

Wyoming Institute for Disabilities (WIND)

Consumer Advisory Committee (CAC)

BYLAWS

Adopted March 6, 1996

Revised April 8, 2003

Proposed Revisions June 26, 2012

Revised December 19, 2012

Revised June 15, 2015

Article I: Name

The name of this group shall be: “WIND University Center of Excellence in Developmental Disabilities (UCEDD) Consumer Advisory Committee” (hereafter referred to as CAC). This committee is the officially designated “consumer advisory committee” established in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Article II: Purpose

- A. The CAC is a forum for consumers and their family members, developmental disability network partners, and representatives of organizations to articulate their interest, views and priorities as they relate to the mission of the UCEDD. The UCEDD recognizes and values consumer feedback and guidance regarding its pre-service preparation and continuing education, community services, research, and information dissemination activities.
- B. The CAC may engage in any activities it deems desirable to provide that guidance and feedback including, but not limited to:
 - i. Consulting with the UCEDD Executive Director regarding the development of the UCEDD’s five (5) year plan.
 - ii. Reviewing and commenting annually on WIND’s progress in meeting the projected goals contained in the five (5) year plan,
 - iii. Making recommendations to the WIND Executive Director regarding any proposed revisions to the five (5) year plan.
 - iv. Participating in the development, review and dissemination of research findings, products and publications.

- v. Acting as advocates for individuals with disabilities through the planning, evaluating and influencing activities of the CAC;
 - vi. Performing designated duties within the CAC; and
 - vii. Assuming personal responsibility for promoting the purposes of WIND/UCEDD in their individual communities.
- b. Representing the UCEDD at community events.

Article III: Membership

- A. The ten (10) voting members of the CAC will come from the following categories:
- Individuals with developmental disabilities and related disabilities
 - Family members of individuals with developmental disabilities
 - A representative of the Wyoming Governor’s Council on Developmental Disabilities
 - A representative of Protection and Advocacy System, Inc.
 - A representative of Wyoming’s statewide self-advocacy organization
 - Representatives of organizations engaged in the support of people with disabilities, relevant state agencies, and other community groups concerned with the welfare of people with developmental disabilities and their families.
- B. Seven of the ten committee members will be persons with developmental disabilities and family members of such individuals.
- C. Members of the CAC are appointed by the WIND UCEDD’s Executive Director after ratification by the voting membership of the CAC.
- D. The CAC Chairperson will be elected by the voting membership of the CAC and shall be a person with a developmental disability or family member of such individuals. The Chairperson will serve a two (2) year term that is renewable for an additional two (2) year term if approved by the voting membership of the CAC.
- E. Members’ length of service shall be set at three (3) years with the option of leaving at that time or continuing for another three (3) year cycle.
- F. The UCEDD will strive to have a CAC which reflects the disability, ethnic and geographic diversity of our state.

Article IV: Termination of Membership

- A. Any CAC member who misses three consecutive meetings without sufficient reason may be dismissed by a majority vote of CAC members.
- B. Dismissal for other cause may be declared by a majority of CAC members.

Article V: Officers

- A. The duties of the CAC Chairperson shall include, but not be limited to:
 - a. Preparing meeting agendas with the CAC Coordinator.
 - b. Conducting meetings in accordance with these bylaws.
 - c. Representing the UCEDD on the Association of University Centers on Disabilities (AUCD) Consumer Council (COCA).
 - d. Attending appropriate WIND/UCEDD meetings to represent CAC issues and concerns.
- B. The duties of the CAC Coordinator shall include, but not be limited to:
 - a. Preparing meeting agendas with the CAC Chairperson.
 - b. Preparing minutes of the meetings.
 - c. Distributing agendas and minutes and making them available in alternative formats as necessary.
 - d. Arranging for a meeting location and participating in meetings.
 - e. Serving as liaison between CAC and the UCEDD and therefore will not be a voting member of the CAC.
 - f. Serving as the UCEDD representative to AUCD in UCEDD consumer matters.

Article VI: Accessibility

- A. All materials pertinent to CAC business will be made available in alternative formats as necessary.
- B. Meetings will be held in locations which are accessible to CAC members.
- C. The UCEDD will provide personal facilitators for individual CAC members as necessary.

Article VII: Meetings

- A. The CAC shall meet at least two times per year and at other times as needed. Special meetings may be called at any time by the CAC Chairperson and/or the CAC Coordinator as long as all members are notified.
- B. Two face-to-face meetings will be scheduled each year in locations convenient to the CAC membership. Additional teleconference meetings will be scheduled as needed.

C. A quorum shall be defined as consisting of six (6) voting members of the CAC.

Article VIII: Agenda

- A. An agenda shall be prepared by the CAC Chairperson and the CAC Coordinator and will be distributed at least two (2) weeks prior to the regularly scheduled meeting.
- B. Agenda items and supporting documents may be submitted by any CAC member.
- C. Any CAC member may invite guests to the meetings with prior approval of the CAC Chairperson and/or CAC Coordinator. Guests may be permitted a specified time period to make a presentation to the CAC.

Article IX: Committees

- A. There will be no Standing Committees of the CAC. Ad hoc committees may be formed as needed for specific purposes.
- B. CAC members are encouraged to serve on other UCEDD Committees; for example, UCEDD project-specific advisory boards.

Article X: Parliamentary Authority

- A. Robert's Rules of Order shall apply to the conduct of all procedures requiring a vote of the members to resolve and will apply to all other appropriate matters not addressed herein.
- B. Guests shall not have voting privileges.

Article XI: Member Expenses

- A. Expenses incurred while attending CAC meetings and/or conducting required CAC business will be reimbursed by WIND/UCEDD (e.g., transportation, lodging, food, etc.) consistent with federal and University requirements.
- B. Expenses for services needed to attend and to participate in CAC activities will also be covered (e.g., attendant care, personal facilitators, child care, etc.) consistent with federal and university requirements.
- C. A stipend will be allowed if salary is lost through attending CAC consistent with federal and university requirements.

Article XII: Amendments

- A. Amendments to these bylaws shall require an affirmative vote of 2/3 of the sitting CAC members.