***PLEASE NOTE:***

* **Reasons for recommended changes appear in blue like this.**
* **Recommended new wording is printed in red like this.**
* **Recommended deletions are ~~crossed out like this~~.**
* **Recommended plain language changes are in green.**

**Two issues addressed in adapting text to plain language:**

1. **Use short sentences. One idea per sentence. Most of the recommended text has 3 or more ideas per sentence.**
2. **Focus on need to know information, not nice to know. The recommended plain language text does not include all ideas mentioned in the original text. It focuses on need to know information. CDCI staff need to review the suggested plain language and identify need to know information that may have been left out.**

**The University of Vermont**

**Center on Disability and Community Inclusion ~~(CDCI)~~**

**~~The~~ Vermont’s University Center ~~on~~ for Excellence**

**in Developmental Disabilities**

**Community Advisory Council ~~(CAC)~~**

**BYLAWS**

Revised October 2012

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Plain Language Changes August 2019

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# Article I: Name

***Reason:* Recommended changes are to fix typos and to be clearer.**

|  |  |
| --- | --- |
| The name of the group is the University of Vermont Center on Disability and **Community** Inclusion (CDCI) Community Advisory Council, hereafter referred to as the Community Advisory Council (CAC).  Above 20 grade level | The Center on Disability and Community Inclusion is at the University of Vermont. It is also called CDCI or the Center. The center has a Council. It is the Community Advisory Council. It is also called the Council or the CAC.  7.8 grade level |

# Article II: CDCI ~~MISSION~~

***Reason:* Recommended changes are to show Article II is about CDCI and not CAC. It was also an opportunity to give more information about CDCI and update to the current mission statement.**

## Section 1: CDCI

|  |  |
| --- | --- |
| The University of Vermont’s Center on Disability and Community Inclusion is Vermont’s University Center for Excellence in Developmental Disabilities Education, Research, and Service (UCEDD). CDCI is part of a national network of 67 UCEDDs sponsored by the Administration on Intellectual and Developmental Disabilities, U.S. Department of Health and Human Services, and authorized through the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act 2000).  Above 20 grade level | The DD Act is a federal law. It tells people with developmental disabilities that they have rights. They have the right to:   * make choices that are important to them * and have the same chances to live, learn, work and love as people without disabilities.   The DD Act gives money to the University of Vermont to work on these issues. They run the Center on Disability and Community Inclusion. The Center does:   * research (this means they find ways for people with disabilities to live a real life) * training on how to support someone with a disability * and show others how to include people with disabilities in all parts of everyday life.   6.8 grade level |

## Section 2: CDCI’S Vision

|  |  |  |
| --- | --- | --- |
| CDCI envisions a future where all people, including people who experience developmental and other disabilities, are fully included in their homes, schools, and communities. We envision a future where people with disabilities help design and have access to culturally competent community supports and services leading to self-determination, independence, productivity, and inclusion in all parts of community life.  Above 20 grade level | The Center believes in a future where all people are fully included in their:   * homes * jobs * schools * and communities.   People who experience developmental and other disabilities are respected and valued members of our world. They will help design supports and services that work for them. We will not leave anyone out because of:   * their disability * their race * their culture * who they are attracted to or love * their gender identity (this means how they see themselves male, female, a blend of both or neither * what language they speak.   Everyone has the right to self-determination. It is making choices based on your interests. You decide what you want. It is also about the chances a person is given.  6.8 grade level |  |

## SECTION 3: CDCI’S MISSION

|  |  |
| --- | --- |
| To provide collaborative education, support, research, and information sharing that ensures Vermonters with disabilities and their families can live their lives as they choose.  16.9 grade level | To provide  - education  - support  - research  - and information sharing  that makes sure Vermonters with disabilities and their families can live the lives they choose.  6.9 grade level |

|  |  |
| --- | --- |
| We work on this mission through commitments to:   * Partner with and support people with developmental disabilities, their families, service agencies, and communities. * Promote valued life outcomes for people with disabilities of all ages including:   + personal choice and control,   + meaningful relationships,   + meaningful activities,   + living in a home and community,   + safety and health,   + equity and human rights, and   + full inclusion in society. * Promote culturally and linguistically competent attitudes, practices, and systems. * Serve as a bridge between our community partners and university programs to promote valuable connections. * Integrate our work with the academic missions of our college and university.   11.3 | We partner with and support:   * people with developmental disabilities, * their families, * service agencies, * and communities.   We promote:   * personal choice and control, * meaningful relationships, * meaningful activities, * living in a home and community, * safety and health, * equity and human rights, and * full inclusion in society.   We respect people from different cultures. We meet the needs of people who speak languages other than English.  We connect our community partners and university programs.  8.0 grade level |

~~The Center on Disability and Community Inclusion, in collaboration and coordination with individuals with developmental disabilities, their families and communities, will promote opportunities for valued life outcomes for individuals with disabilities of all ages in all facets of community life. Valued life outcomes are: meaningful relationships, personal choice and control, meaningful activities, safety and health, and living in a home and community. CDCI used the federal definitions of developmental disabilities,~~

~~Achieving Our Mission~~

~~We strive to achieve our mission by providing:~~

* ~~Interdisciplinary personnel preparation~~
* ~~Community and outreach services~~
* ~~Research and evaluation~~
* ~~Dissemination and product development~~

# ARTICLE III: PURPOSE

***Reason:* Recommended changes show that CAC is required by DD Act 2000 and has specific required duties.**

|  |  |
| --- | --- |
| The Community Advisory Council is the officially designated “consumer advisory committee” established in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act 2000).  Above 20 grade level | The Council is required by law. It is included in the DD Act 2000. In the law the Council is called “consumer advisory committee.”  5.4 grade level |

|  |  |  |
| --- | --- | --- |
| The purpose of the Community Advisory Council is to review, advise and make recommendations that will assist CDCI to maintain and develop initiatives that reflect the CDCI mission and spirit. In the DD Act 2000 it is required that the Consumer Advisory Council will:   1. Consult with the Director of the CDCI regarding the development of the 5-year plan; 2. Participate in an annual review of, and com­ment on, the progress of the CDCI in meeting the projected goals contained in the plan; and 3. Make recommendations to the Director of the Center regarding any proposed revisions of the plan that might be necessary.   The Community Advisory Council provides a forum for individuals with disabilities, their families and provider representatives to voice interests, views, and issues related to disability laws and reforms to the CDCI. The CDCI faculty and staff value~~s~~ consumer input, guidance and feedback regarding training, research, technical assistance and direct services.   * 1. grade level | The Council makes recommendations that assist the Center follow their mission. In the DD Act 2000 it is required that the Council will:  a). Consult with the Director of the Center on making a 5-year plan;  b). Determine is the Center is meeting its goals. Comment on this once a year.  c). Suggest how to make the plan better.  The Council is a way for people with disabilities, their families and providers to voice their:   * interests, * views, * issues about disability laws * and ways to change the Center.   The Center value~~s~~ consumer guidance about training, research, technical assistance and direct services.  5.4 grade level |  |

# ARTICLE IV: MEMBERSHIP

## Section 1: members

***Reason:* Requirements from DD Act and from AIDD about membership have been added.**

~~Fifty one percent or more~~ The DD Act requires that a majority (more than 50%) of ~~the members of the~~ Community Advisory Council members ~~will consist of~~ must be individuals with developmental or related disabilities or family members of individuals with developmental disabilities, as defined by the federal Developmental Disabilities Act (2000). Members who are individuals with disabilities or family members cannot also represent disability-related organizations on the Community Advisory Council. For example, self-advocates who are part of Green Mountain Self Advocates must choose whether they are representing Green Mountain Self Advocates or people with developmental disabilities on the Community Advisory Council.

Additionally, ~~members~~ ~~will~~ there must be at least one (1) representative ~~of~~ from:

1. ~~representative of~~ The Vermont Protection and Advocacy system;
2. ~~representative of~~ The Vermont Developmental Disabilities Council; and
3. ~~representative of~~ A self-advocacy organization.

|  |  |  |
| --- | --- | --- |
| The DD Act requires that a majority (more than 50%) of Community Advisory Council members must be individuals with developmental or related disabilities or family members of individuals with developmental disabilities, as defined by the federal Developmental Disabilities Act (2000). Members who are individuals with disabilities or family members cannot also represent disability-related organizations on the Community Advisory Council. For example, self-advocates who are part of Green Mountain Self Advocates must choose whether they are representing Green Mountain Self Advocates or people with developmental disabilities on the Community Advisory Council.  Additionally, there must be at least one (1) representative from:   1. The Vermont Protection and Advocacy system; 2. The Vermont Developmental Disabilities Council; and 3. A self-advocacy organization.   12.5 grade level | At least half of the Council must be people with developmental disabilities or family members. The DD Act says what it means to have developmental disabilities. Members with disabilities or family members cannot also represent a disability group. For example, self-advocates from Green Mountain Self Advocates must choose to represent Green Mountain Self Advocates or people with developmental disabilities on the Council.  There must be at least one person from:   1. The Vermont Protection and Advocacy system; 2. The Vermont Developmental Disabilities Council; and 3. A self-advocacy group.   Under 6 grade level. |  |

***Reason:* The new language below clarifies that the DD Act says representatives from other agencies and groups should be members, and names three Vermont groups that are specifically in DD Act as recommendations. Also moved language on participation in meetings to Article**

|  |  |
| --- | --- |
| Members should also include representatives from relevant Vermont agencies and other community groups who support individuals with developmental disabilities and their families. These may include representatives from:   1. The Vermont Family Network; 2. The Vermont Assistive Technology Project; 3. The Developmental Disabilities Services Division of the Vermont Department of Aging and Independent Living; or 4. Other groups concerned with the welfare of people with developmental disabilities.   Membership shall not exceed 20 members. Minimally, the membership will represent the racial and ethnic diversity ~~demographic composition~~ of the state of Vermont as required by the DD Act 2000. At least 25% of members should represent diverse groups (i.e., race, ethnicity, sexual orientation, gender identity, national origin, and socioeconomic status).  13.2 grade level | Members should include someone from:  a) The Vermont Family Network;  b) The Vermont Assistive Technology Project;  c) The Vermont Developmental Disabilities Services Division  d) Other groups concerned about people with developmental disabilities.  Membership shall not exceed 20 members. The diversity of the people who live in Vermont should equal the diversity of people on the Council.  At least 25% of members should represent diverse groups:   * Race * sexual orientation * gender * national origin, and * income.   7.2 grade level |

## Section 2: Selection of Membership

|  |  |
| --- | --- |
| The Membership Committee (see Article IX) of the Community Advisory Council will solicit applicants for vacant positions and bring to larger Community Advisory Council and CDCI Director (Not sure if Mary Alice wanted this out??) for a vote.  19 grade level | The Membership Committee of the Council will find people to apply to be on the Council. They will give the applications to the Council to vote on.  6.7 grade level |

## Section 3: Terms of Membership

***Reason:* Changes were to fit the realities of what we have experienced with membership this year.**

|  |  |
| --- | --- |
| Membership terms are for three (3) years. Terms will be staggered so that one-third (33%) of the membership will be selected each year. However, additional members can begin terms if they are needed to meet the requirements of the DD Act of 2000 and AIDD.  Membership on the CAC is limited to two (2) consecutive three-year terms with the following exceptions:   1. Representatives from Vermont Protection and Advocacy system and the Vermont Developmental Disabilities Council (both authorized under the DD Act of 2000) are exempt from term limits; 2. When a member is fulfilling an incomplete term of another, that service is not considered part of their term limit; and 3. Executive Committee may waive a term limit if they deems it in the interests of the Community Advisory Council and CDCI.   During the final month of their first term, the member will indicate their interest in continuing for a 2nd term to the Nominating Committee. The Nominating Committee will consider their interest and bring a recommendation to the Advisory Council for a vote. No member may vote on their own recommendation for membership. | One term as a member is 3 years. Set a schedule so people join and leave the Council every year. Try not to have everyone leave at the same time. It is best to have less than 5 new people each year. However, more can be added if needed to follow the rules in the DD Act.  Members can do 2 terms in a row.  At the end of 3 years a member tells the Membership Committee if they want to apply for 3 more years. The Committee gives the applications to the Council to vote on. No member may vote on their own recommendation for membership.  There is one more important rule about picking members. Members can be on the Council for more than 6 years if:   1. They are from the Vermont Protection and Advocacy system 2. They are from the Vermont Developmental Disabilities Council 3. The Center director decides to allow a person to serve more than 6 years. |

~~Membership terms are for three (3) years for a maximum of 2 consecutive terms with the exception of the agency and state representatives. Terms of service shall be initially staggered as follows:~~

~~1/3 members for an initial one-year~~

~~1/3 members for an initial two years~~

~~1/3 members for an initial three years~~

## SECTION 4: REPRESENTING CDCI ON NATIONAL COUNCIL

***Reason:* This new section was added to emphasize a member of the CAC should represent CDCI on this national council.**

|  |  |
| --- | --- |
| CDCI is part of the Association of University Centers on Disabilities (AUCD). AUCD has a Council on Leadership in Advocacy (COLA) made up of people with disabilities and family members from each center and program. CDCI designates a representative from the Community Advisory Council who will cast one vote when a matter before COLA requires such action. | The Center is part of the Association of University Centers on Disabilities (AUCD). AUCD has a Council made up of people with disabilities and family members. They are from each state. This national council It is called the Leadership in Advocacy. The Center picks one person to be on the national Council. They get one vote. |

## Section 5: ~~Membership Participation &~~ Termination

***Reason:* Language about participation during meetings was moved to Article VI.**

|  |  |
| --- | --- |
| Participation on the Community Advisory Council is voluntary, so members may choose to leave. Missing two regular meetings without prior notice, within twelve months, is reason for cessation of membership. | Participation on the Council is voluntary. Members may choose to leave. If a member cannot attend a meeting they must let the Center know ahead of time. If a member misses two regular meetings in a year without telling the Center they will no longer be a member. |

# Article V: Officers

***Reason:* Changes made to match membership language and provide flexibility with when terms begin.**

|  |  |
| --- | --- |
| Officers will consist of two Co-Chairs, one a person with a developmental or related disability and one a family member of a person with a developmental disability. Officers will serve two-year terms but can be re-elected. If possible, one Co-Chair's term will begin on an even year and the other will begin on an odd year so that the Co-Chair terms are staggered. ~~One~~ Co-Chairs will be nominated and elected by the Community Advisory Council ~~CAC~~ ~~each year at the Annual Meeting or~~ when a Co-Chair is needed. | Officers will be two Co-Chairs. One officer must be a person with a developmental or related disability and one officer must be a family member of a person with a developmental disability. Officers will serve two-year terms. They can be re-elected. If possible, one Co-Chair's term will begin on an even year and the other will begin on an odd year. Co-Chairs will be nominated and elected by the Council when a Co-Chair is needed. |

|  |  |
| --- | --- |
| Duties of Co-Chairs:  1. Discuss and prepare meeting agenda with the Director of CDCI or designated staff at least one month prior to meeting date; 2. Appoint subcommittees and ad hoc committee members as needed; 3. Preside over all meetings; and 4. Communicate with the CDCI Director and other relevant staff on a regular basis. | The duties of the Co-Chairs are to:  1. Discuss and prepare meeting agenda with the Director of CDCI or designated staff at least one month prior to meeting date; 2. Appoint members to committees as needed; 3. Facilitate meetings; and 4. Communicate with the Center Director and other relevant staff on a regular basis. |

# ARTICLE VI: MEETINGS

***Reason:* Changes reflect decisions made by the Community Advisory Council and CDCI over the last year. Many were to better match Vermont’s Open Meeting Law. Also, moved language about participation in-person and phone from Article IV Section 4. Also used quorum rules from VTDDC.**

|  |  |
| --- | --- |
| Section 1: Meeting scheduling Regular meetings will be held at least three (3) times a year. ~~New members will be selected and m~~Meeting dates will be set for the year by ~~at~~ the ~~September~~ first meeting in the Fall. Either the Co-Chairs or CDCI Director may call special meetings. Section 2: Participation in Meetings Regular participation by Community Advisory Council members in meetings and related activities is imperative for conducting business. ~~Agency and state r~~ Representatives from required groups may designate an alternate representative to attend in the members’ absence.  Participation in person is preferred, and phone or use of other distance technology is permitted if necessary. ~~by phone is permissible, as needed in emergencies~~. Each member who attends a meeting without being physically present will:   1. Identify himself or herself when the meeting begins; and 2. Be able understand the conduct of the meeting and communicate throughout the meeting. | Regular meetings will be held at least 3 times a year. Meeting dates will be set for the year by the first meeting in the Fall. Either the Co-Chairs or Center Director may call special meetings.  It is important for members to participate in meetings and other Council activities. Representatives from required groups may send someone to attend if they need to be absent.  It is best to attend meetings in person. Participating by phone is allowed if necessary. Each member who attends a meeting by phone will:   1. Identify himself or herself when the meeting begins; and 2. Be able hear what is discussed and communicate throughout the meeting. |

## Section 3: Quorum or how many members must be present to have a meeting

|  |  |
| --- | --- |
| A quorum for a Community Advisory Council meeting shall consist of one-third (33%) of the members, provided at least one-third (33%) of those present are individuals with developmental or related disabilities or family members of individuals with developmental disabilities. | A Council meeting must have at least one-third of the members present who are:   * people with developmental or related disabilities * or family members of people with developmental disabilities.   For example, if the Council has 20 members, there must be at least 7 members present who are disabled or who are family members. |

## Section 4: Notice

|  |  |
| --- | --- |
| Notice of Community Advisory Council meetings and agendas will be sent to members and posted on the CDCI website. Minutes will be taken by CDCI personnel, and draft minutes will be sent to the Community Advisory Council and posted on the CDCI website. Review and approval of minutes will occur at the following meeting. | A notice of each Council meetings and the agenda will be sent to members and posted on the Center’s website. Minutes will be taken by Center staff. Draft minutes will be sent to the Council and posted on the Center’s website. The Council will review and approve the minutes at the next meeting. |

# ARTICLE VII: ACCESSIBILITY

***Reason:* Spelled out Community Advisory Council as we do in other parts of bylaws.**

|  |  |
| --- | --- |
| Assistive technology or accommodations requested by members including materials in alternative formats or support personnel will be provided. The ~~CAC~~ Community Advisory Council will use the “Get on Board and Make a Difference! Effective Practices for Including People with Disabilities and New Members on Boards and Committees” (2003) written by Green Mountain Self Advocates and the ARC of Vermont to ensure accessibility for all members. | The Center will provide accommodations requested by members. The Council will use the “Get on Board and Make a Difference! Effective Practices for Including People with Disabilities and New Members on Boards and Committees” (2003) written by Green Mountain Self Advocates and the ARC of Vermont to ensure accessibility for all members. |

# ARTICLE VIII: RESPONSIBILITIES

***Reason:* Added and clarified responsibilities that are in the DD Act and recommended by AIDD.**

|  |  |
| --- | --- |
| Section 1: Members:  * Attend and participate in Community Advisory Council ~~regular~~ meetings. * Become familiar enough with CDCI and current issues in order to be able to provide advice and recommendations. * Consult and provide recommendations to the ~~Executive~~ Director on the 5-Year Work Plan. * Make recommendations to the CDCI Director regarding any proposed revisions of the 5-Year Work Plan. * Each year, review and com­ment on CDCI’s progress in meeting the projected goals contained in the 5-Year Work Plan. * ~~Participate in the annual review of the 5-Year Work Plan~~ * Advocate for people and groups they represent on Community Advisory Council. * Participate as representative of CDCI in local and regional activities.  Section 2: CDCI faculty/staff:  * Provide or arrange for space for regular or special meetings. * Provide refreshments lunch~~eon~~ at regular meetings. * Provide staff liaison to assist Co-Chairs in duties and meetings to:   + Take notes of all meetings.   + Maintain a list of contact information for Community Advisory Council members.   + Keep records of meeting minutes and committee lists.   + Disseminate written information in a timely manner to Community Advisory Council.   + Provide documentation to Co-Chairs upon request. | Member are responsible to:  * Attend and participate in Council meetings. * Become familiar enough with what the Center does. Be aware of current issues impacting people with disabilities. Think about this information when making suggestions for the Center. * Give advice to the Center Director to make a 5-Year Work Plan. * Each year, review and com­ment on the Center’s progress in meeting the goals in the 5-Year Work Plan.  The Center is responsible to:  * Find an accessible place to hold meetings. * Provide refreshments. * Provide staff to:   + Take notes of all meetings.   + Keep a list of contact information for Council members.   + Keep copies of meeting minutes and committee lists.   + Send out information in a timely manner to the Council.   + Give information to Co-Chairs when asked. |

# ARTICLE IX: COMMITTEES

***Reason:* Added headings and minor edits. Clarified Executive Committee can include Director and/or Associate Director as there is currently no Associate Director.**

## Section 1: Executive Committee

|  |  |  |
| --- | --- | --- |
| The Executive Committee is composed of the Co-Chairs, CDCI Director and/or the Associate Director. Duties of the Executive Committee include:   1. Set the agenda for the Community Advisory Council meetings; 2. Appoint members of other committees; 3. Appoint member to represent CDCI on the national Council on Leadership in Advocacy; (this conflicts with rule that says the Council picks the member to go to the AUCD conference) 4. Address issues that come up outside the regular schedule meetings. | The Executive Committee includes the Co-Chairs and the Center Director. The Associate Director of the Center may or may not be on this Committee. Duties of the Executive Committee include:   1. Set the agenda for the Council meetings; 2. Select members for other committees; 3. Address issues that come up outside the regular schedule meetings. |  |

## Section 2: Membership Committee

|  |  |
| --- | --- |
| The Membership Committee is composed of at least three (3) ~~selected~~ members of the Community Advisory Council appointed, as needed, by the Executive Committee ~~and at least one representative of CDCI~~. | The Membership Committee should have at least 3 Council members. They are appointed by the Center director. |

## Section 3: Ad Hoc committees

|  |  |
| --- | --- |
| Ad Hoc committees will be appointed, as needed, by the Executive Committee. ~~Co-Chairs and Executive Director~~. | Other committees are formed when needed. They are established by the Center director. |

# ARTICLE X: REIMBURSEMENT OF EXPENSES

***Reason:* Moved description of stipend to top of that section**

## Section 1: Travel Reimbursement

|  |  |
| --- | --- |
| Any board member who does not receive compensation from their employer for travel expenses to Community Advisory Council meetings may request reimbursement for travel expenses. Travel reimbursement will be determined by the UVM policy.  13.9 reading level | Any Council member can ask the Center to pay for their travel costs to attend a meeting. It will be paid as long as they are not getting money from their employer to pay for travel. The University decides how much to pay for travel.  6.8 reading level |

## Section 2: Stipend for Board Members

|  |  |
| --- | --- |
| It is the intent of CDCI to provide a stipend to Community Advisory Council members who represent individuals with developmental and related disabilities and family members of individuals with developmental disabilities. The stipend amount will be determined by the Director but will be in alignment with the stipend provided by the other AIDD funded programs, Vermont Developmental Disabilities Council and the Protection and Advocacy system Board of Directors. Stipends will be calculated based upon the length of the meeting.  Any Community Advisory Council ~~board~~ member who does not receive compensation from their employer for attendance at Community Advisory Council meetings may request a stipend. In order to receive the stipend, the member must be present for the entire board meeting. **~~Note:~~** Some ~~board~~ members are employees of agencies and are funded to participate on the Community Advisory Council. These members are not eligible to receive a stipend.  15th grade level | The Center will pay a per diem to Council members for attending meetings. The director of the Center decides how much to pay. The amount will be based on the length of the meeting. The amount will be similar to per diems paid by other Councils. Any Council member can get a per diem if:   * They ask for it * They are not already being paid to attend the meeting * They are present for the whole meeting.   4th grade level |

## Section 3: ~~Attendance at~~ Annual ~~AUCD~~ meeting in Washington DC

|  |  |
| --- | --- |
| Each year, AUCD has a national conference for individuals with disabilities, family members, AUCD members, and others to meet and share their work. Travel costs will be allocated for attendance of a Community Advisory Council member who is an individual with a developmental or related disability or a family member of an individual with a developmental disability ~~one of the Co-Chairs~~ at least once within the 5-year grant cycle (and more if financially possible). This member will represent CDCI at the Council on Leadership and Advocacy meeting at the annual AUCD meeting.  18th grade reading level | Each state has a Council. Each year, Council members from all over the country go to a conference in Washington DC. It is called the AUCD conference. At least once every 5 years travel costs will be paid for one member to go to this conference.   * The member must represent people with developmental disabilities or families * The member cannot be a representative from an organization * If money is available, travel costs can be paid each year. * The Council decides who will go.   7th grade reading level |

~~It is the intent of CDCI to provide a stipend to Board members and Co-Chairs for their service to CDCI. The stipend amount will be determined by the Executive Director but will be in alignment with the stipend provided by the other ADD funded programs, Vermont Council on Developmental Disabilities and the Projection and Advocacy community advisory Council. Stipends will be calculated based upon the length of the meeting.~~

# ARTICLE XI: OPERATING YEAR

|  |  |
| --- | --- |
| The operating year will coincide with the CDCI’s fiscal year, of July 1 – June 30th. | A new year for the Council starts on July 1 and ends on June 30. |

# ARTICLE XII: AMENDING BYLAWS

***Reason:* Changes clarify that 75% of the council must be in agreement to make changes to bylaws and at least 75% of those voting must be people with disabilities or family members.**

|  |  |
| --- | --- |
| Any Community Advisory Council member can recommend an amendment to the bylaws. Notification that a change to the bylaws is needed must be sent two weeks prior to the meeting that calls for the vote.  Bylaws may be amended by three-quarters (75%) of the members voting and/or responding by ballot ~~during a regular or special meeting~~. At least three-quarters (75%) of those voting should be individuals with developmental or related disabilities or family members of individuals with developmental disabilities. E-mail or mail balloting will be offered. ~~A meeting quorum will be 50%.~~  11 grade reading level | Any member can suggest a change to these bylaws. Here are the rules:   1. You must tell all Council members you want to change the bylaws. Let them know 2 weeks before you vote. 2. 75% of all members need to vote to change the bylaws. For example, if there are 20 members, at least 15 members must vote. 3. And at least 75% of the people voting must be members with disabilities or family members. 4. It is okay to email or mail your ballot.   4.1 grade reading level |