

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

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 advances evidence-based policy and practice for people with disabilities, their families, and communities through exemplary and innovative education, outreach, 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.
- 2.4.1 The Advisory Committee Value Statement.** We value human dignity for individuals with disabilities and their families through equal opportunities in their community.

ARTICLE THREE
Membership

- 3.1 Makeup.** The Committee will consist of 15 members. As mandated by the Developmental Disabilities Assistance and Bill of Rights Act (PL 106-402), Advisory Committee membership shall consist of:
- At least four individuals with developmental or related disabilities
 - At least three family members of individuals with developmental disabilities
 - The Director, or designee, of the State protection and advocacy system, Disability Rights Idaho (DRI)
 - The Director, or designee, of the Idaho Council on Developmental Disabilities

- A representative of the Idaho Self Advocate Leadership Network (ISALN)
 - A representative of Idaho's parent and information training center, Idaho Parents Unlimited (IPUL)
 - The Administrator, or designee, of Idaho's Division of Vocational Rehabilitation
- Optional:
- An Idaho State Legislator
 - A University of Idaho representative.
 - A provider of services to people with developmental disabilities and/or a community organization concerned about issues affecting people 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 geographic, racial, and ethnic diversity of the State.

In order to maximize broad-based participation on the Committee, no two members of the same immediate family will serve on the Committee at the same time.

- 3.2 Terms.** Terms for Committee members are for three years. Three consecutive terms may be served. Applications for new membership will be brought forward at the Spring Meeting. Agency representatives will serve as permanent members.
- 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 have two Co-Chairs, one of whom will be a self-advocate, that will plan and coordinate committee meetings and activities in conjunction with the CDHD Director and staff. Agency representation may not serve as Co-Chair.
- 4.2 Responsibilities:** Responsibilities of the Co-Chairs will include (but not be limited to):
- a) Assist the CDHD Director and staff in setting meeting dates and compiling agendas;

- b) Attend the annual AUCD meeting as representatives of the Committee;
- c) Present reports at Committee meetings;

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. After the spring meeting of the Committee, nominations can be made by email or from the floor at the end of the spring meeting. The list of persons nominated for election as Co-Chairs will be made available to the committee. Nominees for office must be present at the meeting in which they are nominated. If nominated by email the nominee will be notified and must provide a written statement indicating a willingness to serve in a particular office. Elections will take place prior to the fall meeting. Elected Co-Chairs will receive leadership training by CDHD staff or will have participated in such training.

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.

Winter Meeting - January or February.

Spring Meeting - May or June.

Fall Meeting - September, October, or November.

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.

Updated January 11, 2017			
<i>Committee Member</i>	<i>Representation</i>	<i>Term – End Date</i>	<i>Region</i>
Shiloh Blackburn	Individual with a disability/ SALN Representative	1 st Term – Fall 2016	6
Jane Janzer	Individual with a disability	1 st Term – Fall 2019	4
Tawny Espy	Individual with a disability	1 st Term – Fall 2018	2
Gordon Richens	Individual with a disability	1 st Term – Fall 2018	6
	Family member of individuals with developmental disabilities		
Eilleen Waddell	Family member of individuals with developmental disabilities	1 st Term – Fall 2016	3
Tanya Samuelson	Family members of individuals with developmental disabilities	1 st Term – Fall 2018	
Christine Pisani	Director of the Council on Developmental Disabilities	Permanent	4
Jim Baugh	Director of Disability Rights Idaho (Protection & Advocacy)	Permanent	4
Jane Donnellan	Director of the Idaho's Division on Voc Rehab	Permanent	4
Amy Ireland	Idaho's parent and information training center, Idaho Parents Unlimited (IPUL)	Permanent	1
Lori Higgins	University of Idaho Representative/Parent	1 st Term – Fall 2016	2
Margaret Klawiter	A provider of services to people with developmental disabilities and/or a community organization concerned about issues affecting people with developmental disabilities and their families	1 st Term – Fall 2019	4