



Diversity Equity and  
Inclusion Office, City Hall,  
215 SE 7th St Topeka, KS

785-368-4470  
[www.topeka.org](http://www.topeka.org)  
[mglaude@topeka.org](mailto:mglaude@topeka.org)

## ADA Advisory Council Agenda

Wednesday, May 14, 2025

1:00 pm, Zoom Meeting

**Zoom Link:** <https://us02web.zoom.us/j/85477717454?pwd=RaMnbKbJBP4Diic0eD9CZNAQ61ebYu.1>

**Meeting ID:** 854 7771 7454

**Passcode:** 759717

- Welcome:
- Approval of Agenda and Minutes:
  - Approval of Agenda
  - Meeting Minutes from April 09, 2025
- New Business:
- Old Business:
  - ADA Bylaws Review
  - ADA Community Information Session Updates
    - Equally Effective Communication
    - Public Accommodation and Service Animals
- ADA Coordinator and Staff Update:
  - ADA Complaints Updates
  - Staff updates
- ADA Council Updates:
  - MTPO TAC Board Update – Joe
- Public Comment:
- Next meeting: Wednesday, June 11, 2025
- Adjourn

**Are you Experiencing Technical Issues with Zoom during the Meeting?** Please call 785-368-3797 or 785-368-4470 or send requests to [Zafada@topeka.org](mailto:Zafada@topeka.org) or [Mglaude@topeka.org](mailto:Mglaude@topeka.org).

## TOPEKA ADA ADVISORY COUNCIL BYLAWS

### ARTICLE I

**Section 1. Name.** The name of this organization, established by Ordinance adopted by the City Council of the City of Topeka, Kansas, is the Topeka ADA Advisory Council. The term “Council” in the following sections shall mean the City of Topeka ADA Advisory Council.

**Section 2. Membership.** Membership of the Council shall be established by the Ordinance adopted by the City Council of the City of Topeka, which specifies the number of requirements for appointment and term of office.

### ARTICLE II

#### Purpose of Bylaws

**Section 1. Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the Council and the operation procedures.

**Section 2. Functions, Powers, and Duties of the Council.** The functions, powers, and duties of the Council are as authorized by the state law and by the city ordinance. With some exceptions, actions of the Council are recommendations only and subject to the approval by the City Council. The Council, however, adopts its own rules and policies for procedures, consistent with its power.

## ARTICLE III

### Duties of Officers

**Section 1. Officers.** The officers of the Council shall be a chairperson and a vice chairperson. The Council shall elect the chairperson and vice chairperson at its first regular meeting in of each calendar year. Their term of office shall be one (1) year. No person may serve more than four (4) consecutive terms. The City of Topeka head coordinator or his/her representative shall serve as secretary to the Council.

**Section 2. Chairperson.** The Chairperson shall preside at all meetings of the Council unless the Chairperson designates the Vice-Chairperson or someone else to preside in his/her stead. The chairperson shall appoint all committees and be an ex officio member of all committees. The chairperson shall also be a voting member of the Council. The chairperson shall perform all duties assigned to his/her office by law and by the city council.

**Section 3. Vice-chairperson.** The vice-chairperson shall act as chairperson in the absence of the chairperson. In the event the office of chairperson becomes vacant, the vice-chairperson shall succeed to that office for the unexpired term, and the Council shall select a new vice-chairperson for the unexpired term at the next regular meeting.

**Section 4. Secretary.** The secretary shall be the City staff member assigned to assist the Council. The secretary shall prepare an agenda and the order of business for each regular meeting in consultation with the chairperson. Specifically, the secretary shall record all votes taken by name, indicating whether the member voted in the affirmative, negative, or abstained, and the secretary shall keep the Council informed on all communications. The secretary shall record the minutes of all meetings and provide copies to all members of the Council in advance of the next regular meeting, where the Council members present at the previous meeting will vote to approve the minutes.

**Section 5. Committees.** The chairperson of the Council may appoint research committees with the approval of the Council. Such committees may include both council members and appointments from the general public.

**Section 6. Attendance.** Any member who is absent from three (3) consecutive regular meetings without having been previously excused by the chairperson shall have such absence reported by the chairperson to the City Council. Members who accrue more than four (4) unexcused absences may be removed by the city council.

**Section 7. Technical Assistance.** The Council may solicit professional technical assistance from city departments through the Secretary.

## **ARTICLE IV**

### **Meetings**

**Section 1. Regular meetings.** The ADA Advisory Council shall convene on the second (2<sup>nd</sup>) Wednesday of each month at such time and place fixed by the Council. Additional extensions shall require a motion and approval by a simple majority. If the Council fails, the meeting will be continued at the next regular meeting or at another designated time. These meetings shall be held at such time and place as designated by a majority of the entire Council.

**Section 2. Special Meetings.** Special meetings of committees or the Council may be called by the respective chairperson. Such meetings shall also be called at the request of a majority of the committee or Council. Notice of special meetings shall be given by the Chairperson not less than three (3) business days prior to the meeting. The notice shall state the purpose and time, and place of the meeting. Notice shall be by mail or email to the address provided by the member to the Secretary.

**Section 3. Agenda.** Agendas for all regular meetings shall be available at the in the Clerk's office at City Hall or on the City's website at least one (1) week prior to the meetings. Between meetings of the Council, the Secretary shall be available to provide information on matters that come or have come before the Council.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font color: Auto, Not Highlight

**Section 4. Quorum Requirements.** A quorum of the Council shall be established as a simple majority of six (6) members. A quorum of a special study sub-committee shall consist of a simple majority of the members of the study committee. No official business shall be conducted the Council or the committees in the absence of a quorum. Study committee may meet if at least two (2) members are present but no recommendation shall be made except by a majority vote of a quorum of such committee. In the absence of quorum at any meeting, the presiding officer after consultation with these members present may adjourn the meeting to a specified date, time and place. A quorum is not lost when a member or members abstain from voting. (Review by legal department)

Formatted: Font: Bold

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Commented [MEKS1]: It would be better for KOMA purposes to stick to no official business without a quorum

Formatted: Highlight

**Section 5. Open meetings.** All meetings of the Council and sub-committees shall be open to the public except that closed Executive Sessions may be held in accordance with the provisions of the Kansas Open Meetings Act.

Formatted: Font: Bold

Formatted: Highlight

Formatted: Highlight

**Section 6. Voting Requirements.** Except as otherwise provided by the state law requiring a higher number of affirmative votes, any matter requiring that a recommendation be made to the City Council shall require the affirmative votes of not less than a majority of the quorum present at the such meetings. Matters pertaining only to the action of a study committee shall require only a simple majority vote of a quorum.

Formatted: Font: Bold

Formatted: Highlight

Formatted: Highlight

Commented [MEKS2]: I think this was borrowed from Planning Commission. They just need a simple majority vote. I have also moved to the next article.

## ARTICLE V

Formatted: Highlight

### Conduct of Meetings

**Section 1. Parliamentary Authority.** Meetings shall be conducted according to Robert's Rules of Order in all cases where said rules are applicable and not inconsistent with these bylaws and the Council's adopted Rules of Procedure.

**Section 2. Appearance Before the Commission.** The public may address their comments or concerns to the Council in person or in writing. Such presentation or discussion shall be limited in length to three (3) minutes to ensure the orderly conduct of Council business, provided that the Council may vote to grant an extension of time.

**Section 3. Commission Actions.** The Council shall take action on each item presented at the conclusion of discussion of that item.

**Section 4. Motions.** Motions before the Council shall be made in the affirmative or negative on all public hearing items and shall be restated by the Chairperson before a vote is taken.

**Section 6. Voting.** Voting shall be by individual voice ballot on all items and shall be tallied and record by the Secretary. Votes shall be decided by a simple majority of Council members present.

## **ARTICLE VI**

### **Amendments**

**Section 1.** These bylaws may be amended by a majority vote of the Council at any Regular Meeting, provided the proposed amendment has been placed on the agenda.

Adopted by the ADA Advisory Council on this      day of      , 2025.

Formatted: Tab stops: Not at 4.23" + 5.07" + 6.58"