission. Ex-officio members may include person or representatives of organizations that provide services to persons with disabilities or any person having information or experience that may be helpful to the Commission.

ARTICLE IV  
OFFICERS

Section A. TITLES

The elected Officers shall be President and Co-Vice Presidents.

Section B. TERM

The Commission shall elect its officers annually to serve for the year July 1 through June 30.

Section C. VACANCY

The Commission shall be advised immediately of any vacancy occurring by reason of resignation, death or disqualification in any of the above positions. The appointment process to fill the vacancy shall take place at the next regular Commission meeting following a period of at least twenty (20) days after such notification.

ARTICLE V

DUTIES OF OFFICERS

Section A. OFFICERS OF THE COMMISSION ON DISABILITIES

1. The Officers shall be a President who shall preside at all Regular Meetings of the Commission and at all meetings of the Executive Committee, and 2 (two) Co-Vice Presidents who in the President's absence or inability to act shall preside at the meetings. The Co-Vice Presidents shall take turns presiding at Regular Meetings and Executive Committee until the President returns or a new one is elected.
2. If the President and both Co-Vice Presidents are absent or unable to act, the members present shall select one of the members present to act as President Pro Tempore, who, while so acting, shall have all of the authority of the President.

3. The Officers shall be elected annually at the Regular Meeting in June or at an adjournment of that meeting. The officers shall serve for one (1) year terms, but for no more than three (3) consecutive years.
4. The designated administrative liaison from Aging and Disability Services will be responsible for taking attendance, minutes, and reading correspondence and other communications at any meetings.

Section B. THE DUTIES OF THE PRESIDENT SHALL BE TO:

1. Preside at all meetings of the Commission and the Executive Committee;
2. Call special meetings of the Commission and the Executive Committee when necessary;
3. Appoint Chairs of all committees other than the Nominating Committee.
4. At every April General Meeting put forward the motion to form the Nominating Committee;
5. Appoint all Liaison positions;
6. Serve as an ex-officio member of all committees other than the Nominating Committee;
7. Represent the Commission on any interview panels held by the Board of Supervisors if so asked.

Section C. DUTIES OF THE CO-VICE PRESIDENTS



The Co-Vice Presidents shall work collaboratively to perform the duties and exercise the power of the President during the absence of the President.

## ARTICLE VI MEETINGS

### Section A. REGULAR MEETING OF THE COMMISSION

1. The Commission shall meet at least ten (10) times a year.
2. The Commission shall establish the time and place of its regular meetings.
3. All meetings of the Commission or committees thereof shall be subject to the Open Meeting Requirements of the Government Code, specifically, Section 54950 et seq., thereof hereinafter referred to as the Brown Act.
4. Four (4) absences during a fiscal year from regular meetings shall constitute an automatic resignation from the Commission. However, the participation of persons with disabilities and / or their family members will be supported such that special circumstances may be considered at the discretion of the Executive Committee that allow absences to be excused if they are related to a person's disability, (e.g. hospitalization, paratransit, attendant care).
5. All documents and reports generated by the Commission shall be subject to the provisions of the Public Records Act, specifically, Government Code Section 6254 et. seq.
6. Reasonable accommodation, which may include, but is not

limited to, attendant care, interpreter services, and assistive devices, will be provided at official Commission meetings to ensure the opportunity for full participation of all Commissioners.

## Section B. QUORUM AND VOTING PROCEDURE

1. A majority of the number of Commissioners currently serving on the Commission shall constitute a quorum for the transaction of business.
2. Decisions shall require a majority vote of those eligible voting members present at a duly convened meeting.
3. Proxy voting shall not be permitted.

## ARTICLE VII COMMITTEES

### Section A. STANDING COMMITTEES

All Commissioners shall participate in at least one standing committee.

#### 1. EXECUTIVE COMMITTEE

There shall be an Executive Committee composed of the elected officers and Committee Chairs. It shall meet regularly to develop the agenda for the full Commission meetings. The Executive Committee may take emergency action between Commission meetings. The Commission at its next regular meeting shall ratify such action.

#### 2. OTHER COMMITTEES

Other Standing Committees will be established in accordance with Commission priorities that will be reviewed annually. Volunteers from the community may participate as non-voting members.

The other standing committees may include but are not limited to:

- Accessible Transportation Committee
- ADA Compliance Committee
- Advocacy, Outreach and Legislative Committee
- Youth and Family Committee

### 3. LIAISON POSITIONS

The President shall appoint liaison positions.

## ARTICLE VIII

### AMENDMENT AND RULES

#### Section A. RULES OF ORDER

The meetings of the Commission shall be conducted in accordance with Rosenberg's Rules of Order. The President may appoint a parliamentarian.

#### Section B. AMENDMENT OF THE BYLAWS

These bylaws may be amended at any meeting by a two-thirds vote of the current membership, provided that copies of the proposed amendments are sent to all members of the Commission at least thirty (30) days prior to the meeting at which such action is taken. The Board of Supervisors must approve all Bylaws.

## Section C. STANDING RULES

Standing Rules not in conflict with these Bylaws, or Resolution No. 69276, (Standing Rules for County Boards, Commissions, and Advisory Committees) adopted Feb. 26, 2008, may be adopted from time to time. These rules are directed toward the conduct of the affairs of this Commission. The Rules may be amended or rescinded by a majority of the Commission.

## ARTICLE IX

### NOMINATING COMMITTEE AND ELECTIONS

#### Section A. FORMATION OF NOMINATING COMMITTEE

The nominating committee shall be composed of no less than three (3) members other than officers who shall be elected by the Commission in March of each year. The nominating committee shall elect its own chair and prepare nominations according to the standing rules.

Revised January 27, 2026