**ARTICLE V – OPERATIONAL POLICIES, PROCEDURES, AND GUIDELINES**

**Section 1 – Purpose**

Policies are specific procedures and guidelines that address various operational and administrative aspects of the DAC. They are detailed and focused on particular areas of the Commission’s activities. Policies, procedures, and guidelines (PPG) shall be developed and drafted by DAC members or designated Disability Compliance Office (DCO) staff. These PPG shall be updated as needed to reflect and adapt to changes in the Commission, its environment, or new best practices.

**Section 2 – Operational Policies Manual**

Policies, procedures, and guidelines (PPG) reflect the tenets of the Commission on which current and future decisions are to be based on. PPG are adopted on an individual basis and are compiled into an operational PPG manual, which is maintained by the DCO. The PPG manual shall be maintained separate and apart from the bylaws.

**Section 3 – Operational Manual Contents**

3.1. The PPG manual must be maintained as an official governance document, and individual PPG shall conform to the DAC bylaws; current edition of Robert's Rules of Order; Ralph M. Brown Act; Americans with Disabilities Act of 1990, as amended; Rehabilitation Act of 1973, as amended; and other federal, state, and local disability civil rights laws and accessibility regulations.

3.2 The PPG manual shall include but not be limited to:

* 1. Policy on Prohibited Conduct, and Applicable Complaint Resolution Procedures
  2. Confidentiality policy
  3. Conflict of Interest policy
  4. Nominations Committee Procedures and Eligibility Guidelines
  5. DAC Officer Election Procedures

**Section 4 –Compliance**

Members of the DAC shall adhere to all PPG adopted by the Commission.

**Section 5 – Policies, Procedures, and Guidelines Taskforce Mission**

The DAC Chair shall appoint a Policies, Procedures, and Guidelines Taskforce (PPGT) during the January DAC meeting of every even year or when there is a need to convene the Taskforce. The PPGT will have the responsibilities to:

1. Review the PPG manual to determine if they need to be updated.
2. Interpret existing PPG when there is a need to do so.
3. Develop and draft changes to existing PPG
4. Develop and draft new PPG
5. Propose updates to the PPG manual for DAC members’ consideration

**Section 6 – Vote**

A majority of votes cast during a properly called meeting of members of the DAC is required to adopt, amend, or disapprove any PPGT recommended PPG, with final approval made by the County Counsel.

**Section 7 – Storage of Policies, Procedures, and Guidelines**

7.1. PPG and other official DAC documents shall be digitally saved through cloud storage.

7.1.2. The PPG, as well as all other official DAC documents requiring a signature, shall be signed and dated by each member of the Commission within thirty (30) calendar days of the commencement of each term served by each Commissioner.

7.1.3. All signed documents that shall be saved should be either:

1) printed in hard copy and kept in the appropriate file in the DCO; or

2) preferably downloaded onto the cloud through the DCO, whichever is more expedient.

7.1.4. All digitally saved documents requiring a signature shall have an electronic signature, complying with the Sacramento County Policy #3001, Electronic Signature Policy.