



MUNROE-MEYER INSTITUTE

NEBRASKA UCEDD COMMUNITY ADVISORY BOARD BYLAWS

Preamble

The mission of the Munroe-Meyer Institute for Genetics and Rehabilitation (MMI) is to improve the quality of life for persons with disabilities and for their families. The Institute's services, interdisciplinary education, research, technical assistance, and outreach programs have evolved with the support and guidance of individuals with disabilities and family members with the aim of promoting independence, inclusion, and productivity of persons with disabilities in order to empower those individuals to exert greater control over their everyday lives. As one aspect of fulfilling this mission, MMI has competitively applied for and received funding to be designated by the Administration on Developmental Disabilities as a University Center of Excellence in Developmental Disabilities Education, Research and Service (UCEDD) in accordance with the federal Developmental Disabilities Act.

Article I **PURPOSE**

In accordance with Grant 90DD0601, the UCEDD has convened a Community Advisory Board (CAB). The name of the assembled will be the Community Advisory Board of the Nebraska University Center on Disabilities. The CAB is composed of self advocates, family members and provider representatives to articulate their interests, views and priorities as they relate to the mission of the UCEDD. The UCEDD recognizes and values self and family advocate feedback and guidance regarding training, research, services and supports, technical assistance, dissemination and outreach services.

The CAB is the primary advising body of the UCEDD. The purpose of the CAB is to provide ongoing advice and assistance to the UCEDD Director, UCEDD Associate Director, and Core Coordinators which will ensure that the UCEDD continues to grow, develop and undertake initiatives which contribute to the realization of its mission. The CAB will contribute to the integration of individuals with disabilities into the community and work toward enhancing the quality of services and supports provided in the field of disabilities. The CAB's activities may include:

1. Recommending priorities for UCEDD grant-funded activities;
2. Performing designated duties within the UCEDD as requested by the Director;
3. Recommending revisions to the UCEDD's goals and objectives and helping to assure that the UCEDD is in substantial compliance with stated goals and objectives;
4. Acting as advocates for individuals with disabilities through planning, evaluating and influencing activities of the UCEDD;
5. Promoting the purposes of the UCEDD in their individual communities;

6. Assisting UCEDD staff in core duties including the development of the UCEDD's competing application for funding from Administration on Developmental Disabilities;
7. Representing the UCEDD at Community events.

Article II **FUNCTION**

The Community Advisory Board:

1. Assists in the development and evolution of the UCEDD's mission.
2. Assists in the development of the UCEDD's 5 year plan.
3. Assists in the development of the UCEDD's policies regarding access to, and self and family advocate involvement, in UCEDD activities.
4. Develops an overall understanding of the UCEDD, its Core Functions and its projects.
5. Advocates for and on behalf of the UCEDD and its work.
6. Advises and informs the UCEDD regarding other relevant organizations, programs, networks or activities which may provide opportunities for UCEDD collaboration.
7. Provides input and assistance in developing proposals for specific initiatives.

Article III **MEMBERSHIP**

Membership of the CAB must meet the requirements of the Developmental Disabilities Act and/or specific requirements of the Administration on Developmental Disabilities. Agencies with mandated representation currently include the Developmental Disabilities Council, Protection and Advocacy, and the state-designated self-advocacy organization. Each agency will select representation for the CAB. The CAB will also consist of self-advocates, family members of individuals with disabilities, representatives of the public and private sectors by virtue of their positions, interest and training, the UCEDD Director and Associate Director. Other UCEDD faculty shall serve as non-voting members of the CAB. At least 60% of the voting membership will consist of primary and secondary advocates (family member of an individual with a disability). The membership of the CAB will reflect the geographic, racial and ethnic diversity of Nebraska. Members may serve on the CAB for no more than two consecutive three year terms. Members who have 25% or more unexcused absences in any twelve month period will be required to resign from the Board.

All new CAB members will receive an orientation to the UCEDD that includes an introduction to MMI, the UCEDD's annual goals and objectives, and an overview of their role and responsibilities as Consumer Advisory Board members. This orientation will take place within 3 months of their appointment and in conjunction with their attendance at a regularly scheduled CAB meeting. Opportunities for Board member training activities will be provided as available or as part of the UCEDD planning activities.

Article IV **OFFICERS**

The CAB as a whole will elect a self-advocate or family member to serve as Chairperson. The Chairperson will preside over the Board's meetings and general governance over the Board. The Chairperson will also serve as Chairperson of the Membership Committee and will serve in this position for a three year term. Officers may serve no more than two consecutive terms.

The Chair shall be the chief executive officer of the CAB, and shall preside at all meetings of the CAB. The Chair shall appoint the members of all committees of the CAB. S/he shall sign all documents requiring the Chair's signature and shall perform all other duties incidental to the office. A vacancy of the Chair due to resignation, illness, death or other incapacity to comply with assumed duties shall be filled by the Vice Chair. The Chair and Vice Chair shall be nominated from the CAB membership and shall serve for a three year term. 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 full three year term. The duties of the CAB Chair shall include, but not limited to:

1. Preparing meeting agendas with the designated UCEDD liaison;
2. Conducting meetings in accordance with established bylaws;
3. Representing the UCEDD on the AUCD Consumer Council;
4. Working with the UCEDD staff as necessary.

Article V **OPERATION OF ADVISORY BOARD**

Section 1: Meetings

The CAB will meet a minimum of two times per year. Official business cannot be conducted unless a quorum of voting members is in attendance. Additional meetings may be held as determined to be necessary by the Board Chair and the UCEDD Director using telephone conference calls or via televised or computer technology. Minutes of each meeting will be distributed to the membership of the Board within four weeks of each meeting.

All CAB meetings will be held in an accessible location, and all necessary supports and accommodations will be provided to ensure full member participation.

Section 2: Member Remuneration

Mileage reimbursement will be made at the University of Nebraska rate and meals will be provided during regularly scheduled meetings. Individual and family members will be provided a per diem to reimburse for child care costs, lost wages and/or personal assistant support services up to a maximum of \$300 per meeting.

Article VI
MEMBERSHIP COMMITTEE

The Membership Committee will meet on an annual basis to review Board membership and make recommendations regarding composition and membership of the Board to the UCEDD Director. The Membership Committee will consist of the Chairperson and four other Committee members. The members, except for the Chairperson, will be elected to the Membership Committee by the Community Advisory Board as a whole. The Chairperson and members of the Membership Committee will serve a term of three years that may be extended along with their term on the CAB if their term expires during their Membership Committee tenure.

Article VII
AMENDING BYLAWS

Bylaws may be amended by a majority of the voting members. 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 Board or, if approved by the Board, through mail or a conference call vote.

Article VIII
PARLIAMENTARY AUTHORITY

Matters for consideration by the CAB may be introduced by any Member of the Board, by the Chairperson, by the UCEDD Director or by a member of the UCEDD staff. Motions will require seconds. Questions put to vote will be decided by a majority of voting members present. Under special circumstances, the Board Chairperson and the UCEDD Director may authorize a special vote by 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 CAB membership may be changed at the discretion of the UCEDD Director in accordance with Grant 90DD0601 or in accordance with revisions to the Federal Developmental Disabilities Act. The Board Membership must be advised of the dissolution of the Board in writing at least thirty days prior to a final Board meeting.