**AGENDA**

Wednesday, March 24, 2021 at 4:00 PM

Disability Awareness and Accessibility Review Board Meeting

City Center Room 110
231 North Dakota Avenue
Sioux Falls, South Dakota or by teleconference at (605)367-8898, Code 649-2203

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1. **ROLL CALL AND DETERMINATION OF QUORUM**

2. **PUBLIC INPUT**
   
   A. To access this meeting dial (605) 367-8898. When prompted, the extension is 8898 and participation code 649-2203. If you have a comment for public input press *9 to raise your hand

3. **NEW BUSINESS**
   
   A. **REVIEW AND ADOPTION OF BYLAWS**
   B. **ELECTION OF OFFICERS**
   C. **DESIGNATION OF COMMITTEES**
   D. **DISCUSSION REGARDING UNFINISHED INITIATIVES OF DISABILITY AWARENESS COMMISSION AND ADA ACCESSIBILITY REVIEW BOARD**

4. **ITEMS ADDED AFTER THE AGENDA DEADLINE**
   
   A. The Board may include such other business as may come before it

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**HUMAN RELATIONS COMMISSION MEMBERS:**
Carolyn Ly-Donovan
Kati Seymour
Kellie Schelhaas
Lacey Hutchens
Morgan Jackson
Nicholas Kummer
Sarah Jorgensen
Tana Zwart

**CITY STAFF:**
Sharla Svennes, ADA Coordinator
Lyndsey Meier, Human Relations Specialist

*If an ADA accommodation is needed, please contact the Human Relations Office at 367-8745 or humanrelations@siouxfalls.org at least 12 hours in advance of the meeting.*
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5. READING OF COMMUNICATIONS TO THE BOARD

6. REPORT OF ADA COORDINATOR

7. OPEN BOARD DISCUSSION

8. ADJOURNMENT
Bylaws of the City of Sioux Falls
Disability Awareness and Accessibility Review Board

Article I – Name
The name of this Board shall be the “City of Sioux Falls Disability Awareness and Accessibility Review Board.”

Article II – Purpose
This Board shall act as an advisory board to the mayor and city council on disability awareness and universal accessibility matters, in accordance with the empowering laws of the City of Sioux Falls as set forth in Sections 98.085 through 98.092 of the Code of Ordinances of Sioux Falls, SD.

Article III – Powers
The Board shall have all of those powers and duties, and be subject to all such limitations, as are provided by law and as are necessary to carry out its stated purpose. It shall also enjoy those privileges and immunities as are provided for by law. Such duties may include, but are not limited to, the following:

(a) Public education to heighten the awareness of barriers for people with disabilities, and the role, function and activities of the disability awareness and accessibility review board;
(b) Organize public awareness activities;
(c) Develop recommendations on the future role of the disability awareness and accessibility review board;
(d) Monitor the progress of the City’s Transition Plan and self-evaluations, and make recommendations, as needed, in prioritizing the resolution of access issues;
(e) Survey City buildings, programs and services for potential accessibility problems, and recommend to the mayor proposed resolutions of these problems in accordance with the Americans with Disabilities Act;
(f) Encourage the incorporation of universal access into the design of city facilities; and
(g) Advise other public or private entities on disability awareness and universal access issues where it appears the Board can make a positive contribution to resolution of the issues in the City.

Article IV – Members
Section 1. The Board shall consist of nine members, appointed by the mayor with the advice and consent of the city council. Membership shall include people with disabilities.

Section 2. The appointment of each member of the Board shall be for a term of three years, with three members to initially serve a one-year term, and three members to initially serve a two-year term, so that there will be a staggering of terms.
Section 3. Any vacancy on the Board shall be filled for the unexpired term of the member vacating the Board in the same manner as is required for a regular appointment.

Section 4. All members of the Board shall serve without compensation.

Section 5. Each member of the Board shall, upon assuming office, receive orientation materials regarding the form of city government, the City’s conflicts of interest ordinance, the state open meeting laws, and the basic rules of parliamentary procedure. These materials will also be available online.

Article V – Officers

Section 1. The officers of the Board shall be a chair and a vice-chair.

Section 2. The officers shall be elected by the Board at its first regular meeting of the calendar year and shall serve from the immediately subsequent regular meeting through the first regular meeting of the following calendar year. The vice-chair shall act in the absence of the chair. A successor shall be elected immediately, as determined by the Board, if a vacancy creates an unfilled officer position.

Article VI – Meetings

Section 1. The regular meeting of the Board shall be held on the fourth Wednesday of each month at 4:00 p.m., unless otherwise ordered by the Board. Written notice (which may be provided via email) of the time and place of each meeting shall be provided by the City’s ADA Coordinator or his/her designee not less than 24 hours in advance of each meeting.

Section 2. Special meetings may be called by the chair of the Board upon receipt of written or electronic requests from at least three members of the Board. The purpose of the special meeting shall be stated in the requests. Except in the case of emergencies, notice of the time and place of the meeting shall be provided as set forth in Section 1 of this Article VI.

Section 3. A majority of the members of the Board shall constitute a quorum.

Section 4. The City’s ADA Coordinator or designee shall act as staff to the Board. As such, the ADA Coordinator will prepare an agenda in advance of all Board meetings, which agenda will contain, at a minimum, the time and place of the meeting and specific descriptions of the topics to be discussed.

Article VII – Voting and Minutes

Section 1. The minutes shall show the vote of each member on every question or motion presented. Every member present shall vote on every question or motion presented, unless he or she is excused by the Board, or unless the member shall state that he or she has a personal interest which he or she believes sufficient to disqualify the member, which statement shall be made part of the minutes.

Section 2. The Board or its staff shall develop a uniform format for the taking of minutes. The minutes will contain, at a minimum, a record of attendance, actions taken, numerical results of votes taken, and specific descriptions of items discussed.

The draft minutes from a meeting shall be posted on the City’s website within ten working days following the meeting. Approved minutes of all public Board meetings shall be kept and maintained by the City’s ADA Coordinator.
Article VIII – Committees

Section 1. Standing committee members shall be designated yearly by the current chair of the Board and shall be confirmed by a vote of the Board immediately following the election of officers during the first regular meeting of the calendar year. One Board member shall serve as chairperson of each standing committee. Standing committees shall include:

2. Transition Plan and Self-Evaluation

Section 2. Special committees may be designated by the Board as the need arises for temporary purposes. The members of the special committees shall be appointed and approved by the Board. One board member shall serve as the chairperson for each special committee. An estimated length of service for a special committee shall be stated when the committee is appointed. Each member of a special committee shall continue as such until the purpose of the special committee has been accomplished or until the next annual designation of committees if the committee length of service extends beyond the current calendar year.

Section 3. Each committee shall include one or more members of the Board and may include appropriate members from City departments. Additionally, the Board Chair (for regular committees) or committee chairperson (for special committees) may appoint citizens at-large or qualified professionals to serve as voting members of the committees, subject to their approval by the Board.

Section 4. The committee chairperson shall call and preside over meetings of that committee. If the committee chairperson is absent from a meeting, the committee members shall elect a temporary committee chairperson to chair such meeting. The committee chairperson shall, pursuant to the Board’s regular agenda, provide a report of the committee meeting proceedings at the next regular Board meeting.

Article IX – Order of Business

Excluding public input, the following order of business shall be followed and shall not be dispensed within any regular meeting subsequent to the initial meeting, except by the vote, without debate, of a majority of the members present:

1. Roll call and determination of a quorum;
2. Reading, correction, and approval of the minutes of the preceding meeting;
3. Report of committees;
4. Unfinished business;
5. New business;
6. Items added after the agenda deadline (the Board may include such other business as may come before the body);
7. Reading of Communications to the Board;
8. Report of ADA Coordinator;
9. Open Board discussion;
10. Adjournment.
Provided further that at the first regular meeting of the Board each calendar year, the election of officers of the Board and the designation of committees shall be the last items under New Business. Those elected will assume office at the meeting following their election.

Additionally, in compliance with § 30.026 of the Code of Ordinances of Sioux Falls, SD, at the last regular meeting of each calendar year, the Board shall conduct a review of these bylaws to ensure that any relevant changes in governing law are incorporated into these bylaws. Such review of these bylaws shall be noticed as the last item under New Business and shall be reflected in the minutes of such meeting.

Consistent with State law, the Board shall reserve at every regularly scheduled official meeting a period for public comment, limited at the Board’s discretion, but not so limited as to provide for no public comment. The period for public comment may be added into the agenda where the Board deems appropriate.

**Article X – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt, or any City of Sioux Falls Administrative Regulation.

**Article XI – Conduct of the Members**

**Section 1.** Members of the Board shall make every attempt to attend all meetings and shall take such time as necessary to prepare themselves for hearings and meetings.

**Section 2.** Any Board member absent from three consecutive regular meetings or any six regular meetings within a calendar year, without being excused by the chairperson, will be contacted by the chairperson to discuss the absences and possible resignation.

**Section 3.** A Board member with a conflict of interest (as defined in Chapter 35 of the Code of Ordinances of the City of Sioux Falls, SD) in an item before the Board shall declare that a conflict of interest exists and withdraw from participation. In that item, such participation includes any presentation, discussion, voting on that item. However, the interests of that Board member may be represented before the Board by another designated representative or legal agent at the meeting or session, and testimony entered into the public record.

**Section 4.** The mayor, with the confirmation of the city council, shall after public hearing have authority to remove any member of the Board for cause, which cause shall be stated in writing and made a part of the record of such hearing.

**Article XII – Conduct of Persons before the Board**

**Section 1.** During all public meetings, members of the public shall be given an equitable opportunity to speak regarding items before the Board.

**Section 2.** At the beginning of each public meeting, and as necessary during the meeting, the hearing rules shall be presented to the public. These rules are therefore presented publicly and enforced by the chairperson throughout the meeting.
Section 3. During all public meetings, the public may be present but shall remain silent unless specifically invited by the chairperson to provide comment.

Section 4. During all Board proceedings, members of the public have the obligation to remain in order. Any conduct which interferes with the equitable right of another to provide comment or which interferes with the proper execution of Board affairs may be ruled by the chairperson as “out-of-order” and the offending person directed to remain silent. Once having been so directed, if such person persists in disruptive conduct, the chairperson may entertain a motion to eject such person from the Board meeting or session. Where the person fails to comply with the successful motion to eject, the chairperson may then call proper authority to physically remove such individual from the meeting room for the duration of the meeting or deliberation on that item, as voted upon and approved by the Board.

Article XIII – Amendment of Bylaws

These bylaws may be amended or new bylaws adopted at any regular or special meeting of the Board by a two-thirds vote of the members present and voting.