

**People with Disabilities Advisory Committee
BYLAWS**

August 8, 2005

SECTION I

Name:

DHS People with Disabilities Advisory Committee (PDAC)

SECTION II

Mission:

To critically review and promote programs and policies within DHS by advocating, protecting, and developing services that are essential for enhancing choice, dignity, and independence for people with physical disabilities.

Purposes:

To accomplish this mission the Committee will undertake the following activities on behalf of people with physical disabilities:

- 1) To review and advise DHS on programs and services;
- 2) To identify unmet needs and develop strategies for addressing those unmet needs;
- 3) To review proposed administrative rules, programs, policies, and other critical components and submit written recommendations to DHS;

- 4) To work with others improving DHS services and programs;
- 5) To advise DHS during budget development and the approval process;
- 6) To serve as the lead in developing strategies to promote choice, dignity, and independence.

Policy for the Operation of the Committee:

Policies consistent with the official purpose of the PDAC may be adopted by the Committee, and reviewed and changed as needed by the Committee.

SECTION III

Membership

A. Committee Members

1. The Committee will consist of not less than 6 and no more than 15 members, and will include as voting members only those persons appointed by the Director of the Department of Human Services or designee.
2. A majority of members shall be persons with a physical disability.
3. At least one-third of the members shall be receiving DHS services.

B. Terms of Membership

1. The originating members' terms will expire either June 30, 2007 or June 30, 2008. Beginning July 1, 2007, all committee members will be appointed to serve terms of two years.
2. The Committee will have rotating membership, with seven members' terms expiring in odd-numbered years, and eight members' terms expiring in even-numbered years.
3. Members may be eligible for reappointment through recommendations from the nominating committee to the Director of the Department of Human Services or designee.

C. Vacancies

1. Members wishing to resign from the Committee will notify, in writing, a person delegated by the Director of the Department of Human Services or designee and the Committee Chairperson.
2. Any member who fails to attend two consecutive meetings without notifying the Chair or staff will be subject to potential removal from the Committee, unless the absence is caused by an acceptable reason that, in the judgment of the Executive Committee, constitutes a valid excuse. A member who misses two consecutive meetings, unexcused by the Executive Committee, will receive a letter from the Chair explaining the Committee's attendance policy and inviting an explanation for the absences in order to avoid forfeiture of membership. If an absence is not considered an excused absence, the

Executive Committee may recommend to the Director of the Department of Human Services or designee that the member be removed.

3. Failure to attend three consecutive meetings for any reason may result in a recommendation to the Director of the Department of Human Services or designee for removal of said Committee member.
4. Termination of membership at the completion of a member's term will be automatic and will not require formal written resignation. Membership continues until the Director of the Department of Human Services or designee has named a replacement.
5. In case of a vacancy on the Committee, the Director of the Department of Human Services or designee will, as soon as possible, appoint a successor for the remainder of the unexpired term.
6. In case of a vacancy of an elected office of the Committee, an election will be held at the next regular meeting.
7. Leave of absences for up to six months will be accommodated, when approved by the Executive Committee.

Meetings

- A. The Committee will meet up to 12 times a year, half the meetings by phone and half the meetings in person.
- B. Majority vote of the members shall determine the meeting dates and places.

Procedures

- A. The Committee year begins on July 1 of each year. A planning meeting will be held in June of each year.
- B. Robert's Rules of Order will govern procedures in the conduct of the meetings of the Committee.
- C. A simple majority of the membership will constitute a quorum.
- D. The Committee will take action by vote only.
- E. Written minutes are required, reflecting all members present, all motions (person making motion and person who seconded it), proposals, resolutions and measures proposed and the result of all votes and the substance of any discussion matter.

Adoption of the agenda will take place at the start of each meeting.

SECTION IV

Officers

The Officers of the Committee will consist of a Chairperson and a Vice-Chairperson.

The Chairperson shall preside at all meetings of the Committee, direct staff in the preparation of agendas, and appoint ad hoc committees as needed.

Terms

Officers' terms will begin October 1 and will last for one year, ending September 30.

Issue Workgroups

1. The Chairperson may establish **Ad Hoc Committees** for particular purposes with stated objectives and limited duration. Members will be appointed by the Chairperson.
2. There shall be an **Executive Committee**. Prior to March 1, 2006, the Executive Committee shall consist of the original six members of the PDAC appointed by the Director of the Department of Human Services. After March 1, 2006, the Committee shall consist of the Chairperson and Vice-Chairperson and four members of the PDAC elected by the Committee. The Chairperson, Vice-Chairperson and four at large members will be elected for one-year terms. The Executive Committee is encouraged to be reflective of the geographical diversity of the state.
3. The Executive Committee assists in planning and organizing meetings of the Committee. It also has the authority to make decisions for the Committee when urgent matters require time-sensitive action. In such case, the decision of the Executive Committee is subject to vote by the Full Committee at the next regular meeting.

SECTION V

Adoption and Amendment of Committee Bylaws

Bylaws may be amended through the following procedure:

Proposed amendments shall be submitted in writing to the Chairperson at a regularly scheduled meeting of the Committee. The proposed amendment(s) and the rationale for changes shall be distributed to each member with the agenda at least one week prior to the meeting. A two-thirds majority vote of those Committee members present is required for adoption.

The Chairperson of the Committee will appoint an ad hoc Bylaws Review Committee at the beginning of every other year for purposes of reviewing and revising the Bylaws and with recommendation to the full Committee.

SECTION VI

Conflict of Interest

1. “Actual Conflict of Interest” means any action, decision or recommendation by a person acting in a capacity as a member of the People with Disabilities Advisory Committee, the effect of which would be to the private financial benefit or detriment of the member or the member’s relative or any business with which the member or a relative of the member is associated. However, if all those included in the same class as the member would be affected to the same degree, the situation is not considered a conflict of interest under ORS 244.

2. “Potential Conflict of Interest” means any action, decision or recommendation by a person acting in a capacity as a member of the People with Disabilities Advisory Committee, the effect of which could be to the private financial benefit or detriment of the member or the member’s relative or any business with which the member or relative of the member is associated. However, if all those included in the same class as the member would be affected to the same degree, the situation is not considered a conflict of interest under ORS 244.
3. “Business with which the member is associated” means any business of which the member of the Committee or the member’s relative is a director, officer, owner, or employee, or any corporation in which the member of the Committee or the member’s relative owns or has owned stock worth \$1,000 or more at any point in the preceding calendar year.
4. “Relative” means the spouse, the children, the spouse’s children, brothers, sisters, or parents of the member of the Committee.

Adopted Date: August 9, 2005

Revised Date: December 30, 2005