

OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES

STATE ADVISORY COMMITTEE BY-LAWS

Article I TITLE

Section 1 The Committee shall be titled the Office for Citizens with Developmental Disabilities State Advisory Committee and is hereinafter called the State Advisory Committee.

Article II AUTHORITY

Section 1 The State Advisory Committee is established pursuant to the L.R.S. 28:451.3 as amended during the regular session of the Louisiana Legislature, 2005.

Article III FUNCTION AND RESPONSIBILITIES

Section 1 Mission Statement: The State Advisory Committee, established by legislative act, ensures public input in an advisory capacity in the development and implementation of policies, procedures, and the allocation of resources to the Office for Citizens with Developmental Disabilities. This input shall be derived from communication with, but not limited to, individuals with disabilities and their families and other concerned groups or individuals.

Section 2 The State Advisory Committee shall promote the coordination among the office, human service authorities and districts, and state and regional advisory committees. The State Advisory Committee shall promote responsiveness by the office to input from persons who receive developmental disabilities services and family members and providers regarding the delivery of services.

Section 3 The State Advisory Committee shall coordinate with all regional advisory committees and shall use data provided by the regional advisory committees in deliberation of the committee.

The State Advisory Committee shall provide public input into the state planning process.

It shall review and comment on regulations proposed by the Office for Citizens with Developmental Disabilities.

Section 4 The State Advisory Committee shall submit necessary reports to the Assistant Secretary.

Section 5 The State Advisory Committee shall receive staff support for its activities from the Office for Citizens with Developmental Disabilities. The Office for Citizens with Developmental Disabilities shall arrange and provide for ordinary and reasonable meeting supports such as video conferencing, teleconferencing, meeting rooms, photocopying, and record keeping.

ARTICLE IV MEMBERSHIP

Section 1 The State Advisory Committee members shall consist of two (2) people from each regional advisory committee. Sixty percent (60%) of the committee members shall be comprised of persons with developmental disabilities and parents and family members representing a cross section of developmental disabilities services. The State Advisory Committee shall include at a minimum, but not be limited to the following:

- i. Persons with developmental disabilities.
- ii. Parents and family members representing persons who receive a cross section of developmental disabilities services.
- iii. Private providers.
- iv. A representative of the American Federation of State, County, and Municipal Employees Council.
- v. Representatives of advocacy organizations representing a cross section of developmental disabilities services.
- vi. Public providers and administrators of regional administrative units and human service authorities and districts may be appointed as ad-hoc, non-voting members of the State Advisory Committee.

Section 2 Names for the State Advisory Committee shall be submitted from Regional Advisory Committee membership to the Assistant Secretary. Selection for the State Advisory Committee shall be made by the Assistant Secretary with the approval of the Secretary.

Section 3 Members shall serve three (3) year terms on The State Advisory Committee. A member may serve consecutive terms if re-appointed not to exceed two (2) consecutive terms (6 years). A member is eligible for re-appointment after rotating off the State Advisory Committee for one (1) year. One third (1/3) of the original members of the Committee shall serve for one (1) year, one third (1/3) for two (2) years and one third (1/3) for three (3) years. After the first year, members will be appointed for three (3) year terms.

Section 4 The State Advisory Committee by majority vote of the Committee may recommend to the Assistant Secretary removal of a Committee member for failure to carry out responsibilities in acceptance of Committee membership.

Section 5 A member of the State Advisory Committee may be removed by a committee of the State Advisory Committee, if approved by the Assistant Secretary, under the following conditions:

- i. The member no longer qualifies to be a member of the Advisory Committee; or
- ii. The member misses three (3) consecutive regular meetings in a twelve (12) month period, that period begins with the first (1) absence.

Section 6 Any member may resign by filing a written resignation with the Assistance Secretary, Office for Citizens with Developmental Disabilities, with notification to the Chairperson of the State Advisory Committee.

Section 7 Any vacancy in the State Advisory Committee may be filled for the remainder of the unexpired term through appointment by the Assistant Secretary of the Office for Citizens with Developmental Disabilities based on recommendations from the Regional Advisory Committees.

## ARTICLE V OFFICERS

Section 1 The officers on the State Advisory Committee shall be Chairperson, a Vice-Chairperson, and Secretary. This will constitute the Executive Committee. The Assistant Secretary or his/her designee will be an Ex-officio member of this committee.

Section 2 The Chairperson shall call and preside at all State Advisory Committee meetings in accordance with these by-laws, may sign or authorize all letters, reports, other communications of the State Advisory Committee, and communicates with the Assistant Secretary. The Chairperson appoints chairpersons and membership of all committees and is an ex-officio member in all committees.

In the absence of the Chairperson, the Vice-Chairperson shall substitute for and shall have all of the powers and duties of the Chairperson, and automatically succeeds the chairperson in the event the chair is relinquished.

The Secretary shall be responsible for keeping accurate records of all meetings and also shall perform duties as assigned by the Chairperson. The Secretary shall be responsible for informing the State Advisory Committee of all scheduled meetings.

Section 3 The officers shall be elected at the last regular meeting of the calendar year, by a majority vote of the membership present, shall serve for one (1) year.

Section 4 Any officer of the State Advisory Committee may be removed by a two-thirds (2/3) vote of the membership of the State Advisory Committee, whenever, in the judgment the State Advisory Committee, the best interests of the State Advisory Committee or the Assistant Secretary of the Office for Citizens with Developmental Disabilities would be served thereby.

Section 5 Vacancies in any office, because of death, resignation, removal, disqualification, or otherwise shall be filled by the Committee through election from existing membership for the unexpired portion of the term.

## ARTICLE VI MEETING PROCEDURES

Section 1 All meetings shall be conducted in accordance with the Louisiana Public Meeting Act and business transacted in accordance with Robert's Rules of Order, Newly Revised.

Section 2 Individualized accommodations necessary for the active participation and involvement of members with disabilities on the State Advisory Committee shall be made available upon the request of the individual.

Section 3 The State Advisory Committee shall limit discussion and actions to items contained on the approved agenda.

- i. Proposed agenda items shall be transmitted by members to the Chairperson fifteen (15) days prior to a scheduled meeting who shall then
- ii. Determine a proposed agenda. Additional items may be place on the agenda if approved by a majority vote of the members present, during the acceptance of the proposed agenda at the beginning of the meeting.

Section 4 The State Advisory Committee shall meet at least quarterly and then as necessary to conduct its business. Meeting times will be established by the State Advisory Committee.

Section 5 Special Meetings may be called by wither the Chairperson, the Assistant Secreatry of the Office for Citizens with Developmental Disabilities, or by a majority of the committee.

Section 6 The State Advisory Committee shall hold its regular meetings at a location convenient to all members and be architecturally barrier free.

Section 7 All State Advisory Committee meetings and agenda items will be announces prior to the meeting and all meetings are open to the public.

Section 8 The State Advisory Committee members must be notified of all regular and special meetings. Any change in the established date, time or location must be given special notices.

Section 9 The minutes of each meeting and the responsiveness of the office to the committee recommendations, if needed, shall be kept by the Committee Secretary or designees and mailed to all members. Copies of the minutes shall be made available to the public on request.

Section 10 The State Advisory Committee meetings are open to the public. Participation by the public is encouraged. A public comment period shall be held at the beginning (after review and approval of the minutes) and the end of each meeting. Oral comments shall be limited to five (5) minutes per person. This time may be shortened proportionately at the discretion of the Chair, if an abundance of individuals are present to make public comments. Individuals may speak twice (2), once during the beginning comment period and once during the end comment period. Written comments may be submitted. This is not intended to be an interaction time with the committee. The committee will listen to the remarks of the public.

Section 11 Attendance at meetings shall be in person, unless other individualized accommodations are requested.

ARTICLE VII QUORUM AND VOTING

Section 1 A quorum is necessary for the conduct of official business. A majority (60%) of the membership present shall constitute a quorum. If a quorum is not present no official business may be conducted.

Section 2 All decisions of the State Advisory Committee shall be made only after an affirmative vote of a majority of its members in attendance. Election of officers shall be by roll call.

Section 3 Proxy membership and voting are not allowed.

ARTICLE VIII COMMITTEES

Section 1 The Chairperson shall establish such sub-committees as deemed necessary or desirable to carry out the duties and responsibilities of the State Advisory Committee to each sub-committee.

Reports by sub-committees shall be made at each State Advisory Committee meeting to keep all members informed of progress being made.

Section 2 The State Advisory Committee shall be aided in its operation, when necessary, by ad hoc committees.

Members of these committees shall consist of at least one (1) Advisory Committee Member who chairs the committee, and other appointed persons. Ad hoc committees shall perform all tasks as assigned by the Advisory Committee and shall report all results to the State Advisory Committee.

ARTICLE IX OPERATING YEAR

Section 1 The operating year of the State Advisory Committee will be the calendar year.

ARTICLE X AMENDMENTS

Section 1 The by-laws may be amended at any regular meeting of the Advisory Committee by a two-thirds (2/3) vote of those present, providing that a notice of the proposed amendments has been sent to all members at least fifteen (15) days prior for consideration for approval.