

## BY-LAWS

### LANE COUNCIL OF GOVERNMENTS DISABILITY SERVICES ADVISORY COUNCIL

#### ARTICLE I - Name

This organization being duly and officially established by the Lane Council of Governments (LCOG), shall be known as the Disability Services Advisory Council (DSAC).

#### ARTICLE II - Purpose

To advise LCOG on issues relating to services for persons with disabilities who reside in Lane County, Oregon.

This purpose is consistent with the provisions of Senate Bill 875 (Chapter 787, Oregon Laws 1989), and ORS Chapter 410.

#### ARTICLE III - Functions

The Council shall perform the following functions:

1. Review and comment on current and new disability services policy developed by LCOG and the State of Oregon, Department of Human Services.
2. Advise on the evaluation of the effectiveness of services provided by LCOG to persons with disabilities.
3. Advise LCOG on the coordination of disability programs and services so as to avoid duplication of program services and to conform to local, State and Federal program objectives and priorities.

4. Provide information about needs, problems, desires, resources and services, as appropriate, to persons with disabilities, public and private agencies, elected officials, and the general public.
5. In accordance with LCOG policy, represent the interests of persons with disabilities by:
  - a. Monitoring, reviewing and recommending action to LCOG on community, State and national policies, programs and actions.
  - b. Acting as an advocate on behalf of persons with disabilities.
  - c. Stimulating public interest in, and support of, programs and policies which have been proposed or initiated to meet the problems and needs of persons with disabilities who reside in Lane County.

#### ARTICLE IV - Composition

The Council shall be composed of no fewer than nine (9) and no more than fifteen (15) persons. Members must either reside or work in Lane County. The majority of its members shall be persons with disabilities. Its membership shall conform with State requirements and shall, to the extent feasible, be broadly representative of the disability community and be drawn from throughout the county. Its membership shall include:

1. General Members:
  - a. Persons with disabilities, including present and prior consumers of services.
  - b. Representatives of persons with disabilities.
  - c. The general public.

2. Liaison Members:

Up to two representatives of LCOG's Senior Services Advisory Council (SSAC).

3. Community Representative Members:

In addition to General and Liaison Members, the Council may appoint up to five (5) Community Representative Members. A Community Representative Member is a person who is interested in and supportive of the work of the Council.

ARTICLE V - Nomination, Appointment and  
Tenure of Council Membership

1. Provisions Regarding General Members:

- a. Appointments to the Council shall be made by LCOG in accordance with LCOG's policy on appointments to advisory councils and committees.
- b. Nominations for appointment shall be made to LCOG by the Advisory Council.
- c. The normal term of service for members shall be two years. While re-appointment to the Council is permissible, no person may serve more than three (3) consecutive two (2) year terms, except as noted herein. If a person is initially appointed for a partial term, the length of the partial term shall govern the individual's eligibility for re-appointment. If the partial term is twelve (12) months or less, re-appointment to three additional two year terms is permitted; if the partial term is greater than twelve months, however, the individual is eligible for re-appointment to only two additional terms. Re-appointment in any capacity to the Council beyond these limits may occur only after an absence from the body of one full year.

2. Provisions Regarding Liaison Members:
  - a. Liaison members from LCOG's Senior Services Advisory Council shall be selected and appointed to the Disability Services Advisory Council by the Senior Council. The term of service of liaison members shall be one year, starting ~~July~~ October 1 of each year. Re-appointment is permissible, without restriction.
  - b. Liaison members from LCOG=s SSAC are considered full members of the DSAC, and are entitled to vote on all matters brought before the DSAC.
  
3. Provisions Regarding Community Representative Members:
  - a. A Community Representative Member is appointed by the Council for a term of up to one year. His or her term concludes on ~~June~~ September 30. Reappointment is permissible, up to a maximum of three consecutive terms.
  - b. A Community Representative Member may participate in discussions at Council meetings, but shall not make motions, vote, nor be counted for purposes of establishing Council meeting quorums.
  - c. A Community Representative Member may serve on one of the following SSAC Standing Committees upon which DSAC members routinely serve: Advocacy Committee, Planning and Budget Committee, and Long Term Care Committee. Once appointed, a Community Representative Member enjoys full privileges on the Standing Committee to which he or she is appointed.
  
4. Other Provisions:
  - a. Council members' terms which expire in any given year shall expire on ~~June~~ September 30 of that year.
  - b. Pursuant to the provisions of Article ~~X~~ XI, a vacancy on the Council may occur by resignation, relocation, or by the declaration of vacancy by the Council for sufficient and proper cause. Any vacancy shall be filled in a manner consistent with the nominations and appointment procedures set forth in Articles V.1 and V.2. The appointee's term of service shall be the length of the unexpired term.

## ARTICLE VI - Conduct of Meetings

### 1. Meetings:

#### a. Council Meetings:

- (1) Regular Meetings: The Council shall meet six times a year in accordance with the following schedule, on the second Friday of each month unless the Council it agrees otherwise:
  - (a) On the second Friday of the following months: January, March, May, September, and November; and
  - (b) On the fourth Friday of July.
- (2) Special Meetings: Special meetings may be called, with reasonable notice, by the Council Chair, or upon written notice, to the Council, by any three (3) members.

#### b. Committee Meetings: Committees shall meet, as needed, to discharge their respective duties. Meetings shall be called, with reasonable notice, by the Committees= Chairs, or upon written notice, by any three (3) members or LCOG staff.

### 2. Voting Privileges:

- a. Other than Community Representative members, each member of the Council (including the SSAC liaison members) shall be entitled to one vote on each motion presented at any regular or special meeting at which the member is present.
- b. In order to avoid conflicts of interest, no Council member, who is also an employee or a Board member of any organization that is under contract to LCOG, or competing for funds from LCOG, may vote on matters which would bring financial remuneration to that organization. Such members may, however, participate in official discussions on these subjects after announcing their conflict of interest.
- c. With a valid reason provided to the Council Chair or S&DS Director (or designee), a member may participate in a Council meeting and

vote on matters before the Council remotely, by telephone or other means. Permission for this accommodation will be granted on a case-by-case basis, with the understanding that it will not be granted on a routine, recurring basis.

3. Public Participation: The meetings of the Council and Committees shall be open to the public, pursuant to Oregon's Open Meeting Law. Participation at meetings shall be permitted upon recognition by the Chair.
4. Quorum: Fifty-one percent (51%) of the membership of the Council, excluding Community Representative members, shall constitute a quorum.
5. Parliamentary Authority: Roberts' Rules of Order, Revised (10<sup>th</sup> edition), shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.
6. Staff will serve as the Recording Secretary for the Council.

#### ARTICLE VII - Officers and Duties

1. Officers: The officers of the Council shall be the Chair and Vice-Chair. They shall be elected at the Council's annual ~~June~~ September meeting.
2. Duties of Officers:
  - a. Chair: The Chair of the Council shall:
    - (1) Preside at all meetings of the Council;
    - (2) Preside at all meetings of the Council's Executive Committee;
    - (3) Appoint the Chair and Members of the Council's Nominating Committee and any DSAC ad hoc committees created by the Council;
    - (4) Appoint Council members to represent the DSAC on SSAC Standing Committees (see Article IX.3).
    - (5) Serve as the Council's liaison with the LCOG Board of Directors; and
    - (6) Perform other duties normally devolving upon a presiding officer.

- b. Vice-Chair: The Vice-Chair shall perform all duties of the Chair in his or her absence and shall perform such other duties as may be designated by the Chair and/or the Council.

#### ARTICLE VIII - Executive Committee

1. Composition: The Executive Committee shall be composed of five members and shall include the Chair, Vice-Chair, the Chair of the Nominating Committee and at least two additional DSAC members.
2. Responsibilities: The Executive Committee shall be responsible for:
  - a. Assisting with the development of agendas for regular meetings of the Council, at the request of the Chair.
  - b. Acting for the Council on membership appointments and advocacy recommendations during periods between the Council's regular meetings; and
  - c. Addressing unexpected meeting scheduling issues.

#### ARTICLE VIII IX - Committees

1. Types of Committees: Two types of committees shall assist the Council to accomplish its purpose and functions, as follows: Council Standing Committees (a.k.a. AStanding Committees@) and Ad Hoc Committees.
2. Standing Committee -- Nominating Committee:
  - a. Composition: The Nominating Committee shall be composed of no less than three (3) and no more than five (5) Council members.
  - b. Responsibilities:

- (1) At the ~~May~~ July meeting each year, make nominations for the Council's officers after determining that the nominees will serve, if elected;
  - (2) With the assistance of LCOG staff, recruit, screen and recommend to the Council nominees for DSAC membership appointment to the Council by LCOG, keeping in mind the need to maintain a balanced ~~representation~~ and representative Council membership, including people with disabilities, of service providers and others;
  - (3) Monitor attendance at Council meetings. If a member fails to attend ~~three (3)~~ two (2) consecutive meetings without notifying the Council Chair or staff, the Nominating Committee ~~shall~~ may recommend to the Council that the member's seat be declared vacant.
3. Ad Hoc Committees: The Council Chair may appoint any number of ad hoc committees to assist the Council to discharge its duties. Each ad hoc committee shall have a clearly defined charge and a specified time period within which to accomplish its charge. The Chair of each ad hoc committee shall be appointed by the Council Chair.

ARTICLE ~~IX~~ X - Coordination with LCOG's  
Senior Services Advisory Council

To establish and maintain lines of communications with LCOG's Senior Services Advisory Council, the Disability Services Advisory Council shall:

1. Select and appoint at least one, but not more than two members to serve on the Senior Services Advisory Council. The normal term of appointment for liaison members shall be one year, from ~~July~~ October 1 to the following ~~June~~ September 30.
2. Include on agendas of all regular meetings a report on the affairs of the Senior Services Advisory Council by its liaison member(s) to the Senior Council.

3. Work cooperatively with the Senior Services Advisory Council on topics of mutual concern and/or interest, especially those relating to strengthening the service delivery system for seniors and persons with disabilities. To this end, the DSAC Council Chair shall appoint DSAC Council and Community Representative members to serve on the following SSAC Standing Committees: Planning and Budget Committee, Long Term Care Committee, and Advocacy Committee. Provisions regarding DSAC members= appointment to these committees and their rights as members are set forth here, followed by descriptions of the responsibilities of these committees.

a. General Provisions:

- (1) Membership: With the exception of the Advocacy Committee (see Article ~~IX~~ X.3.d(1)), up to three (3) DSAC members shall be appointed to the SSAC Standing Committees identified in these Bylaws.
- (2) Appointment: DSAC members on SSAC Standing Committees shall be appointed by the DSAC Council Chair.
- (3) Voting Privileges: All duly appointed DSAC members to SSAC Standing Committee shall be entitled to vote on matters coming before that committee. However, in order to avoid conflicts of interest, committee members shall be bound by the same conflict of interest provisions as are Council members (see Article VI.2.b).

b. Planning and Budget Committee -- Responsibilities:

- (1) Advise on needs assessment and planning activities, including:
  - (a) Recommending methods for gathering information on the problems and needs of seniors and persons with disabilities throughout Lane County.
  - (b) Reviewing and commenting on:
    - 1) The analysis of information on the needs of seniors and persons with disabilities collected by LCOG;

- 2) LCOG=s conclusions regarding the needs of seniors and persons with disabilities in Lane County.
- (2) Suggesting, and ranking by degree of priority, responses to address identified needs and desires.
  - (3) Advising on the development of the Area Plan on Aging and Disability Services for Lane County, and annual updates thereof, by:
    - (a) Recommending the allocation of available funds to programs and services addressing pressing needs;
    - (b) Conducting public hearings on the Plan and updates; and
    - (c) Recommending the Plan and updates to the LCOG Board of Directors for adoption.
    - (d) Once adopted, periodically review the continuing appropriateness of the Area Plan and its Annual Updates; and
    - (e) Undertake other short and long range planning studies and projects.
- c. Long Term Care Committee -- Responsibilities:
- (1) Review LCOG's Long Term Care and Financial Services Programs for older and disabled persons for the purposes of information gathering and dissemination.
  - (2) Advise on and, as appropriate, assist with the monitoring and assessment of LCOG's Long Term Care and Financial Services Programs for older and disabled persons.

d. Advocacy Committee:

- (1) Membership and Appointment: The SSAC Advocacy Committee shall have two categories of members: core members and at large members.
  - (a) Core Members: The core membership of the Advocacy Committee shall be composed of no more than eleven (11) members drawn from the Senior and Disability Services Advisory Councils, with up to six (6) being SSAC members appointed to the Committee by the SSAC Chair, and up to five (5) being DSAC members appointed to the Committee by the DSAC Chair.
  - (b) At Large Members: At large members are a special category of Committee members, and includes both Community Representatives and ex-officio members from the SSAC and DSAC. They serve only on the Advocacy Committee. Subject to the limitations noted in Paragraphs ~~IX~~ X.2.e(2) and (3) below, they serve on the Committee at their own pleasure, without need for formal appointment by either the SSAC or DSAC. Any number of at large members may sit on the Committee,
- (2) Voting Privileges: All members of the Advocacy Committee shall be entitled to vote on matters coming before the Committee. However, in order for an item to be recommended forward to either the SSAC or the DSAC, a majority of Core Members must vote affirmatively for this referral.
- (3) Authority: Unless specifically directed by the LCOG Board of Directors, the Advocacy Committee may not act on behalf of the Councils nor LCOG. Rather, it is charged with formulating and presenting to the Councils, for their consideration, recommendations specific to its area of responsibility.

(4) Responsibilities:

- (a) Monitor, review and recommend action to the Councils on community, state and national policies, programs, and actions (e.g. laws, regulations, rules, budgets, etc.) which affect seniors and persons with disabilities.
- (b) Maintain close liaison with local, state and federal elected officials.
- (c) Stimulate public interest in, and support of, programs and policies which have been proposed or initiated to meet the problems and needs of Lane County's seniors and persons with disabilities.

ARTICLE ~~X~~ XI - Termination of Membership

1. Resignation

A member may resign by submitting written notice to the Council Chair or LCOG Director ~~for~~ of Senior ~~and~~ & Disabled Services.

2. Absence

If a member fails to attend ~~three~~ two consecutive meetings without notifying the Chair or staff, upon the recommendation of the Nominating Committee, the Council ~~shall~~ may declare the member's seat vacant.

3. Relocation

Automatic resignation from the Council occurs when a member moves from Lane County or is no longer employed in Lane County, if a resident of another county.

## ARTICLE ~~XI~~ XII - Amendments of By-laws

### 1. Council Action

These bylaws may be amended by a two-thirds vote of the Council. All proposed amendments shall be presented to Council members for consideration at a regular meeting and shall be voted on at the next regular meeting.

### 2. Approval

All such amendments to these bylaws, after approval by the Council, shall become effective upon approval by LCOG.

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