

**BYLAWS OF THE
WYOMING INSTITUTE FOR DISABILITIES (WIND)
ASSISTIVE TECHNOLOGY ADVISORY COUNCIL
Adopted: February 2, 2008
Revisions Passed by the Council: November 12, 2019**

ARTICLE I: NAME

The name of this body shall be the Wyoming Assistive Technology Advisory Council, hereinafter referred to as "the Council".

ARTICLE II: PURPOSE

Section 1. Authority

The legal authority for establishment and administration of the Council was established by the Assistive Technology Act of 1998, as amended in 2004.

Section 2. Purpose

The purpose of the Council shall be to provide consumer-responsive, consumer-driven advice to the state for, planning of, implementation of, and evaluation of the activities carried out through the grant including setting the measurable goals described in submitting a state plan application to the Administration of Community Living.

Section 3. Functions

The Council shall,

- 1) Advise the Wyoming Institute for Disabilities (WIND) faculty and staff on the assistive technology needs of individuals with disabilities and the professionals who provide them with services.
- 2) Assist the WIND faculty and staff in identifying and prioritizing strategies to make assistive technology more available to Wyoming citizens with disabilities, consistent with the requirements of the Assistive Technology Act of 1998, as amended.
- 3) Assist the WIND faculty and staff in designing meaningful outcomes for activities.
- 4) Serve on ad hoc workgroups to design and refine assistive technology programs services in Wyoming.

5) Identify and support collaborative initiatives whose goals and activities align with and help further the goals of the Wyoming Assistive Technology Resources (WATR) program.

ARTICLE III: MEMBERS

Section 1. Appointment

Members of the Council shall be appointed by the Executive Director of the Wyoming Institute for Disabilities (WIND).

Section 2. Qualifications

Individuals who are knowledgeable of assistive technology. A majority, not less than 51 percent, of the members of the Council, shall be individuals with disabilities who use assistive technology or the family members or guardians of the individuals. Members representing state units designated in the Assistive Technology Act of 1998 as amended in 2004: a state center for independent living, the state workforce investment board, the state education agency, or representatives of other state agencies, public agencies or private organizations shall not count toward the majority membership requirement of 51 percent.

Section 3. Composition and Terms

Terms by members shall be voted on during the annual spring Council meeting. Members are asked to nominate a Council member to fill a vacant officer position or find an appropriate replacement should a member need to resign from the Council. If a suitable replacement cannot be found for the resigning member, they can remain on the Council upon the annual approval of the Council members.

Composition: The Council shall be composed of:

- 1) Individuals with disabilities that use assistive technology or the family members or guardians of individuals with disabilities;
- 2) A representative of the designated State agency, as defined in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705) and the State agency for individuals who are blind (within the meaning of section 101 of that Act (29 U.S.C. 721)), if such agency is separate;
- 3) A representative of a State center for independent living described in part C of title VII of the Rehabilitation Act of 1973 (29 U.S.C. 796f et seq.);
- 4) A representative of the State workforce investment board established under section 111 of the Workforce Investment Act of 1998 (29 U.S.C. 2821);

5) A representative of the State educational agency, as defined in section 9101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801); and

6) Representatives of other State agencies, public agencies, or private organizations, as determined by the Executive Director of Wyoming Institute for Disabilities (WIND).

The advisory council shall be geographically representative of the State and reflect the diversity of the State with respect to race, ethnicity, and all types of disabilities across the age span, and users of types of services that an individual with a disability may receive.

Section 4. Attendance

Council members who are representatives of designated state agencies may designate persons other than themselves to attend meetings.

Section 5. Resignation

Any member desiring to resign from the Council shall submit her/his resignation to the Council Chairperson.

Section 6. Compensation & Expenses

The members of the Council shall receive no compensation for their services on the Council. The Council may use such resources to reimburse members of the Council for reasonable and necessary expenses of attending Council meetings and performing Council duties (including childcare and personal assistance services). Council members shall be reimbursed for University of Wyoming approved travel expenses. Reimbursement for expenses such as attendant services, interpreter services and drivers, necessary to allow participation by a Council member, shall be provided after prior notification to the Executive Director of Wyoming Institute for Disabilities (WIND).

ARTICLE IV: OFFICERS

Section 1. Positions

The officers of the Council shall include a Chairperson and a Vice-Chairperson. The Council may elect additional officers as are deemed necessary. The Chairperson and Vice-Chairperson shall be selected from among Council members. The Chairperson may receive funding from the WATR program to attend one assistive technology conference for the year in which the Chairperson serves the Council in this capacity.

Section 2. Duties

A. **Chairperson.** The Chairperson will preside over all Council meetings. The Chairperson, in cooperation with the WATR Project Coordinator, shall schedule all meetings of the Council and perform all such duties relative to the office. The Chairperson shall represent the Council in dealing with other organizations and at public meetings and conferences, or designate an alternate to do so.

B. **Vice-Chairperson.** The Vice-Chairperson shall act as ad hoc Chairperson in the absence of the presiding Chairperson. In the event of the resignation, incapacity or death of the presiding Chairperson, the Vice-Chairperson shall serve as Chairperson until the Council elects a new Chairperson. The Vice-Chairperson shall perform other duties as assigned by the presiding Chairperson, such as committee lead on ad hoc events as well as take meeting minutes and notes and submit them to the Chairperson and WATR Project Coordinator for review and approval, then distribute the notes to the Council members.

Section 3. Nomination

Nominations for all offices as well as vacant offices shall be made from the floor.

Section 4. Election

The Chairperson and Vice-Chairperson shall be elected by a majority vote of the full Council membership. The Vice-Chairperson or Member at Large may assume the Chairperson position upon the completion of his/her term(s).

Section 5. Eligibility to Hold Office

Officers deemed necessary shall be elected by a majority vote of the full Council membership.

Section 6. Terms

The term of office for the Chairperson and Vice-Chairperson shall be voted on annually at the spring Council meeting. Officers are eligible for serving an additional term as Chairperson and Vice-Chairperson.

ARTICLE V: MEETINGS

Section 1. Schedule

The Council shall meet as often as necessary, as determined by the WATR Project Coordinator or Chairperson.

Section 2. Quorum

A quorum for a Council meeting shall be over 50 percent (50%) of the appointed Council membership.

Section 3. Agenda and Supporting Materials

An agenda and supporting materials shall be distributed at each meeting. Requests for items to be included on the agenda shall be submitted to the WATR Project Coordinator and to the Chairperson prior to the meeting.

Section 4. Open Meetings Law

All meetings shall be open to the public in accordance with the State open meetings law, SDCL 1-25-1.

Section 5. Voting

Voting by proxy shall be permitted.

Section 6. Meeting Notes

Meeting notes will be available after they are reviewed and approved by the Council Chairperson.

ARTICLE VI: COMMITTEES

The Chairperson may appoint such standing or ad hoc committees as he/she deems necessary and shall determine the membership of those committees.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Council meetings shall be conducted with open discussion of agenda items. All voices will be heard. General recommendations will be given to the WATR Project Coordinator based on group consensus.

ARTICLE VIII: AMENDMENT OF BYLAWS

These Council bylaws may be amended at any meeting of the Council by a majority vote of the appointed Council membership in attendance provided the amendment has been distributed to all Council members prior to the meeting.

ARTICLE IX: CONFLICT OF INTEREST

If an issue comes before the Council, in which the member has a personal vested interest or a vested relationship with an agency, person, or grantee that will benefit from a decision related to that issue, it shall be the duty of the member to declare a conflict of interest prior to the discussion of the issue. The member shall be exempt from the right to vote on that issue. The member then will be free to participate in the discussion of the issue.

If a member disagrees with any decision made by the majority of the Council and wishes to act contrary to that decision, it shall be the duty of the member to inform others that the action is in opposition to the Council's wishes and on behalf of the individual member only.

ARTICLE X. DESIGNATED LEAD AGENCY

Consistent with this provision, the Assistive Technology Act has designated the Wyoming Institute for Disabilities to serve as the Lead Agency.

ARTICLE XI. BOARD STAFF/IMPLEMENTING AGENCY

Technical assistance, staff support, and financial assistance to operate the Council shall be provided to the Wyoming Assistive Technology Resources (WATR) as defined in the Assistive Technology Act as the implementing entity.

WATR faculty and staff members are not eligible to hold an office, serve as a Council member, or cast a vote. However, up to two WIND faculty or staff members can serve as a Council member and cast a vote, but will not be allowed to hold an office position.