

Guidelines of the City of Pittsburgh- Allegheny County Task Force on Disabilities

ARTICLE I: Name

The name of said committee shall be the City of Pittsburgh-Allegheny County Task Force on Disabilities (herein after referred to as the “City-County Task Force” or the “Task Force”).

ARTICLE II: Form of Committee

The Task Force shall be an advisory body with members appointed by the Mayor, City of Pittsburgh and Chief Executive, Allegheny County. The Task Force was established on July 26, 1994.

ARTICLE III: Purpose

The Task Force shall serve in an advisory capacity to the Mayor and County Executive in developing policies to better serve citizens with disabilities in the City of Pittsburgh and Allegheny County. The function of the Task Force shall include, but not be limited to, the following:

- A. Advise the Mayor, County Executive, and other government officials on matters of policy that impact on the lives of people with disabilities;
- B. Promote the integration of people with disabilities into all community activities;
- C. Promote meaningful employment of people with disabilities in settings of their choosing; and
- D. Advise the Mayor, County Executive, and other government officials on state and federal issues that impact upon the dignity of the lives of people with disabilities in the City of Pittsburgh and Allegheny County.

ARTICLE IV: Membership

The Task Force shall consist of thirteen (13) members. Appointments and terms shall be as follows:

- A. Six members shall be appointed for a four-year term of service by the Allegheny County Chief Executive that will correspond with the four year term of the Chief Executive. Six members shall be appointed for a four-year term of service by the Mayor, City of Pittsburgh that will correspond with the four-year term of the Mayor. The twelve appointed members will then select a thirteenth member who will serve a four-year term. All members will serve at the pleasure of the Allegheny County Chief Executive and the Mayor, City of Pittsburgh and can be removed in accordance with the provisions of Article IV.
- B. Appointments shall be representative of a wide variety of disability groups, with consideration of a county geographic and ethnic balance. Appointees shall have an interest, experience and a demonstrated commitment to issues pertaining to disability and access. Appointments shall be made without regard to color, race, religion, gender, sexual orientation, national origin, parental or marital status, age, ancestry and/or disability, except that a majority of the members of the Task Force must be individuals with disabilities.
- C. The Task Force shall make reasonable accommodations to enable the participation of its members and/or guests who are people with disabilities.
- D. There shall be no fee required for membership, nor shall any members receive any financial reimbursement for their services other than the costs associated with participation in meetings.

F. Member Vacancy: A Task Force member position shall be deemed vacant when:

- 1) an appointee who has not yet been confirmed withdraws his/her application;
- 2) a member no longer continues to meet qualifications for appointment during the term of office; or
- 3) a member voluntarily resigns or, for some reason, is no longer able to serve as a member.

G. Conflict of Interest: Task Force members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a board member or his/her family has a financial interest (tangible gain) or a personal interest which would affect independence of judgment or action in the performance of the member's duties.

H. Members may not speak on behalf of the Task Force without express permission of the Task Force.

I. Member Resignation: A Task Force member may resign by giving written notice to the Chair or to Task Force staff. The notice shall specify an effective date of resignation, and whenever possible, should be submitted at least thirty days prior to the effective date of resignation.

J. Member Removal: A Task Force member may be removed from the Task Force only by the Mayor, City of Pittsburgh or Allegheny County Chief Executive. The Task Force may recommend that a member be removed for failure to participate in Task Force activities or for behavior that negatively impacts its purpose.

K. Replacement of Members: When a Task Force member resigns or is removed, his or her membership position becomes vacant. In such circumstances, if the member was originally appointed by the Mayor, City of Pittsburgh, then the Mayor will appoint a replacement member. If the member was originally appointed by the Allegheny County Chief Executive, then the Chief Executive will appoint a replacement member. If the member was originally named by the Task Force appointees, then the Task Force will select a replacement member by a vote of the remaining members.

L. Expansion of the Task Force: The Task Force may petition the Mayor, City of Pittsburgh and the Allegheny County Chief Executive for expansion of the Task Force if it feels that additional membership is warranted. Expansion will take place only in sets of two (2), four (4), six (6), or eight (8) members, with half of the new members being appointed by the Mayor, City of Pittsburgh and half by the Allegheny County Chief Executive. The decision on expansion of the Task Force is at the discretion of the Mayor, City of Pittsburgh and the Allegheny County Chief Executive with advice and recommendation from members of the Task Force.

M. Staff: The ADA Coordinator, City of Pittsburgh shall serve as staff to the Task Force.

ARTICLE V: Meetings

A. Meetings: The Task Force shall meet at least four times per year, including an Annual Meeting in June, where officers will be elected and a budget will be adopted. Additional meetings may be scheduled based on a determination by a majority of voting members. The time, hour and place of meetings shall be determined by a consensus of the Task Force. All meetings of the Task Force shall be called, noticed, held and conducted in accordance with the State of Pennsylvania Sunshine Act.

B. Additional Meetings: When deemed expedient, or at the request of the majority of the Task Force, the Task Force Chairperson may call additional meetings to be held at such time and place as stated by the Task Force Chairperson. Additional meetings shall be called, noticed, held and conducted in accordance with the State of Pennsylvania Sunshine Act.

C. Quorum: At any meeting, a quorum shall consist of the Task Force members present as long as either the Chairperson or Co-chairperson is present and presiding.

D. Voting:

1) The vote on all questions coming before the Task Force shall be by voice vote, raising of hands, or other effective method. The Chairperson of the Task Force shall vote in all cases, when present.

2) Upon request by any Task Force member, a vote will be tallied and recorded in the meeting minutes.

E. Attendance: Members are expected to attend all regular meetings.

ARTICLE VI: Officers

A. Officers shall serve terms of two (2) years.

B. The officers of the Task Force shall consist of Chairperson, Co-Chairperson, Treasurer, and Board Member At-Large, each elected by a majority of the Task Force at the Annual Meeting.

C. Officers - Duties

1) Chairperson:

- a) The Chair shall preside at all regular Task Force meetings and Executive Committee meetings.
- b) The Chair shall formulate the agenda with input from Members and Staff.
- c) The Chair shall serve as the spokesperson for the Task Force.
- d) The Chair shall perform such other duties as required and approved by the Task Force.

2) Co-Chairperson:

- a) The Co-Chair shall assist the Chair in fulfilling his/her duties and shall serve as Chairperson during the absence of the Chairperson.
- b) The Co-Chair shall chair subcommittees on special subjects as designated by the Task Force and shall serve on the Executive Committee.
- c) The Co-Chair shall ensure that all Committee activities adhere to the Task Force Guidelines.
- d) The Vice-Chair shall also perform such other duties as required and approved by the Task Force.

3) Treasurer:

- a) The Treasurer shall report on Task Force finances and the budget at all meetings.
- b) The Treasurer shall keep and make available budget and financial information to the Task Force.
- c) The Treasurer shall serve on the Executive Committee.

4) Board Member At-Large:

- a) The Board Member At-Large shall serve on the Executive Committee of the Task Force.
- b) The Board Member At-Large will represent other members of the Task Force in Voting at the Executive Committee.

D. Officer Resignation: A Task Force officer may resign from office by giving written notice to the Chair or to the Task Force Staff person. 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 Chairperson is unable to fulfill his/her duties or resigns in the middle of a term, the Co-Chairperson automatically assumes the duties of the Chairperson until elections for the

office are held. In the event of a vacancy in any other officer position, the Task Force shall elect a member to fill the unexpired term.

ARTICLE VII: Subcommittees

A. Executive Subcommittee.

- 1) An Executive Subcommittee shall consist of the Task Force Officers.
- 2) Executive Subcommittee meetings shall be open public meetings to which all Task Force members are invited. The Executive Subcommittee shall meet as needed to facilitate the direction and completion of Task Force business. The Executive Subcommittee will have authority to set Task Force agendas and to conduct Task Force business which requires timely action in the intervals between regular meetings.

B. Special Subcommittees. The Chairperson shall have the authority to create any subcommittees that may be deemed helpful to the work of the Task Force and the accomplishment of its purpose. Subcommittees shall cover issues relevant to the mission of the Task Force such as:

- 1) Finance;
- 2) Employment;
- 3) Housing; and
- 4) Others as needed.

ARTICLE VIII: Finances

The Task Force shall keep detailed records of all income and expenditures and shall make such records available to the Mayor, City of Pittsburgh and Allegheny County Chief Executive, or their designees, upon request.

ARTICLE IX: Support Services

The ADA Coordinator, City of Pittsburgh will provide Secretarial, mailing, telephone and other minimal support services essential to the work of the Task Force. Minutes of the meetings will be taken and sent to the Task Force members at least ten (10) business days before the next meeting by the ADA Coordinator, City of Pittsburgh. All official records of the Task Force shall be kept at the Office of the ADA Coordinator, City of Pittsburgh and upon request will be made available for public inspection during regular business hours. Copies of agendas, minutes, and policy recommendations will also be maintained on the website of the ADA Coordinator, City of Pittsburgh.

ARTICLE X: Amendments

A. These Guidelines may be amended by a majority vote at any meeting of the Task Force provided that notice of the proposed amendment(s) have been sent to all members ten (10) business days in advance of the meeting.

B. The rules contained in Robert's Rules of Order, Newly Revised, shall govern all meetings in all cases to which they are applicable and in which they are not inconsistent with these Guidelines and any special rules of order the Task Force may adopt.