

INDIANA DEPARTMENT OF TRANSPORTATION
ADA ADVISORY WORKING GROUP CHARTER
Effective July 1, 2012

Authorization:

The ADA Community Advisory (ACA) Working Group is created pursuant to the Indiana Department of Transportation's (INDOT) ADA Self-Evaluation and Transition Plan and in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Vocational Rehabilitation Act of 1973 (Section 504) and their related implementation regulations.

Charter:

INDOT recognizes the importance of proactively engaging the public in transportation planning and the removal of access barriers for persons with disabilities. INDOT created the ACA Working Group to assist with the development, assessment and implementation of its ADA Self-Evaluation and Transition Plan.

Purpose:

The ACA Working Group shall serve as an ongoing voluntary advisory working group without decision making authority that provides input to INDOT regarding its ADA Self-Evaluation and Transition Plan.

Working Group Responsibilities:

The ACA Working Group shall:

1. Meet quarterly and as called by the Chair.
2. Review and provide specific input regarding INDOT's ADA Self-Evaluation and Transition Plan.
3. Recommend means and methods for INDOT to increase the public involvement of persons with disabilities in transportation planning.
4. Provide specific information, input and recommendations regarding community accessibility concerns as they relate to transportation projects and pedestrian facilities within INDOT's jurisdiction.
5. Liaison between INDOT and the community.
6. Comply with the Indiana Open Door Law and open all meetings to the public and observe the requirements and restrictions of the Indiana Open Door Law.

Member Responsibilities:

All members shall:

1. Regularly attend meetings.
2. Be well informed.
3. Share their experiences and engage in working group discussions.

Members shall not:

1. Speak on behalf of the working group without the express written permission of the Chair.
2. Present or portray themselves as INDOT employees.

INDOT's Responsibilities:

1. INDOT shall maintain ultimate authority and control over decisions regarding its ADA compliance efforts.
2. Facilitate and keep minutes for all meetings.
3. Make meeting minutes available for public inspection.
4. Consider the ACA Working Group's input and recommendations in updating its ADA Self-Evaluation and Transition Plan.

Membership:

1. Application for membership is open to any individual.
2. Membership shall consist of 12-15 individuals.
3. Members shall represent a broad cross-section of individuals, including persons with disabilities, from Indiana.
4. Membership shall consist of at least two individuals from each district within INDOT.
5. INDOT's Title VI/ADA Program Manager shall select the members of the ACA Working Group.
6. Members shall serve a term of two years and up to two full consecutive terms.
7. Any member who has served two consecutive terms and wishes to reapply, may do so after a one-year leave
8. Member Vacancies: A member position shall be deemed vacant when:
 - a. Any persons selected for membership who has not attended a meeting and withdraws his or her application
 - b. A member voluntarily resigns from the working group
9. Vacancies shall be filled in the following manner:
 - a. Openings will be advertised and applications accepted from any qualified persons interested in membership in the working group
 - b. Current working group members may forward names of potential members to the Chair for consideration
10. The Chair may remove any member for failure to participate in activities or behavior that negatively impacts the working group's purpose.

Officers:

1. Chair – The Title VI/ADA Program Manager shall be the Chair and shall preside at all meetings and ensure that the discussion is focused and in accordance with the purpose and responsibilities of the ACA Working Group.
2. Secretary – INDOT shall select a secretary who shall:
 - a. Take the minutes of each meeting and ensure that the minutes include the date, time and location of each meeting in addition to the names of ACA Working Group members present for the meeting and a record of all comments and recommendations received.
 - b. Send a copy of the meeting minutes from the last meeting to all ACA Working Group members at least ten business days before the next scheduled meeting.

Meetings and Recommendations:

1. This shall be an ongoing working group that shall meet quarterly and as called by the Chair.
2. All meetings shall be called, noticed, held and conducted in accordance with the Indiana Open Doors Law.
3. The Chair shall facilitate all meetings.
4. The Chair shall formulate the agenda for meetings with input from the working group.
5. The meeting minutes shall be sent to working group members at least ten (10) business days before the next meeting.
6. All records shall be kept at the Economic Opportunity Division Office.
7. Meeting minutes will be posted on the INDOT website site and made available upon request.

Termination

The ACA Working Group shall remain in existence until terminated by INDOT.