

**Wyoming Institute for Disabilities (WIND)  
Consumer Advisory Council (CAC)  
BYLAWS**

**Adopted March 6, 1996  
Revised April 8, 2003  
Revised December 19, 2012  
Revised June 15, 2015  
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**Article I: Name**

The name of this group shall be: “WIND University Center of Excellence in Developmental Disabilities (UCEDD) Consumer Advisory Council” (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 on WIND’s progress in meeting the projected goals contained in the five (5) year plan, in preparation for annual reports, or as needed by the Executive Director of WIND,
  - 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 at the state and federal level for individuals with disabilities through the planning, evaluating and influencing activities of the CAC;

- vi. performing designated duties within the CAC;
- vii. promoting the purposes of WIND/UCEDD in their individual communities; and
- viii. representing the UCEDD at community events.

### **Article III: Membership**

- A. Membership in the CAC shall consist of at least five (5) individuals from the categories listed in Article III, B, below. Additional members may be included, especially to ensure broad representation from individuals with developmental disabilities, and their family members.
- B. The 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.
- C. Other individuals or representatives may regularly join CAC meetings as recurring guests or as ex officio members. Ex officio members include the ED of WIND. Additional WIND staff may regularly join as guests, or support staff. Other guests may be invited to join on a temporary basis at the discretion of the Chair. In all cases, these individuals will be considered non-voting members and will not participate in votes.
- D. The majority of voting members shall be persons with developmental disabilities and/or family members of such individuals.
- E. Members of the CAC are appointed by the WIND Executive Director after approval by the voting membership of the CAC. Terms rotate in alignment with the fiscal year of the UCEDD.

- F. The CAC Chairperson will be elected by the voting membership of the CAC and must be a non-agency member. Other eligibility requirements and duties are outlined in Article V. If a Chair is elected midway into a term, the Chair's first term as Chairperson will end at the completion of the individual's existing term on the board. Therefore, the Chair's first term can vary in length from 1-3 years. The Chairperson may be elected for one (1) additional three (3) year term if approved by the voting membership of the CAC. Additional one-year extensions may be granted with a majority vote of the voting membership. Incoming Chairs will be elected a year before the end of the outgoing Chairperson's term to facilitate mentorship into the role. The first term of the Chairperson will end at the completion of the individual's existing term on the board.
- G. Non agency members term of service. The regular term of service for a non-agency member is three (3) years with the option for a second term as approved by the WIND Executive Director. Upon completion of two (2) terms, members are not eligible for reappointment for one (1) year unless there is a vacant position for over six (6) months with consideration of encompassing all areas throughout the state of Wyoming, and with approval from the membership. If no appointment has been made, the member serves until a new appointment is made.
- H. Agency members term of service. Representatives of state agencies are recommended to the WIND Executive Director by the head of their agency. Agency members will serve for an indeterminate period of time and at the discretion of the head of the agency or agency designee. The UCEDD will strive to have a CAC which reflects the disability, ethnic and geographic diversity of our state.
- I. Filling vacancies and new membership. In preparation for replacing members rotating off of the CAC, the Executive Director will work with the CAC on recruitment efforts. Anyone on CAC can nominate new members, and potential members can also self-nominate on the CAC website. The composition of the CAC will follow the categories in Article III Section B, with a goal of having membership from all four quadrants of the state of Wyoming. If vacancies occur prior to the completion of a term (AKA: "off-cycle"), new members may be considered to fill that vacancy. Vacancies do not need to be filled as long as the minimum membership of the CAC is maintained and all membership requirements are met. If a new member is being considered to fill a mid-term vacancy, that individual may attend meetings as a guest, with the approval of the CAC Chair and the Executive Director, until officially voted onto the CAC. Vacancies should be filled by the following fiscal cycle or the CAC may consider eliminating that position, provided all representation requirements are met.

#### **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.
- C. The resignation of any member shall be submitted to the WIND Executive Director and CAC Chairperson in writing, preferably at least two weeks prior to the effective date.

#### **Article V: Officers & Coordinator**

**After serving for a full year, CAC members from the non-agency membership are eligible to serve as officers, if elected by voting members.**

- A. The duties of the CAC Chairperson shall include, but not be limited to:
  - a. Preparing meeting agendas with the UCEDD Director
  - b. Conducting meetings in accordance with these bylaws.
  - c. Representing the UCEDD on the Association of University Centers on Disabilities (AUCD) Council on Leadership in Advocacy (COLA).
  - d. Attending appropriate WIND/UCEDD meetings to represent CAC issues and concerns.
  - e. Working with UCEDD Director to prepare the CAC annual report of activities.
  - f. Working with the UCEDD Director to champion WIND, its mission and wellbeing, locally, regionally and nationally.
- B. The duties of the CAC Secretary shall include, but not be limited to:
  - a. Finalizing meeting agenda for dissemination in consultation with the Chairperson.
  - b. Taking notes and preparing minutes of all CAC meetings.
  - c. Sharing minutes, agendas, and other relevant records with CAC Coordinator and UCEDD Director for dissemination and archiving.
  - d. Coordinating CAC elections and keeping accurate term records.
  - e. Taking attendance at all meetings and working with CAC Coordinator on record keeping.
- C. The CAC Coordinator serves as liaison between CAC and the UCEDD and is therefore not a voting member of the CAC. Duties of the CAC Coordinator shall include, but not be limited to:
  - a. Distributing agendas and minutes to the CAC and making them available in alternative formats as necessary.
  - b. Arranging virtual meetings, locations for in-person meetings, and working with CAC Chairperson and UCEDD Director to provide other logistical support needed for CAC meetings.

- c. Assisting with term rotations, recruitment, and onboarding new members by providing orientation materials.
- d. Acting as primary contact for logistical support for CAC members.
- e. Ensuring meetings are recorded for record-keeping purposes.

**Article VI: Accessibility**

- A. All materials pertinent to CAC business will be made available in alternative formats as necessary to ensure that members can fully participate, and as resources allow.
- 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 reasonable and necessary, and at the discretion of the ED of WIND.

**Article VII: Meetings**

- A. The CAC shall meet in person at least two times per year. Two additional virtual meetings are routinely held as well with ad hoc meetings held to address specific emergent issues. Therefore, there will usually be quarterly meetings with two in-person and two virtual. Ad hoc meetings may be called at any time by the CAC Chairperson and/or the UCEDD Executive Director as long as all members are notified.
- B. A quorum shall be defined as half plus one (1) of the voting members of the CAC. A quorum must be present to conduct official business of the CAC.

**Article VIII: Agenda**

- A. An agenda shall be according to the duties described in Article V. It will be distributed at least two (2) weeks prior to the regularly scheduled meeting, with accessible materials as appropriate.
- B. Agenda items and supporting documents may be submitted by any CAC member to the Chair for inclusion in the agenda. All items must be submitted at least three weeks prior to the meeting date.
- C. Meetings are typically closed to the public unless there are specific agenda items that necessitate a guest. Agenda items that require a non-member guest must conform to the agenda item development and approval process.

**Article IX: Committees**

- A. Standing Committee: there will be one standing committee of the CAC, called the Former CAC Member Advisory Committee.
  - a. This will be a voluntary, non-voting group of former CAC members who want to provide institutional knowledge and guidance, as needed, on issues such as strategic initiatives, recruitment, and historical policies. Members of this group may provide mentorship to current CAC leadership or new members.

- b. The Former CAC Member Advisory Committee shall meet as needed. There are no attendance requirements for this committee. The Former CAC Member Advisory Committee shall report its activities and recommendations to the WIND Executive Director and CAC Chairperson, and members of this committee may be invited to attend general CAC meetings as advisory guests.
- c. The Former CAC Member Advisory Committee may be dissolved by a quorum of CAC Members at any time.

B. Ad hoc committees may be formed as needed for specific purposes, with approval of the CAC through a formal vote. In such cases, the scope of work will be carefully defined, including a defined committee charge, expected outcomes, reporting expectations and timeframe. In all instances, the committee will be dissolved once the work is completed.

B. CAC members are encouraged to serve on other UCEDD Committees as appropriate; 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, local and university policy.

B. Reasonable expenses for accommodations to facilitate member participation in CAC activities will be at the discretion of the WIND ED and consistent with federal, local and university policy.

C. A stipend will be offered for participation in semi-annual meetings, and ad hoc full board meetings.

**Article XII: Amendments**

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