

BY-LAWS
Community Advisory Committee
Nevada Center for Excellence in Disabilities
University of Nevada Reno
Adopted September 16, 2009

ARTICLE ONE
Name and Place

- 1.1 The Name.** The name of the organization is the Nevada Center for Excellence in Disabilities Community Advisory Committee (CAC).
- 1.2 Place.** The principal office of the Committee will be in the College of Education at the University of Nevada Reno, in the Nevada Center for Excellence in Disabilities (NCED).

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 CAC. The CAC supports the mission of the NCED.
- 2.2 Mission of the NCED.** The mission of the NCED is to cooperatively work with consumers, agencies, and programs to assist Nevadans with developmental disabilities of all ages to be independent and productive citizens who are included in their communities.
- 2.3 Purpose.** The purpose of the CAC is to enhance the mission of the NCED through representing issues and concerns of individuals with developmental disabilities and their families.

ARTICLE THREE
Membership

- 3.1 Makeup.** The Committee will consist of up to 20 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 as well as equitable regional representation.

- 3.2 **Terms.** Terms for Committee members are for three years. Two consecutive terms may be served. Agency representatives will serve as permanent members. (See attached Addendum for rotation schedule.)
- 3.3 **Rotation of Terms.** After the September 2009 meeting, rotation of membership will begin. Those rotating off the Committee will be those who have served more than two consecutive terms unless he/she is an officer, in which case the term as officer may be completed.
- 3.4 **Membership Roster.** An updated membership roster will be provided to committee members at each meeting and will include term begin/end dates.
- 3.5 **Vacancies.** In the event that a Committee position becomes vacant mid-term, the Committee membership will appoint a new member to finish the term.
- 3.6 **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 representatives, may be paid a stipend for each meeting attended.

**ARTICLE FOUR
Officers**

- 4.1 **Officers.** The Committee will be presided over by two Co-Chairs, elected based on equitable regional representation whenever possible.
- 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 NCED 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) Participate in leadership training.
- 4.3 **Manner of Election/Terms:** The Co-Chairs will be elected at the same time for three-year terms. If re-elected annually, they may serve a maximum of two consecutive terms. Prior to the Spring meeting of the Committee, a nominating committee appointed by the 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 CAC will meet at least three times per year. Two of the meetings may be tele/videoconference meetings. The Annual Spring Meeting must be a face-to-face meeting because the CAC may elect Co-Chairs.
- 5.2 Attendance at CAC Meetings.** Membership and service on the CAC 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 a Co-Chair and polled regarding continued interest in serving. If the member requests to remain on the CAC, 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 CAC members. Consent by electronic means is allowable.
- 5.4 Notice of Meetings.** Notice of the time and place of meetings of the CAC will be mailed to each member at least 30 days prior to that meeting.
- 5.5 Meeting Agenda.** The CAC Co-Chairs and the NCED Director and staff will prepare the agenda for the meetings. At least 30 days before a CAC meeting, the designated NCED staff member will mail the agenda to the CAC .
- 5.6 Quorums and Voting.** At all meetings of the CAC, 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 CAC. 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 CAC 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 CAC meeting, the designated NCED staff member will disseminate meeting minutes to the CAC.

ARTICLE SIX
Governance

- 6.1 General Powers, Roles, and Responsibilities.** All powers of the CAC will reside with the whole CAC. Responsibilities of the CAC include:
- (a) Collaborate with NCED Director and staff to establish the long-term vision and values of the NCED
 - (b) Assist and advise in establishing the five-year goals of the NCED.
 - (c) Advise and review preparation of the NCED annual report and continuation proposals.
 - (d) Provide feedback to NCED staff on impact of projects and grants to enhance lives of people with disabilities and their families.
 - (e) Advise NCED regarding use of Community Partner Fund.
 - (f) Advise regarding topic areas and contribute content to Nevada Access
 - (g) Advise regarding NCED website.
 - (h) Communicate NCED activities to other agencies, service providers, consumers and policymakers.
 - (i) Attend and participate in CAC meetings
 - (j) Hear reports from individual members.
 - (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 NCED 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 a 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.

Term Rotations

Community Advisory Committee

(In alphabetical order)

Committee Member	First Meeting	Last Meeting
Deborah Braun	9/09	
Claudia Castaneda-Melendez	11/09	
Gordon Dodd	9/08	
Elizabeth Downey	9/07	
Joseph Galata	9/09	
Tiffany Hunter	9/07	
Frank Mackin	9/08	
Sherry Manning	9/09	
Jack Mayes	9/09	
Ryan McKinney	9/08	
Jerry O'Brien	9/08	
Santa Perez	9/07	
Nicole Schaumberg	9/09	
Karen Taycher	9/09	
Robbin Vasquez	11/09	
Ken Vogel	11/09	