

NDCPD Consumer Advisory Council

BYLAWS

Adopted April 25, 1998

Updated July 1, 2001

Article I

The name of the assembled will be North Dakota Center for Persons with Disabilities Consumer Advisory Council and is in accordance with PL. 104 - 183.

Article II

PURPOSE:

The Vision of the NDCPD: We believe that people with disabilities have the same rights as all citizens. We believe that people with disabilities who receive publicly funded services have the right to expect that those services appropriately promote their independence, productivity, integration and inclusion. Furthermore, we believe that the public expects that these services will be provided in an effective manner.

The Mission of the NDCPD: It is NDCPD's mission to provide leadership and innovation that advance the state-of-the-art and to empower people with disabilities to challenge expectations, achieve personal goals and be included in all aspects of community life.

The Core Areas of the NDCPD:

Preservice Personnel Preparation

Community Training

Community Supports

Community Services

Dissemination and Research

The CAC is a forum for consumers, consumer representatives and provider representatives to articulate their interests, views and priorities as they relate to the mission of the NDCPD. The NDCPD recognizes and values consumer feedback and guidance regarding training, research, technical assistance, dissemination and outreach services.

The NDCPD Consumer Advisory Council is the primary advising and guiding body of the NDCPD. The purpose of the CAC is to provide ongoing advice and assistance to the Director which will ensure that the NDCPD continues to grow, develop and undertake initiatives which contribute to the realization of its mission.

The CAC may engage in any activities it deems desirable to provide that guidance and

feedback including, but not limited to:

1. Assisting the NDCPD in program development by:
 - a.. Annually reviewing and revising as necessary the NDCPD Mission Statement and assuring that NDCPD is in substantial compliance with that Statement;
 - b. Helping define and prioritize NDCPD program activities;
 - c. Acting as advocate for individuals with disabilities through planning, evaluating and influencing activities of the NDCPD.
 - d. Performing designated duties within NDCPD as requested by the CAC Chairperson;
 - e. Assuming personal responsibility for promoting the purposes of NDCPD/CAC in their individual communities.
2. Representing the NDCPD at community events.

FUNCTION

The Consumer Advisory Council:

1. Guides the development and evolution of the NDCPD's mission.
2. Establishes and revises the CAC's Focus Areas.
3. Participates in the development of the NDCPD's five year plan.
4. Reviews and contributes to the NDCPD's progress towards implementation of the five year plan on an annual basis.
5. Assists in the development of the NDCPD's policies regarding access to, and consumer involvement in, all NDCPD activities.
6. Develops an overall understanding of the NDCPD, its Core Functions and its Projects.
7. Advocates for, and on behalf of, the NDCPD and its work.
8. Advises and informs the NDCPD regarding other relevant organizations, programs networks or activities which may provide opportunities for NDCPD collaboration.
9. Provides input and assistance in developing proposals for specific initiatives.
10. Formal evaluation and validation of NDCPD's set.

Article III

MEMBERSHIP

Section 1:

The membership of the NDCPD Consumer Advisory Council will reflect the racial and ethnic diversity of the state. The membership will consist of fifteen people of which eleven will be consumers or family members of consumers. The remaining four members will represent the public and private sector by virtue of their positions, interest, training, and will contribute to the integration of individuals with disabilities into the community and work toward the quality of services provided in the field of disabilities. With the exception of charter members, employees of NDCPD or its various projects ARE NOT eligible for council positions. The executive director of NDCPD serves as an ex-officio member of the CAC.

Section 2: Tenure

Members are appointed to two year terms, beginning with the academic year. Members may be appointed to no more than two consecutive terms. The executive director of the NDCPD serves as an ex-officio member of the CAC (4/25/98).

Article IV

OFFICERS

The NDCPD Consumer Advisory Council as a whole will elect a consumer or a family member of a consumer to serve as Chairperson. The Chairperson will preside over the meeting and general governance over the Council. The Chairperson will also serve as Chairperson of the Membership Committee and will serve in this position for a two year term.

The Chair shall be the chief executive officer of the CAC. S/he shall preside at all meetings of the CAC. The Chair shall appoint the members of all committees of the CAC. S/he shall sign all documents requiring the Chair's signature and shall perform all other duties incidental of the office. A vacancy of the Chair occurring due to illness, death, or other incapacity to comply with assumed duties shall be filled by the Vice Chair. The duties of the CAC Chair shall include, but are not limited to:

1. Preparing meeting agendas with the consumer liaison;
2. Conducting meetings in accordance with established bylaws;
3. Representing the UAP on the AAUAP Consumer Council; and
4. Attending appropriate NDCPD CAC meetings to represent CAC issues and concerns.
5. Work with NDCPD staff as necessary.

The Vice Chair shall assist the Chair as needed and shall, in the absence of the Chair, assume necessary responsibilities. A vacancy of the Vice Chair shall be filled through an election for a new full two year term.

The Chair and Vice Chair shall be nominated from the CAC membership by an ad hoc Nominating Committee and shall serve for a two year term. Elections should take place at the Annual Meeting.

Article V

OPERATION OF ADVISORY COUNCIL

Section 1: Meetings

The NDCPD Consumer Advisory Council will meet two times per year. Other meetings will be held during each remaining quarter of the year, using telephone conference calls or via

computer technology. Additional Council meetings may be held as determined to be necessary by the Council Chair and the NDCPD Executive Director.

Ad hoc committees of the CAC will meet as necessary. Alternatives to separate subcommittee meetings are to be encouraged (i.e. conference calls, e-mail, “piggy-backing” with regular meetings, etc.). Members may be reimbursed for expenses associated with attending meetings.

Minutes of each meeting will be distributed to the membership of the Committee and to all NDCPD staff within four weeks of each meeting.

All Consumer Advisory Council meetings will be held in accessible locations, and all necessary supports and accommodations will be provided to ensure full consumer participation.

Section 2: Member Remuneration

Mileage reimbursement will be made at the University rate and meals will be provided during regularly scheduled meetings. Expenses for services needed to attend and to participate in CAC activities will also be covered (e.g. attendant care, personal facilitators, etc.).

Individual consumer and family members may also be reimbursed for child care costs, lost wages and/or personal assistant supports services up to a maximum of \$50 per meeting. An additional \$100 stipend will be paid to members for every regular scheduled meeting (12/5/98).

Section 3: Member Participation

Members are encouraged to participate in council and committee meetings whenever possible. If scheduling conflicts arise, individual members can have another CAC member to serve as proxy in their stead. It is the responsibility of the individual members to send a letter to the chair or the NDCPD executive director naming their proxy when necessary (4-25-98).

Article VI

MEMBERSHIP COMMITTEE

_____ The Membership Committee will meet on an annual basis prior to the spring meeting to review Committee membership and make recommendations regarding composition and membership of the Committee to the NDCPD Executive Director. The Membership Committee will consist of the Committee Chair and two other Committee members - a consumer and/or family member of a consumer and one other Committee member. The members, except for the Chairperson, will be elected to the Membership Committee by the NDCPD Consumer Advisory Council as a whole. Chairperson and members of the Membership Committee will serve a term of two years that may be extended along with their term on the NDCPD Consumer Advisory Council if their term expires during their Membership Committee tenure.

Article VII

AMENDING BYLAWS

_____ Bylaws may be amended by fifty-one (51%) majority vote of the membership. Proposed changes to the Bylaws must be submitted in writing to the membership at least thirty days prior to the vote. The vote must occur at a regularly scheduled meeting of the Council or, if approved by the Council, through a mail or conference call vote.

Article VIII

PARLIAMENTARY AUTHORITY

A quorum of the NDCPD Consumer Advisory Council is necessary to conduct business. A quorum is defined as fifty-one (51%) or more of the membership.

Matters for consideration by the NDCPD Consumer Advisory Council may be introduced by any member of the Committee, by the Chairperson, by the NDCPD Executive Director or by a member of the NDCPD staff. Motions will require seconds. Questions put to vote will be decided by a majority of members present. Under special circumstances, the Council Chairperson and the NDCPD Executive Director may authorize a special vote by absentee proxy, mail, or conference call.

Rules of parliamentary procedures not previously discussed in this article will be governed by Robert's Rules of Order.

Article IX

DISSOLUTION

The number and makeup of the NDCPD Consumer Advisory Council membership may be changed at the discretion of the NDCPD Executive Director in accordance with PL. 104-183. The Membership Committee must be advised of the dissolution of the Committee in writing at least thirty days prior to a final Committee meeting.