

**Human Development Center, Center for Excellence in Developmental Disabilities
(UCEDD) Constituent Advisory Council (CAC)**

Approved October 29, 2007

Revised October 20, 2010

Operational rules for the Constituent Advisory Council of the Human Development Center UCEDD (University Center of Excellence in Developmental Disabilities).

Purpose

The purpose of the CAC is to advise the Human Development Center's Director, faculty, and staff in a manner that supports the Human Development Center in meeting its responsibilities and mission in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (2000).

Charge

The CAC is charged with:

1. Identifying, describing and prioritizing the interests of people served and affected by HDC programs and initiatives.
2. Actively participating with HDC director, faculty and staff regarding the development, implementation and ongoing review of HDC projects and initiatives.
3. Advocating for new and/or expanded relationships and partnerships between HDC and other individuals and/or entities that serve and/or fund services for individuals with disabilities and families.
4. Advising the HDC director, faculty and staff regarding the development of the Center's 5-year plan.

Quorum

A quorum is defined as a simple majority of the full Council membership. Proxy attendance and voting is prohibited. Where a quorum is met at the beginning of the meeting, it is deemed to be in effect during the course of the meeting.

Membership

The membership of this Council shall be in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (2000) as follows:

1. The majority of the Council shall be made up of individuals with developmental disabilities or related disabilities and their families;
2. A representative of the State Protection and Advocacy system;
3. A representative of the State Council on Developmental Disabilities;

4. A representative of a self-advocacy organization described in the Developmental Disabilities Assistance and Bill of Rights Act (2000); and
5. Representatives of organizations that may include parent training and information centers, entities carrying out activities authorized under section 101 or 102 of the Assistive Technology Act of 1998 (29 U.S.C. 3011, 3012), relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families.

The Council shall strive to be comprised of individuals as described above that reflects the geographic, racial, ethnic, and gender diversity of the State of Louisiana.

New members are selected from recommendations by the community or of the staff of HDC and placed into nomination for membership by the director of HDC and the CAC Chairperson. Nominees are accepted for membership by a majority vote of all council members.

The Council shall elect from its members a chairperson and vice-chairperson to hold meetings and act as the Council liaison to the director of the Human Development Center. The chairperson may also designate members as needed for specific input on given topics. Such members shall be selected for their expertise and knowledge in providing linkages with agencies, both public and private, and organizations of and for people with disabilities. If the chair cannot fulfill the duties, the vice-chairperson will assume the duties of the chairperson.

Membership Roles and Responsibilities

The responsibilities of this Council shall be in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (2000) as follows:

1. Consult with the director of the Center regarding the development of the 5-year plan, participate in an annual review of, and comment on, the progress of the Center in meeting the projected goals contained in the plan, and make recommendations to the director of the Center regarding any proposed revisions of the plan that might be necessary; and
2. Meet as often as necessary to carry out the role of the Council, but at a minimum twice during each State Fiscal Year;
3. Advise and consult with the HDC Community Council.

The Human Development Center organizes this group to fulfill the following roles:

Council members shall commit to serve this advisory body whose charge is to advise the the Human Development Center. Each member brings a unique background of information, interests, talents and life experiences, which can be used to enhance the functioning of the CAC.

The role/responsibility of a member shall be to:

1. Provide Human Development Center staff with input on programs to promote improved community participation and person-centered outcomes among people with disabilities, their families, and all those who are concerned about disability issues.

2. Attend meetings regularly and participate in the Council process to assist in developing HDC targeted outcomes, projects, and initiatives.
3. Collaborate with other CAC members and the Community Council to identify unmet needs and interests of people with disabilities.
4. Facilitate new and/or enhanced relationships and partnerships between HDC and other individuals, agencies and organizations that serve and/or fund services for persons with disabilities and their families.
5. Share observations and information as requested by the Chair of the CAC.

Membership Terms

1. The community and the Human Development Center staff shall recommend members to the Constituent Advisory Council. Membership will reflect the individuals served in HDC programs. Membership shall be for a three-year term, renewable with majority vote of the full Council.
2. If a member does not attend at least fifty percent (50%) of all meetings held per year, a quorum of the Council (at the recommendation of the Chairperson), shall vote to determine if the member may continue to serve. A two-thirds majority will be required to terminate the members term. If a member resigns or the Council votes for removal, a suitable replacement will be recruited in consultation with the Director of HDC as stated in the procedure for new members (see above).
3. The Chairperson and vice-chairperson of the CAC shall be elected by the members of the Council for a three-year term. An individual may not serve consecutive terms as Chair, but may be re-elected after an intervening term. The Chair must be a person with a disability or family member of a person with a disability.

Membership Expenses

Expenses to attend meetings (travel, lodging, and meals) will be processed in accordance with the rules and procedures of HDC. Members will be provided with a small honorarium in recognition of their contribution. Reimbursement for unusual expenses will be considered upon written request and approved by the Director of the Human Development Center.

Responsibilities of the Chairperson

1. The Chairperson shall consult with the Director of HDC or Director to call meetings of the membership.
2. The Chairperson shall consult with the Director of HDC or Director designate to develop the agenda for all the meetings of the Constituent Advisory Council (CAC).
3. The Chairperson shall conduct the meetings of the Constituent Advisory Council (CAC).
4. The Chairperson shall establish task forces as required to execute CAC activities and events.

Responsibilities of the Vice-Chairperson

1. The Vice-Chairperson shall support the Chairperson with all responsibilities listed above as required by the Chairperson.
2. The Vice-Chairperson shall inquire with all CAC members about potential barriers to their full and active participation in CAC activities and ensure appropriate accommodations and supports are in place.

Staff Support

HDC staff support will be allocated to assure timely distribution of minutes of all meetings of the CAC, publishing of a roster of members, issuing notices and agendas for all meetings, scheduling and making arrangements for regular and special meetings, and providing other necessary clerical and support services.

Meetings

The Constituent Advisory Council (CAC) will meet as often as necessary but at a minimum of twice during each state fiscal year. Times and places are designated by the Chairperson in consultation with the director of the Center.

Amendment Procedures

Any proposed amendment to these bylaws shall be presented in writing to the Council at least two weeks prior to the meeting at which it is to be voted upon. A simple majority vote of those present at a meeting where a quorum exists will be required for ratification.