
BY-LAWS
Advisory Committee
Center on Disabilities and Human Development
University of Idaho, Moscow
Revised February 10, 2005

ARTICLE ONE
Name and Place

- 1.1 **The Name.** The name of the organization is the Center on Disabilities and Human Development Advisory Committee.
- 1.2 **Place.** The principal office of the Committee will be in Moscow, Idaho at the Headquarters of the Center on Disabilities and Human Development.

ARTICLE TWO
Mission/Purpose/Value Statement

- 2.1 **Mission of the Advisory Committee** is to advise, assist, and enhance the quality of life for individuals with developmental disabilities and their families through representation on the Advisory Committee. The Advisory Committee supports the mission of the Center on Disabilities and Human Development.
- 2.2 **Mission of the Center on Disabilities and Human Development.** The CDHD promotes quality lives in integrated settings for people of all ages with disabilities, individuals at-risk, and their families through education, research, and service.
- 2.3 **Purpose.** The purpose of the Advisory Committee is to enhance the mission of the CDHD through representing issues and concerns of individuals with developmental disabilities and their families.
- 2.4 **The Advisory Committee Value Statement.** We value human dignity for individuals with disabilities and their families through equal opportunities in their communities.

ARTICLE THREE
Membership

- 3.1 **Makeup.** The Committee will consist of up to 15 members. As mandated by the Developmental Disabilities Assistance and Bill of Rights Act (PL 106-402), Advisory Committee membership shall consist of individuals with developmental disabilities and related disabilities; family members of individuals with developmental disabilities; a representative of the State protection and advocacy system; a representative of the State Council on Developmental Disabilities; a representative of a self-advocacy organization;

representatives of organizations that may include parent training and information centers, entities carrying out activities authorized under the Assistive Technology Act, relevant state agencies and other community groups concerned with the welfare of individuals with developmental disabilities and their families. In compliance with this Act, the majority of the membership shall be individuals with developmental disabilities and family members of such individuals. The Committee shall strive to ensure their membership reflects the racial and ethnic diversity of the State.

- 3.2 Terms.** Terms for Committee members are for three years. Two consecutive terms may be served. Applications for new membership will be brought forward at the Spring Meeting. Terms will begin at the Fall Meeting. Agency representatives will serve as permanent members. (See attached Addendum for rotation schedule beginning in 2006.)
- 3.3 Membership Roster.** An updated membership roster will be provided to committee members at each meeting and will include term begin/end dates.
- 3.4 Vacancies.** In the event that a Committee position becomes vacant mid-term, the Committee membership will appoint a new member to finish the term.
- 3.5 Reimbursement of Expenses and Stipends.** Committee members shall be reimbursed for all expenses incurred for meeting attendance, including personal attendant and child care, parking, transportation, lodging, and meals. Members shall be reimbursed for cost of communication (phone calls, faxes) regarding Committee business upon authentication of charges. Committee members, except agency heads, shall be paid a \$100 stipend for each meeting attended.

ARTICLE FOUR

Officers

- 4.1 Officers.** The Committee will be presided over by two Co-Chairs, one of whom will be a self-advocate.
- 4.2 Responsibilities:** Responsibilities of the Co-Chairs will include (but not be limited to):
- a) Preside over meetings of the Committee;
 - b) Assist the CDHD Director and staff in setting meeting dates and compiling agendas;
 - c) Attend the annual AUCD meeting as representatives of the Committee;
 - d) Present reports at Committee meetings;
 - e) Have participated in leadership training.
- 4.3 Manner of Election/Terms:** The Co-Chairs will be elected at the same time for one-year terms. If re-elected annually, they may serve a maximum of three consecutive terms. Prior to the Spring meeting of the Committee, a nominating committee appointed by a Co-Chair, will submit to the Committee a list of persons nominated for election as Co-Chairs. Nominations may also be made from the floor at the Spring meeting. Nominees for office will have served at least one full year on the Committee and will have attended leadership training. Nominees for office must be present at the meeting in which they are nominated or must have provided a prior written statement to the Co-Chairs indicating a willingness to serve in a particular office.

ARTICLE FIVE

Meetings

- 5.1 Meeting Schedule.** The Advisory Committee will meet at least three times per year. The majority of meetings must be face-to-face and one meeting may be via videoconference. The Annual Spring Meeting must be a face-to-face meeting where the Committee may elect new members to the Advisory Committee and will elect Co-Chairs.
- 5.2 Attendance at Committee Meetings.** Membership and service on the Advisory Committee is voluntary. However, upon agreeing to serve, regular attendance and participation at meetings is required. Following absence at three consecutive meetings, the member will be contacted by a Co-Chair and polled regarding continued interest in serving. If the member requests to remain on the Committee, subsequent absences may result in a request for the person's resignation.
- 5.3 Special Meetings.** Any action or voting may occur without a formal meeting with consent of a simple majority of the Committee members. Consent by electronic means is allowable.
- 5.4 Notice of Meetings.** Notice of the time and place of meetings of the Committee will be mailed to each member at least 30 days prior to that meeting.
- 5.5 Meeting Agenda.** The Committee Co-Chairs and the CDHD Director and staff will prepare the agenda for the meetings. At least 30 days before a Committee meeting, the designated CDHD staff member will mail the agenda to the Committee.
- 5.6 Quorums and Voting.** At all meetings of the Committee, the presence of a simple majority (one-half of filled member seats plus one) will constitute a quorum for the transaction of business. Each member and officer will have one vote on every issue submitted to a vote of the Committee. Members must be present or may assign a designated proxy to vote. Other substitutes may attend meetings to obtain information, but are not considered a member for that meeting and may not vote in place of an appointed member.
- 5.7 Action Without a Meeting.** Any action or voting required or permitted to be taken at any meeting of the Committee may be taken without a meeting if a consent in writing setting forth the action so taken will be signed by a simple majority of the voting members. Consent by electronic means is allowable.
- 5.8 Minutes.** No more than 30 days after a Committee meeting, the designated CDHD staff member will disseminate meeting minutes to the Committee.

ARTICLE SIX

Governance

- 6.1 General Powers, Roles, and Responsibilities.** All powers of the Committee will reside with the whole Committee. Responsibilities of the Committee include:
- a) Collaborate with CDHD Director and staff to establish the long-term vision and values of the CDHD
 - b) Assist and advise in establishing the five-year goals of the CDHD.
 - c) Provide feedback to CDHD staff on impact of projects and grants to enhance lives of people with disabilities and their families.

- d) Communicate CDHD activities to other agencies, service providers, consumers and policymakers.
- e) Attend and participate in Committee meetings
- f) Hear reports from individual members.
- g) Seek to empower individuals with disabilities and their families to act as leaders and change agents.
- h) Upon request, provide letters of support for grant proposals.
- i) If supported by CDHD to attend trainings or conferences, members will report on it at the following meeting.

ARTICLE SEVEN

Sub-Committees of the Advisory Committee

- 7.1 Standing Sub-Committees.** Membership Committee. Members will be appointed by Co-Chair. Duties will include recruiting, disseminating, and reviewing nomination packets and making recommendations to the full Committee, and responsibility for re-election of Co-Chairs which entails polling members about their satisfaction on an annual basis.
- 7.2** The Committee will establish other sub-committees as needed.

ARTICLE EIGHT

Amendments

- 8.1 Bylaw Amendments.** These Bylaws may be amended by a majority vote at a regular meeting of the Committee or at special meetings as indicated in Section 5.3.

ADDENDUM

February 2005

Regarding Advisory Committee Terms, Section 3.2:

As the rotation of Committee members has never been formally enacted, beginning after the Spring 2006 meeting, rotation of membership will begin. Those rotating off the Committee will be those who have served more than two consecutive terms as of Spring 2006 unless they are an Officer. The Spring 2006 meeting will be the last meeting for members rotating off the Committee, and newly elected members will begin serving their terms in Fall 2006.

Winter Meeting is held in January or February.

Spring Meeting is held in May or June.

Fall Meeting is held in September, October, November.

The following page lists current members, their start dates and their new rotation date:



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Term Rotations

Consumer Advisory Committee

(in alphabetical order)

Committee Member	First Meeting	Last Meeting
Baugh, Jim	Pre-2000	Permanent agency member
Betzer, Rick <i>Co-Chair Beginning Feb. 2005</i>	Fall 2001	Fall 2007
Eldrich, Margaret	Fall 202	Permanent agency member
Fries, Larry	Fall 2005	Fall 2008
Graham, Michael	Winter 2004	Permanent agency member
McDaniels, Kim	Spring 2003	Winter 2007
Ranta, Judy	Fall 2001	Spring 2006
Roberts, Denise	Pre-2000	Fall 2007
Russell, John	Pre-2000	Spring 2006
Schroeder, Gary	Pre-2000	Permanent agency member
Shultz, Toby	Pre-2000	Spring 2006
Sword, Marilyn	Pre-2000	Permanent agency member