

**Bylaws for the Disability Access Review and Advisory Committee-  
An NFPA Presidential Advisory Committee**

**1.0 Scope:** The “Disability Access Review and Advisory Committee” (DARAC) is charged with:

- 1.1 Identifying existing needs and emerging issues within the disability community.
- 1.2 Providing recommendations to the President as to how NFPA can provide leadership on such issues.
- 1.3 Working to ensure that NFPA’s code and standard development process includes Public Input and Public Comments that reflect the latest thinking on disability issues, access provisions and other matters which impact the disability community.
- 1.4 Providing program recommendations on various NFPA public education and outreach efforts.

**2.0 Organization of the DARAC:**

- 2.1 The DARAC shall be composed of up to 13 voting members who shall serve at the pleasure of the NFPA President.
- 2.2 Support to the DARAC shall be provided by NFPA thorough participation of one non-voting staff liaison.
- 2.3 The membership shall be sufficiently diverse to ensure reasonable balance without dominance by a single interest category.
- 2.4 The DARAC shall be subject to the general operating principles of the NFPA by-laws as outlined in the NFPA Directory
- 2.5 Member Terms.
  - 2.5.1 General. Members shall be appointed and serve 3 year, renewable terms, at the discretion of the NFPA President.

**3.0 Operating Procedures:**

- 3.1 The “Disability Access Review and Advisory Committee” (DARAC) shall generally operate under parliamentary procedure as set forth in Robert’s Rules of Order as applicable to small boards and committees.
- 3.2 A quorum of DARAC shall consist of fifty percent (50%) of the total members. If a quorum does not exist, then any actions taken shall be subject to confirmation by a letter ballot.
- 3.3 Voting on any action of the committee shall be in accordance with 11.0

**4.0 NFPA Administrative Responsibilities:** NFPA shall be responsible for administering the logistical needs of the DARAC and shall be responsible for:

- 4.1 Overseeing the DARACs compliance with these bylaws;
- 4.2 Maintaining a roster of the DARAC and a list of responsibilities, criteria and requirements for which the DARAC is responsible;
- 4.3 Providing a staff liaison to perform administrative work, including secretarial services; preparation of meeting notices and the handling of meeting arrangements; preparation and distribution of meeting agendas, minutes, ballots, and draft recommendations or position statements; and maintenance of adequate records;
- 4.4 Submitting recommendations, suggestions, and when appropriate, formal position statements approved by the DARAC, with supporting documentation, to NFPA. Upon request by NFPA, DARAC may take similar actions for other organizations to review and consider;
- 4.5 Performing other administrative functions as required by these procedures and approved by NFPA and the DARAC

**5.0 Committee Officers:**

- 5.1 Every three years at DARAC's first meeting of the calendar year, beginning with 2016, the committee will elect a chair and a vice chair from among its members.
- 5.2 The chair and vice-chair shall serve in those positions for three years.
- 5.3 When the committee's position is a matter of record as part of the NFPA Standards Development process, the chair shall be permitted to speak on behalf of DARAC and shall represent the committee's position. The chair is authorized to represent DARAC or to delegate that representation to another committee member or the staff liaison at NFPA Technical Committee(s) and related meetings as needed.

**6.0 NFPA Staff Liaison:**

- 6.1 The NFPA staff liaison shall maintain a record of all activities conducted by the committee, along with a roster of committee members. Task group chairs must forward minutes of meetings held without a staff liaison present to the staff liaison.
- 6.2 The minutes of all meetings must record as a minimum the members present, the date and location of the meeting, and the actions taken by vote of the Committee. In addition, the minutes should list task group members and Committee assignments and record the reasons for the actions taken, particularly if the actions are the result of research or tests. Minutes should be distributed to the Committee within thirty (30) days of a meeting.

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- 6.3** Requests for copies of the minutes will be processed by the staff liaison of the Committee.
- 6.4** All Committee meetings must have minutes of the previous meeting approved by the Committee, with copies maintained in the staff liaison files.
- 6.5** Copies of any materials distributed at Committee meetings must be provided to the staff liaison for record keeping.

### **7.0 Transacting Business:**

- 7.1** The chair should use Robert's Rules of Order as applicable to small boards and committees to govern the transaction of business at Committee meetings. Committee meetings, however, are often working sessions and it may not be necessary to strictly follow Robert's Rules of Order.
- 7.2** An action by the Committee in meeting is not official unless there is a vote on a motion.

### **8.0 Meetings:**

- 8.1** Meetings of the DARAC shall be held as necessary, as called by the Chair or as approved by NFPA.
- 8.2** Said meetings shall be held to conduct business, such as making assignments, receiving reports of work, considering draft changes to codes, standards or programs, and considering views and objections from any source.
- 8.3** Meetings shall normally occur twice per calendar year. One of the two meetings is permitted to be conducted as an accessible web-conference call.
- 8.4** The DARAC may not conduct any full committee meeting in the absence of the NFPA staff liaison.
- 8.5** Members of the DARAC will be reimbursed for their ordinary and customary travel related expenses including transportation, lodging and meals.
- 8.6** With the help of the NFPA staff liaison and other Committee members, the chair plans the objectives and activities of the Committee as they relate to the scope and assignments directed by the President. In addition, the chair assures that necessary reports from the Committee, task groups, or individual members are delivered in a timely fashion.
- 8.7** Potential items for consideration may be placed on the next DARAC meeting agenda by a majority vote of any duly designated task group, or by the NFPA Staff Liaison. Any individual DARAC member may propose items to the Chair for consideration, and any individual DARAC member may propose to table consideration of such items.

## **9.0 Open Meetings:**

- 9.1** Meetings of the DARAC and any subcommittee shall ordinarily be open to the public.
- 9.2** At least 15 days' notice of regularly scheduled full committee meetings of the DARAC shall be given by NFPA to interested parties and in other media designed to reach directly and materially affected interests as may be identified by the DARAC. The notice shall describe the purpose of the meeting and shall identify a readily available source for further information.
- 9.3** An agenda shall be available and shall be published or distributed in advance of the meeting, or both, to members and to others expressing interest. NFPA may maintain a mailing list of other interests.
- 9.4** Meetings of the DARAC will be closed only in limited circumstances and in accordance with the general provisions of the NFPA corporate bylaws. In addition, requests for closed meetings must be approved by NFPA in writing.
- 9.5** The chair will recommend meeting locations and dates, with input from all committee members. NFPA's staff liaison shall make the final determination on a meeting location and a hotel selection.

## **10.0 Task Groups:**

- 10.1** Task groups may be formed, based on the vote of the DARAC, to take up any specific, time-intensive efforts.
- 10.2** The task group(s) shall be charged with completing their task within a specified period of time.
- 10.3** Task groups may hold meetings via conference call, and may call upon the assistance of the NFPA staff liaison when needed. Task groups may hold bi-monthly meetings via conference call, and may call upon the assistance of the NFPA staff liaison when needed.
- 10.4** The chair shall appoint members of the task groups and its Chair from the members of the DARAC. The DARAC chair shall also be permitted to appoint other subject matter experts to any task group.
- 10.5** Task groups' recommendations, Public Inputs, and Public Comments shall be submitted to the chair of the DARAC in written form for distribution to and action by the full committee.
- 10.6** The committee may discuss, amend, and vote on the task groups' findings. They may be published as official DARAC findings after such approval.

**11.0 Voting:**

- 11.1** Single vote. No member of the DARAC shall have more than one vote. Proxy votes in the absence of a member and absentee ballots shall not be permitted.
- 11.2** The following actions require approval by a simple majority of the membership of the DARAC either at a meeting or by letter ballot:
- 11.2.1** Selection of the DARAC chair and vice chair;
- 11.2.2** The formation of a task group(s), including its scope and duties;
- 11.2.3** The dissolution of task group(s).
- 11.2.4** All voice and hand votes taken at meetings of the DARAC and the approval margins shall be based on the number of voting DARAC members participating.
- 11.3** The following actions of the DARAC require a letter ballot or an equivalent formal recorded vote at a meeting where all members are present, and approval of two-thirds of the DARAC members eligible to vote:
- 11.3.1** Adoption of DARAC bylaws, or revisions thereof.
- 11.3.2** Approval of Public Inputs and Public Comments to codes or standards proposed by DARAC and any other positions made public on behalf of DARAC.
- 11.4** For letter ballots, each voting member shall vote one of the following positions:
- Affirmative;
  - Affirmative, with comment;
  - Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection);
  - Abstain, with reasons.

**12.0 Reports:** At the conclusion of each calendar year, the staff liaison, with the assistance of the chair shall file a report with the NFPA President highlighting the major activities of the committee including, but not limited to:

- Issues engaged, resolved or unresolved.
- Code-related Public Inputs and Public Comments reviewed and any recommendations.
- Recommendations by the full committee for new or additional areas where NFPA action might be appropriate.

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- Advising the President on leadership opportunities for NFPA on issues of importance to the disability community.
- Providing ongoing suggestions for improving the accessibility of NFPA's codes and standards, as well as the association's support services, research, training, web presence and public education initiatives.

### **13.0 Other Committee Responsibilities:** DARAC activities shall also include:

- 13.1** Reviewing NFPA codes and standards, focusing primarily on NFPA 101, Life Safety Code™ and NFPA 5000®, Building Construction and Safety Code®, to provide input regarding the perspective of the disabled community.
- 13.2** Reviewing and evaluating accessibility-related Public Inputs and Public Comments submitted by other individuals and groups.
- 13.3** Reviewing provisions of ICC/ANSI A117.1 to provide input on topical areas of interest to the standards committee.