

**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.

**ARTICLE TWO**  
**Mission/Purpose/Value Statement**

- 2.1 Mission of the Advisory Committee** is to advise and assist the Center on Disabilities and Human Development to enhance the quality of life for people with 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 people with 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 community.

**ARTICLE THREE**  
**Membership**

- 3.1 Makeup.** The Committee will consist of 15-20 members. As mandated by the Developmental Disabilities Assistance and Bill of Rights Act (PL 106-402), Advisory Committee membership shall consist of:
- Up to five and no less than three people across disabilities who are community advocates
  - Up to four family members of people across 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 Idaho's parent and information training center, Idaho Parents Unlimited (IPUL)
- The Administrator, or designee, of Idaho's Division of Vocational Rehabilitation
- The Administrator, or designee, of the Idaho State Independent Living Council

Optional:

- An Idaho State Legislator
- A provider of services to people with disabilities and/or a community organization, with a state-wide reach, concerned about issues affecting people with disabilities and their families
- A representative of the State Department of Education
- A representative of the Department of Health and Welfare

In compliance with this Act, the majority of the membership shall be people with 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/Subcommittee**

- 4.1 Officers.** The Committee will have a Chair and a Vice Chair. These positions will be served by community advocates or parents. The Chair, and Vice Chair will work with a subcommittee to help plan CAC meetings and activities, and recruit, review and recommend members to the committee.
- 4.2 Responsibilities:** Responsibilities of the Chair and Vice Chair will include (but not be limited to):
- a) Meet with CDHD staff, the Director and an identified subcommittee, appointed annually, to set each CAC meeting agenda, identify activities, recruit and screen new committee members, and to problem-solve as needed
  - b) Attend the annual AUCD meeting as representatives of the Committee as funds allow;
  - c) Assume the role of time keeper and/or facilitator as negotiated (based on comfort, experience, and leadership training);
  - d) Present reports at Committee meetings.
  - e) Chair will delegate duties to Vice Chair as needed.
- 4.3 Manner of Election/Terms:** The Chair and Vice Chair 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 Chair and Vice Chair 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 Chair and Vice Chair will receive leadership training by CDHD staff or will have participated in such training.
- 4.4 Oversight subcommittee:** An oversight subcommittee will be recruited annually. The subcommittee will consist of the Chair and Vice Chair, and two or three additional CAC members. The subcommittee will serve one year. Members of the subcommittee may serve up to two annual terms. The subcommittee will assist with setting CAC meeting agendas, activities, and assist with membership recruitment, application review, and recommendation to the full CAC. The subcommittee will meet at least 6 weeks prior to each CAC meeting three times per year to set the agenda and discuss issues. The subcommittee may ask to meet more than three times as needed.

## **ARTICLE FIVE**

### **Meetings**

- 5.1 Meeting Schedule.** The Community Advisory Committee for the Center on Disabilities and Human Development will meet at least three times per year. Two of the meetings will be full day in two locations (Boise and Moscow). Travel will be arranged to one of the locations for each CAC member, as needed. The winter meeting will be up to three hours also hosted at two locations. If possible, one meeting with the whole group will be face to face in one location. The face to face meeting will depend on budget restrictions and airline schedules. Dates for the meetings will be set annually at the Fall meeting.
- Winter** 3-hours  
**Spring** 6-plus hours  
**Fall** 6-plus hours
- 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 two consecutive meetings, the member will be contacted by the 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 emailed to each member at least 30 days prior to that meeting.
- 5.5 Meeting Agenda and Materials.** The agenda for each meeting will be sent out at least 30 days before a meeting is scheduled. Meeting materials will be sent out two weeks prior to a meeting.
- 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.** 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) Volunteer to participate in CDHD university courses, training of trainees, project presentations, and conferences
  - (e) Volunteer to participate in other CDHD hosted community events and activities
  - (f) Communicate CDHD activities to other agencies, service providers, consumers and policymakers.
  - (g) Attend and participate in Committee meetings
  - (h) Hear reports from individual members.
  - (i) Provide agency summary each meeting (agency members), include the opportunity for questions and dialog from other members.
  - (j) Provide a brief update about something you would like to share at each meeting. Verbally share your prepared communication at each meeting (community advocate and family member).
  - (k) Seek to empower individuals with disabilities and their families to act as leaders and change agents.
  - (l) Upon request, provide letters of support for grant proposals.
  - (m) If supported by CDHD to attend trainings or conferences, members will report on it at the following meeting.

## **ARTICLE SEVEN Amendments**

- 7.1 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.