

DEAF BIKERS OF AMERICA FOUNDATION
Advisory Committee Guidelines

Section 1. Committee Name

1.1.1 The name of this body shall be the DEAF BIKERS OF AMERICA FOUNDATION Advisory Committee (DBAFAC), hereinafter referred to as "Committee".

Section 2. Committee Purpose and Functions

2.1.1 Committee members serve as the community liaison voice representing local biker community stakeholder input into the quality, availability, operation and design of programs within the Deaf Bikers of America Foundation service demographics.

2.1.2 The primary committee functions are to:

- Advise Deaf Bikers of America Foundation on current service delivery standards and practices offered to bikers in the service area.
- Provide advice and feedback to the Deaf Bikers of America Foundation representing the pulse of biker community and stakeholder needs and priorities.
- Promote statewide sensitivity and awareness of Deaf Bikers of America Foundation programs and services as well as the equal footing expected among all citizens regardless of race, gender, age, national origin, religion or disability.
- Serve as ambassadors in the familiarization and promotion of Deaf Bikers of America Foundation programs among the general public; and
- Advise Deaf Bikers of America Foundation on topics as required by contractual provisions.

Section 3. Committee Structure

Section 3.1 Membership

3.1.1 Membership will be composed of at least four deaf, hard of hearing, or late deafened, or deaf bikers.

3.1.2 The Deaf Bikers of America Foundation President shall be present at all committee meetings. Pertinent DBAF board members may participate in committee meetings.

Section 3.2 Terms of Service

3.2.1 Each committee member shall serve a five-year term, starting 2021 through 2025 and then five years afterwards.

Section 3.3 *Nominations*

3.3.1 The Deaf Bikers of America Foundation board members shall nominate names for vacancies to the President.

3.3.2 Upon approval from the DBAF Board Members on the recommended nominees. The President shall contact each approved nominee to invite membership onto the committee.

3.3.3 New committee members shall receive an orientation to all aspects of the committee purpose and structure from the President; including two previous meeting minutes.

Section 3.4 *Meetings and Roles*

3.4.1 The committee shall meet at least four times during the fiscal year (July I-June 30 cycle);

3.4.2 Meeting locations shall either be in a location that is accessible to all committee members and invited parties or online conferences such as Zoom that is accessible to all committee members and invited parties.

3.4.3 The President shall prepare meeting agendas, soliciting input from DBAF Board Members, and committee members at least a week in advance.

3.4.4 The President shall facilitate all meetings. In case of absence, the President shall select a board member to facilitate a meeting.

3.4.5 Presence of at least 75% of committee members is necessary to proceed with committee meetings.

3.4.6 The Secretary or President-appointed committee member shall record notes in all meetings and present meeting minutes to the Deaf Bikers of America Foundation board members.

3.4.7 Upon approval, meeting minutes shall be disseminated among committee members and DBAF board members.