

INDIANA DEPARTMENT OF TRANSPORTATION
AMENDED ADA ADVISORY WORKING GROUP CHARTER
Effective February 2016

Authorization:

The Americans with Disabilities Act (ADA) Community Advisory Working Group (CAWG) was created in 2012 pursuant to the Indiana Department of Transportation's (INDOT) ADA Self-Evaluation and Transition Plan and in accordance with the 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 CAWG Working Group to assist with the development, assessment and implementation of its ADA Self-Evaluation and Transition Plan.

Amendment of the Charter is necessary to achieve the goals set forth in INDOT's ADA Transition Plan as approved by the Federal Highway Administration (FHWA) in 2015. The goals include expanded and regionalized representation of the public for greater involvement and the formal recognition of the responsibilities of the CAWG Working Group to reflect a representative-led body which is assisted administratively by INDOT.

Purpose:

The CAWG Working Group serves as a voluntary body that provides input to INDOT regarding its ADA Self-Evaluation and Transition Plan as well as its ongoing efforts to improve the overall accessibility of INDOT programs and facilities.

CAWG Working Group Membership Requirements:

1. Application for membership is open to any individual who is a resident of Indiana and has demonstrated an interest in the disabled community. However, INDOT and the CAWG Working group will seek to include in its membership diverse representation, including a goal to seek representation that is geographically and experientially diverse and that demonstrates a genuine interest in the disabled community and INDOT programs.
2. The CAWG Working Group shall consist of no more than 15 individuals;
3. Membership shall strive to diversify its membership by seeking membership from no more than four individuals from each INDOT district;
4. The Chair shall select members of the CAWG Working Group.
5. Members shall serve a minimum term of two years and a maximum of two full two year consecutive terms;
6. Any member who has served two full two year consecutive terms and wishes to reapply may do so after a one-year leave of absence. During the leave of absence, the former member may continue to participate in an CAWG regional committee and attend meetings;
7. A member position shall be deemed vacant when:

- a. A member voluntarily resigns from the CAWG Working Group
 - b. Any person selected for membership who:
 - i. fails to attend more than three consecutive meetings and
 - ii. fails to communicate to the Chair the reason for the continued absence.may be deemed to have automatically and voluntarily vacated his or her membership.
8. Vacancies shall be filled in the following manner:
- a. The CAWG Working Group may solicit and select additional member(s) if the overall membership has fallen below the threshold of less than one member in each INDOT district.
 - b. Openings will be advertised and applications accepted from any qualified persons interested in membership in the working group. Qualifications for membership include
 - i. being a resident of Indiana
 - ii. who is at least 18 years of age, and
 - iii. who has demonstrated a genuine interest in the disabled community through personal or professional activities
 - iv. who seeks to serve the interests of the disabled community by providing and promoting public involvement related to improving public accessibility in Indiana communities and that of INDOT facilities and programs.
 - c. Current working group members may provide names of potential members to the Chair for consideration. Any candidate referred by a current CAWG Working Group member must follow the same application process as any other candidate.
9. At least one staff member of INDOT shall be in attendance during any meeting of the CAWG Working Group.

Officers of the CAWG Working Group:

1. Quorum – A quorum is required for the election of officers to the CAWG Working Group. A quorum shall consist of at least five voting (5) members of the CAWG Working Group representing two or more INDOT districts present.
2. Chairperson – The CAWG Working Group Members shall elect a Chairperson (“Chair”) as follows:
 - a. The CAWG Working Group shall elect a Chair at their first official meeting of the calendar year. The Chair shall serve a term of one year until the first official meeting of the next calendar year.
 - b. Responsibilities of the Chair of the CAWG Working Group include, but are not limited to the following:
 1. Communicate with INDOT’s Title VI/ADA Program Manager as necessary to coordinate the scheduling of meetings, maintain meeting minutes and other records;
 2. Attend and facilitate all CAWG Working Group meetings;
 3. Coordinate the development of the meeting agenda for each meeting including selection of topics for discussion and agenda items with input from both the CAWG Working Group Members and INDOT’s Title VI/ADA Program Manager;

Secretary – The CAWG Working Group Members may select a Secretary to take meeting minutes and / or assist the chairperson and committee members as desired.

CAWG Working Group Member Responsibilities:

The CAWG Working Group members serve as Liaisons between INDOT and the community by bringing issues raised by the community to the attention of the CAWG Working Group and INDOT. They may participate in the following tasks:

1. Review and provide input regarding INDOT’s ADA Self-Evaluation and Transition Plan; and discuss strategies to improve accessibility to INDOT’s programs and facilities
2. Recommend means and methods for INDOT to increase the public involvement of persons with disabilities in the transportation planning process.
3. Provide specific information, input and recommendations regarding community accessibility concerns as they relate to transportation projects and pedestrian facilities within INDOT’s jurisdiction.
4. Comply with and observe the Indiana Open Door Law and open all meetings to the public and observe the requirements and restrictions of the Indiana Open Door Law.
5. Members shall not:
 - A. Speak on behalf of the working group without the express written permission of the Chair and the INDOT ADA Program Manager.
 - B. Present or portray themselves as INDOT employees.
6. The CAWG may remove any member for behavior that negatively impacts the CAWG Working Group’s charter and purpose.

INDOT’s Responsibilities:

1. INDOT shall maintain ultimate authority and control over decisions regarding its ADA compliance efforts;
2. INDOT staff will assist the Chair and the CAWG Working Group in the planning and facilitation of meetings including posting meeting information in accordance with Indiana’s Open Door Law for all CAWG Working Group meetings;
3. INDOT may remove the chairperson at its discretion and the CAWG shall nominate and elect a replacement Chairperson at the next meeting;
4. INDOT shall Maintain minutes of all CAWG Working Group meetings and post them on INDOT’s website;
5. INDOT shall Make meeting minutes available for public inspection pursuant to Indiana’s open records requirements;
6. INDOT will consider the CAWG Working Group’s recommendations in regard to updating INDOT’s ADA Self-Evaluation and Transition Plan.

Cancellation Policy:

1. The Chair and / or INDOT ADA Program Manager may elect to cancel a meeting of the CAWG Working Group when three or fewer members have confirmed they plan to attend or when weather related or emergency conditions arise.
2. INDOT may cancel or postpones a meeting based upon other program requirements or to reconvene the meeting at a time better suited to INDOT’s needs.

CAWG Regional Committees

The primary purpose of the CAWG Working Group is to facilitate public involvement and participation in its policies and programs as they relate to the disabled community and specifically, its ADA Transition Plan.

To better achieve this goal and to further expand its community-level involvement, INDOT has determined with input from the CAWG Working Group that Regional Committees will be created in each INDOT district to provide input to CAWG Working Group Members and INDOT regarding their communities and INDOT programs.

1. The formation of Regional Committees shall proceed on a trial basis from 2017 – 2019 whereby its effectiveness shall be evaluated by the CAWG Working Group and INDOT. At the last CAWG Working Group meeting in 2018, a vote shall be taken to determine whether or not the Regional Committees should continue for an additional two year period or be dissolved.
2. Regional Committee membership shall be extended to all applicants for membership not selected to be a member of the CAWG Working Group. These individuals will be assigned to the Regional Committee where they reside if they accept the invitation of the CAWG Working Group to participate on a Regional Committee.
3. Participation on CAWG Regional Committees shall remain open to the public and all who attend may offer input.
4. The CAWG Working Group shall designate at least one representative for each district who will facilitate at least one Regional Committee meeting per calendar year in their district. INDOT representatives may facilitate regional meetings where CAWG members are unable to do so.
5. Regional Committee Meetings shall be called, noticed, held and conducted in accordance with the Indiana Open Doors Law with at least one CAWG Working Group member and / or INDOT staff member facilitating the Regional Committee Meeting and ensuring minutes are taken and provided to the CAWG Working Group Secretary for each meeting held. INDOT attendance shall not be required for the meeting to be held.
6. INDOT shall maintain minutes of all Regional Committee meetings and post them on INDOT's website ;
7. Regional Committee Meeting Agendas shall be uniform unless a special regional need exists and shall be drafted and approved by the CAWG Working Group prior to any Regional Committee Meetings being held;
8. When Regional Committees are established and operational, the presentation of minutes and comments from Regional Committee Meeting Representatives shall be an automatic Agenda Item at each CAWG Working Group Meeting.

Termination

The CAWG Working Group and Regional Committees shall remain in existence until terminated by INDOT or until a majority of a regional committee determine they can no longer meet and provide services to INDOT.