



## Access and Functional Need Advisory Committee Agenda, May 5, 2022

### Call to Order

- The meeting will be called to order at 9:00 AM.

### Roll Call

- Attendance will be taken.

### Welcome and Introductions

*Introductions of new committee members, presenters, and guests.*

- As this is the first official meeting, all members will be asked to introduce themselves and provide a brief overview of their background and expertise.

### Approval of Minutes

- Please read the minutes ahead of the meeting and, if necessary, provide any corrections that need to be made.

### Reports of Officers

- None at this meeting. This will occur at each meeting after elections for chair, vice-chair and secretary are complete.

### Sub-Committee Reports

- None at this meeting. This will occur at each meeting after elections are held, non-voting members are appointed, and sub-committees are established.

### Scheduled Presentations

*Formal presentations from committee members or guests that have been added to the agenda by the chair and do not involve debate or a vote.*

- Jonathon England: Illinois Open Meetings Act overview.



## Unfinished Business

*Unfinished business is business from a past meeting that was tabled and a member wants to return it to the floor to be debated and potentially voted on.*

- None at this meeting. There is no unfinished business, as the last meeting was not official, and no motions were entertained.

## New Business

*New business is reserved for formal proposals from the floor that are brought forth as a motion that needs to be debated and potentially voted on.*

- Bylaws Adoption:
  - With no chair yet elected, the temporary IEMA chair will entertain a motion to adopt the bylaws as written. Adoption requires a supermajority of the voting members present to vote in the affirmative.
    - If not adopted as is, motions to amend the bylaws from the floor will be entertained, debated, and potentially voted on.
      - If amendments to the bylaws are passed by a supermajority vote of the voting members, they will be added to the draft and redistributed to the voting members for a vote at the next meeting.
    - If not adopted as is, no other new business can be completed at this meeting and the temporary IEMA chair will move on to announcements and then adjournment.
- Only if the bylaws are adopted as is by the committee:
  - With no chair yet elected, the IEMA temporary chair will open the floor to nominations for chair, vice-chair, and secretary.
  - Elections will be carried out as outlined in the bylaws.
  - The officers elected will take their seats and the elected chair will assume control of the meeting.
- The chair will entertain motions from the floor for the nomination of potential non-voting members for appointment to the committee.



## Access and Functional Needs Advisory Committee

- The chair will read each nominated individual's name to the committee's voting members and ask, "does anyone have any objections to the appointment of any of these non-voting members to the committee?"
- If any objections are heard, each individual must be voted on independently. These appointments require a majority vote of the committee's voting members.
- The chair will propose dates and times for the three mandatory meetings required by the enabling legislation and any additional dates and times for any special meetings.
  - The chair will entertain a motion to adopt the calendar and a majority vote of the voting members will determine if it is adopted. Amendments may be made and debated.
- The chair will entertain a proposal outline and planning process from IEMA and then entertain discussion of a draft due date for the annual report due to the IEMA Director, the Governor's Office, and the legislature on July 1, 2022.
  - The chair will entertain a motion to adopt the outline and draft review due dates. A majority vote of the voting members will determine if it is adopted. Amendments may be made and debated.
  - If the bylaws do not pass as is, the IEMA temporary chair will work with the committee's members to decide on an outline and a schedule for the review.

### Announcements and Good of the Order

*Announcements are for the good of the order, such as available webinars, training opportunities, and any other issues individuals want to discuss that do not require a vote.*

- There is a one-hour National State Level Access and Functional Needs Monthly Meeting. Kira has added members to the calendar invite list. Once you accept, you should be added to her future emails and invites. If you have any questions or need to request accommodations when accessing the Zoom platform, please email Sadie Martinez at [sadie.martinez@state.co](mailto:sadie.martinez@state.co)
- This is a link to a shared Google Drive folder with resources that include best practices utilized by other states:  
<https://drive.google.com/drive/folders/1AMRYARMg1fOjAP2FfZrefmIUoG2TQF>



## Access and Functional Needs Advisory Committee

- The National Access and Functional Needs Symposium will be taking place on July 19 and 20, 2022 at 11:00-2:00 PM CST. Kira will send an email with details for registration.
- Dawn Brently, Acting Director of Massachusetts Emergency Management Agency, has developed the *Inclusive Emergency Management Community*, an online community. You can register at this link and it is free to anyone interested: <https://www.inclusiveem.community>. Scroll to the very bottom of the website and select "Choose a Plan". Click on the button "Access" and you can then fill out your information.

### Adjournment

- A motion to adjourn from the floor will be entertained by the chair.