

## **Agenda Item 5: CCDA's Full Commission and Subcommittees Purpose**

### **I. CCDA Full Commission**

CCDA Full Commission consists of all appointed members, including representatives from the business community, disability community, and government officials such as ex-officio members. The full body serves as the primary decision-making group. From the CCDA Full Commission, members are assigned to designated standing committees. These committees focus on specific areas of work and expertise.

### **II. CCDA Standing Committees**

Standing committees are considered a permanent part of the organization. A standing committee's function is to perform duties that are essential to the operation of the CCDA. Members of a standing committee may change when new officers are elected or appointed, but the purpose of the committee and its functions and duties do not change. When the CCDA receives business that consists of the work of a standing committee, it may refer it to the standing committee, who will make recommendations to the Commission.

Standing committees considered a permanent part of the organization shall be:

- The Executive Committee was created to discuss and act on operational and management level topics regarding the Commission.
- The Legislative Committee was created to discuss disability access related legislation and policy matters. It functions as an advisory body, offering recommendations to its parent/decision-making body, the Commission.
- The Checklist Committee was created to work on technical documents and special projects related to the Commission. It functions as an advisory body, offering recommendations to its parent/decision-making body, the Commission.
- The Education and Outreach Committee was created to discuss and advise on education and outreach topics for the business and disability communities. It functions as an advisory body, offering recommendations to its parent/decision-making body, the Commission.

For the full CCDA bylaws, please refer to the CCDA Full Commission Meeting material from October 2024, available via [Full Commission Meetings \(2024\)](#).