Center on Disability and Community Inclusion (CDCI),
The Vermont University Center on Excellence in Developmental Disabilities
Community Advisory Council (CAC)

BYLAWS

ARTICLE I: NAME

The name of the group is University of Vermont Center on Disability and Inclusion Community Advisory Council, hereafter referred to as the Community Advisory Council (CAC).

ARTICLE II: MISSION

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.

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

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. 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 values consumer input, guidance and feedback regarding training, research, technical assistance and direct services.

ARTICLE IV: MEMBERSHIP

Section 1: Fifty one percent or more of the members of the Community Advisory Council will consist of individuals with disabilities or family members of individuals with disabilities. Additionally, members will be: (a) representative of the protection and advocacy system; (b) representative of the Vermont Developmental Disabilities Council; (c) representatives of local provider agencies/nonprofits serving individuals with developmental disabilities and their families; and (d) representative of a self-advocacy organization. The membership will represent
the demographic composition of the state of Vermont. Membership shall not exceed 20 members.

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 for a vote.

Section 3: Terms of Membership

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: Membership Participation & Termination

Regular participation by Community Advisory Council members in meetings and related activities is imperative for conducting business. Missing two regular meetings without prior notice, within twelve months, is reason for cessation of membership. Agency and state representatives may designate an alternate representative to attend in the members’ absence. Phone participation will be encouraged in case of emergencies.

ARTICLE V: OFFICERS

Officers will consist of two Co-Chairs, one a person with a disability and one a family member of a person with a disability. Officers will serve two-year terms, for a maximum of two consecutive terms. 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-Chair will be nominated and elected by the CAC each year at the Annual Meeting or when a Co-Chair is needed.

Duties of Co-Chairs:
(a) Discuss and prepare meeting agenda with the Director of CDCI or designated staff at least one month prior to meeting date;
(b) Appoint subcommittees and ad hoc committee members as needed;
(c) Preside over all meetings; and
(d) Communicate with the CDCI Director and other relevant staff on a regular basis.

ARTICLE VI: MEETINGS

Regular meetings will be held at least three times a year.
New members will be selected and meeting dates will be set for the year at the September meeting.

Either the Co-Chairs or CDCI Director may call special meetings.

**ARTICLE VII: ACCESSIBILITY**

Assistive technology or accommodations requested by members including materials in alternative formats or support personnel will be provided. The CAC 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**

**Members:**
- Attend and participate in regular meetings
- Participate as representative of CDCI in local and regional activities
- 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 Plan
- Participate in the annual review of the 5-year Plan

**CDCI faculty/staff:**
- Provide or arrange for space for regular or special meetings
- Provide refreshments/luncheon 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 upon request to Co-Chairs

**ARTICLE IX: COMMITTEES**

Executive Committee is composed of the Co-Chairs, CDCI Director and the Associate Director. Duties of the executive committee include: (a) set the agenda for the Community Advisory Council; and (b) address issues that come up outside the regular schedule meetings.

Membership Committee is composed of selected members of the Community Advisory Council and at least one representative of CDCI.
Ad Hoc committees will be appointed, as needed, by Co-Chairs and Executive Director.

**ARTICLE X: REIMBURSEMENT OF EXPENSES**

**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.

**Stipend for Board Members.** Any 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 in the CAC board. These members are not eligible to receive a stipend.

**Attendance at Annual AUCD meeting in Washington DC.** Travel costs will be allocated for attendance of one of the Co-Chairs (if financially possible) at least once within the 5-year grant cycle.

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.

**ARTICLE XII: AMENDING BYLAWS**

Bylaws may be amended by 75% of members voting and/or responding by ballot during a regular or special meeting. E-mail or mail balloting will be offered. A meeting quorum will be 50%. Notification that a change to the bylaws is needed must be sent two weeks prior to the meeting that calls for the vote. Any Community Advisory Council member can recommend an amendment to the bylaws.