

**BYLAWS OF THE  
WYOMING INSTITUTE FOR DISABILITIES (WIND)  
ASSISTIVE TECHNOLOGY ADVISORY COUNCIL**

**Adopted: February 2, 2008  
Reviewed and Revised: November 8, 2012**

**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 annual applications to the Secretary of Education.

**Section 3. Functions**

The Council shall,

- 1) Advise the Wyoming Insittute 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.

### **Section 2. Qualifications**

Person's 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 for 3 years. Members are eligible for a subsequent three year term. Members are asked to nominate an appropriate replacement should they need to resign from the Council. If a suitable replacement cannot be found for a member whose term and subsequent term have both expired and the member represents a specific agency or role, the member 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 Director of WATR.

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 may not 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 child care and personal assistance services). Council members shall be reimbursed for reasonable 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 Director of WATR.

### **ARTICLE IV: OFFICERS**

#### **Section 1. Positions**

The officers of the Council shall include a Chairperson, Vice-Chairperson, and Secretary. The Council may elect additional officers as are deemed necessary. The Chairperson, Vice-Chairperson, and Secretary 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 Director, 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-Chair shall act as Chairperson in the absence of the Chairperson. In the event of the resignation, incapacity or death of the Chairperson, the Vice-Chair shall serve as Chairperson until the Council elects a new Chairperson. The Vice-Chair shall perform other duties as assigned by the Chairperson.

C. **Secretary.** The Secretary shall take meeting notes, submit them to the Chairperson and Director of WATR for review and approval, then distribute the notes to the Council members.

### **Section 3. Nomination**

Nominations for all offices shall be made from the floor.

### **Section 4. Election**

The Chairperson, Vice-Chair and Secretary shall be elected by a majority vote of the full Council membership. The Vice-Chair, Secretary or Member at Large may assume the Chairperson's 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 offices for the Chairperson, Vice-Chair, and Secretary shall be for one year. Officers are eligible for serving a second term as Chairperson, Vice-Chair, and Secretary.

## **ARTICLE V: MEETINGS**

### **Section 1. Schedule**

The Council shall meet as often as necessary, as determined by the Director of WATR 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 Director 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 not be permitted.

### **Section 6. Meeting Notes**

Meeting notes will be available after 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 Director of WATR 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 as defined in the Assistive Technology Act as the implementing entity.