



# **Bylaws**

**Revised**

~~Approved by the ADDPC on December 9, 2011~~

**2012 Draft Revisions**

**I. NAME**

Arizona Developmental Disabilities Planning Council is established by Executive Order, 2009-08, by Governor Janice K. Brewer.

**II. PURPOSE**

The purpose of the Arizona Developmental Disabilities Planning Council (ADDPC), authorized under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act, Public Law 106-402), is to engage in advocacy, capacity building and systemic change activities that contribute to and assure that a coordinated, consumer and family-centered, consumer and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated in all facets of community life [DD Act, Section 121(1-2)]<sup>1</sup>

---

<sup>1</sup> Developmental disability is defined by the Council as a severe, chronic disability of an individual that a) is attributable to a mental or physical impairment or combination of mental and physical impairments; b) is manifested before the individual attains age twenty-two; c) is likely to continue indefinitely; d) results in substantial functional limitations in three or more of the

### III. STRUCTURE

A. The membership of the ADDPC shall be structured to meet requirements of the Developmental Disabilities Assistance and Bill of Rights Act of 2000.

1. Not less than 60 percent of the membership of each Developmental Disabilities Council shall consist of individuals who are:

- a. Individuals with developmental disabilities;
- b. Parents or guardians of children with developmental disabilities; or
- c. Immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves.
- d. Not employees of a State agency that receives funds or provides services under Subtitle B of the Developmental Disabilities Assistance and

---

following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, economic self-sufficiency; and, e) reflects the individual's need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Bill of Rights Act and who are not managing employees of any other entity that receives funds or provides services under Subtitle B of the Developmental Disabilities Assistance and Bill of Rights Act.

2. Of the members identified in Section 125 3(A), 1/3 shall be individuals with developmental disabilities, 1/3 shall be parents or guardians of children with developmental disabilities or immediate relatives or guardians of adults with developmental disabilities, and 1/3 shall be a combination of these individuals.
3. Of the members identified in Section 125 3(A), at least 1 of these members shall be an immediate relative or guardian of an individual with a developmental disability who resides in or previously resided in an institution or shall be an individual with a developmental disability who resides in or previously resided in an institution.

4. Each Developmental Disabilities Council shall include representatives of relevant State entities, including:
  - a. State entities that administer funds provided under Federal laws related to individuals with disabilities, including the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.), and titles V and XIX of the Social Security Act (42 U.S.C. 701 et seq. and 1396 et seq.);
  - b. University Centers of Excellence in Developmental Disabilities (University of Arizona and Northern Arizona University);
  - c. The State Protection and Advocacy system for persons with developmental disabilities (Arizona Center for Disability Law);
  - d. ADDPC recognizes the Native American Center for Disability Law which serves as a Protection

and Advocacy/Indian Consortium organization, providing protection and advocacy services as defined by the Act and authorized by the Administration on Developmental Disabilities.

- d. Representatives, at all times, of local and non-governmental agencies, and private nonprofit groups concerned with services for individuals with developmental disabilities in the State in which such agencies and groups are located.

## B. Appointments

1. Members of the ADDPC shall be appointed and serve at the pleasure of the Governor, as defined in the DD Act, Section 125(b)(1)(A).
2. Members of the ADDPC shall serve staggered three-year terms.
3. The ADDPC Chairperson shall forward recommendations for appointments and reappointments to the Governor's Office. When a

position becomes vacant on the ADDPC because of a resignation or termination, the Governor's Office of Boards and Commissions must be notified by the ADDPC Executive Director as authorized by the Chairperson. The Director of Boards and Commissions has the responsibility of recommending an individual to the Governor to fill the vacancy. The ADDPC Chairperson and/or ADDPC members do not have the authority to recommend unless asked to do so by the Director of the Governor's Office, Boards and Commissions.

#### C. Responsibilities of Members

1. Members are expected to attend all meetings in person, by teleconference or by video conference, at a site convenient or most proximate to their work or home; and have meeting materials with them for participation; however, if circumstances arise that conflict or an excused absence is given prior to a scheduled ADDPC meetings, it is expected that the member contact the Executive Director or staff of the

ADDPC to inform them in advance of the meeting whenever possible of the necessary absence.

2. Members are expected to participate in any activities and deliberations, including field visits, at the request of the Chairperson.
3. Each member shall recuse themselves from the appearance of a conflict of interest, shall not participate in the discussion and shall excuse themselves from the meeting. by not voting or participating in formal action taken on topics where personal interest lies. This would apply to any agenda item, including grants or contracts for which such representatives' departments, agencies, or programs are grantees, contractors or applicants, [DD Act Section 124(c)(5)(D) and Section 125 (b)(4)(B)(ii)].
4. Member shall serve on at least one standing committee. See Section III(C)(F) of these bylaws.
5. Members shall notify the Executive Director or staff of the ADDPC when unable to attend ADDPC meetings, including meetings of standing

committees on which they serve. Without proper notification, the Chairperson may forward a recommendation to the Governor, for the termination of such member from the ADDPC.

6. The Council shall recruit and hire an Executive Director of the ADDPC, should the position of the Executive Director become vacant. The ADDPC shall supervise and annually evaluate the Executive Director. Decisions regarding the selection and termination of the Executive Director shall be made by majority vote of the full ADDPC and shall be in conformity with the laws of the State of Arizona [DD Act Section 125 (b)(9)].
7. Members shall serve as a link between the ADDPC and its consumers.
8. Members shall establish and/or approve policy, and monitor the implementation of policy direction.
9. Members shall participate in the development and approval of a Five Year State Plan, identifying and authorizing priorities for funding, and monitoring

implementation of priorities.

10. Members shall approve the ADDPC annual budget, and monitor financial management of the ADDPC.
11. Members shall ascribe to the Executive Director, spending authority in accordance with the ADDPC approved Administrative Budget, for purposes of supporting ADDPC business. The Executive Director shall have spending authority of up to \$5000 per expenditure as defined by policy and approved by the full ADDPC. Administrative expenditures made by the Executive Director will be documented and approved by the ADDPC Fiscal Manager to conform with all requirements established by state and federal law. The Executive Director will provide a quarterly accounting of all expenditures to the Grant/Budget Standing Committee, which in turn will report to the full ADDPC meeting on a quarterly basis.

D. Council Officers

ADDPC officers shall consist of the ADDPC Chairperson and the ADDPC Vice-Chairperson, as appointed by the

Governor. The ADDPC Chairperson and Vice-Chairperson serve at the pleasure of the Governor.

E. Responsibilities of Officers

1. The Chairperson shall:

- a. Call and preside over all full ADDPC meetings.
- b. Call special meetings, when necessary.
- c. Develop the agenda for full ADDPC meetings with the assistance of the Executive Director and ADDPC staff.
- d. Serve as an ex-officio member of all standing committees and special (ad-hoc) committees.
- e. Serve as an official spokesperson for the ADDPC.
- f. Ensure that members are informed of all pertinent information concerning developmental disabilities.
- g. Supervise preparation of reports of the ADDPC as appropriate.
- h. Coordinate the annual evaluation of the ADDPC Executive Director.

2. The Vice-Chairperson shall act on those activities as assigned by the Chairperson, including the performance of all duties of the Chairperson in the Chairperson's absence.

F. Standing Committees

1. The ADDPC Chairperson or Vice-Chairperson may appoint ADDPC members to serve on any standing committee or special (ad-hoc) committee. A special committee shall be those committees that are formed to address a specific purpose and are time limited in nature and intent. A standing committee shall be those committees, as established by the Chairperson, to address the goals and objectives of the ADDPC five-year plan.
  - a. The ADDPC Chairperson shall appoint the Chairpersons of the standing or special committees.
  - b. Members shall serve on at least one standing committee.
  - c. The ADDPC Chairperson may appoint non-ADDPC members to sit on ADDPC standing committees for educational purposes only, but only ADDPC members may vote on standing

committee matters.

*The ADDPC standing committees are:*

~~Administrative / Planning Standing Committee,~~

(moved to Ad Hoc Committee line item)

a. **Self-Advocacy Standing Committee**

will be charged with the following tasks:

1. Design and develop ideas that strategically assist in the full implementation of Goal 1, following current Objectives incorporated into the 2012-16 State Plan.
2. Assist in the development, review and recommendations for Request for Grant Applications (RFGA), Interagency Service Agreements and other approved State Procurement models utilized for funding of Goal 1 projects.
3. Assume a leadership role in the development of policy and information briefs representing the interests of persons with developmental disabilities and the Council on issues related to

self-advocacy.

4. Monitor and approve budget allocations dedicated to activities in fulfilling Goal 1.

5. Include persons with developmental disabilities as self-advocates and other community partners in obtaining information on self-advocacy needs necessary to develop Standing Committee strategies.

6. Serve as the operational segment of the ADDPC with a high level of expertise on the topic of self-advocacy that can be used for the sharing of information and development of aptitude among other Council members.

7. Participate with ADDPC staff supporting the Standing Committee in preparing reports that will be presented to full Council meetings on a quarterly basis

**b. Grants/ Budget Standing Committee, Integrated**

**Employment Standing Committee**

will be charged with the following tasks:

1. Design and develop ideas that strategically assist in the full implementation of Goal 2, following current Objectives incorporated into the 2012-16 State Plan.
2. Assist in the development, review and recommendations for Request for Grant Applications (RFGA), Interagency Service Agreements and other approved State Procurement models utilized for funding of Goal 2 projects.
3. Assume a leadership role in the development of policy and information briefs representing the interests of persons with developmental disabilities and the Council on issues related to integrated employment.
4. Monitor and approve budget allocations

dedicated to activities in fulfilling Goal 2.

5. Include persons with developmental disabilities other community partners in obtaining information on integrated employment needs necessary to develop Standing Committee strategies.

6. Serve as the operational segment of the ADDPC with a high level of expertise on integrated employment that can be used for the sharing of information and development of aptitude among other Council members.

7. Participate with ADDPC staff supporting the Standing Committee in preparing reports that will be presented to full Council meetings on a quarterly basis.

c. Public Policy Standing Committee,

## **Empowerment Through Information Standing Committee**

will be charged with the following tasks:

1. Design and develop ideas that strategically assist in the full implementation of Goal 3, following current Objectives incorporated into the 2012-16 State Plan.
2. Assist in the development, review and recommendations for Request for Grant Applications (RFGA), Interagency Service Agreements and other approved State Procurement models utilized for funding of Goal 3 projects.
3. Assume a leadership role in the development of policy and information briefs representing the interests of persons with developmental disabilities and the Council on issues related to empowerment through information.
4. Monitor and approve budget allocations dedicated to activities in fulfilling Goal 3.

5. Include persons with developmental disabilities other community partners in obtaining information on empowerment through information needs necessary to develop Standing Committee strategies.

6. Serve as the operational segment of the ADDPC with a high level of expertise on empowerment through information that can be used for the sharing of information and development of aptitude among other Council members.

7. Participate with ADDPC staff supporting the Standing Committee in preparing reports that will be presented to full Council meetings on a quarterly basis

**The ADDPC Ad Hoc Standing Committees** will serve to function on an as needed basis to address special issues falling outside the activities assigned to the Self-Advocacy, Integrated Employment and Empowerment the Information Standing Committees.

Two Ad Hoc Committees exist:

#### **d. Administrative / Planning Standing Committee:**

1. Annual evaluation of the Executive Director performance.
2. Five Year State Plan development and annual review of goals and objectives.
3. Annual or more frequent review of ADDPC Bylaws.
4. Review of policies and procedures governing the actions and functions of the Council.
5. Other Administrative functions, as necessary to support ADDPC activities, and as prescribed in the DD Act of 2000.

#### **Retreat Planning Standing Committee**

1. Convene annually to develop the annual retreat planned for Council members.
2. Develop retreat agenda.
3. Develop topic list for use during the retreat.
4. Identify location for the retreat.
5. Participate in selecting presenters.

6. Make final recommendation to the Executive Committee on overall retreat plan.

- d. The ADDPC will maintain an Executive Committee for the purpose of acting on behalf of the ADDPC. Action taken by the Executive Committee will not require subsequent approval from the ADDPC, although all action taken by the Executive Committee will be reported to Council members in Executive Committee meeting minutes that will be conveyed electronically or by hard copy. Standing Committees will provide updates on projects funded or under consideration to the ADDPC at scheduled quarterly meetings. The Executive Committee will also convene when decisions are necessary but cannot be obtained from the full ADDPC due to not being able to assemble members. on a timely basis.

The use of the Executive Committee will be

limited assigned to the following situations:

- Urgent Personnel issues requiring immediate action;
  - Review and approval/disapproval of Requests for Grant Applications, Interagency Service Agreements, or Intergovernmental Agreements or other grant proposals necessary to comply with state procurement rules and for obligating and liquidating financial allocations. within set time frames;
  - All other urgent matters affecting the functions and activities of the ADDPC that must be addressed prior to the next scheduled full ADDPC meeting. To ensure ongoing effective functions of the ADDPC.
- f. The Executive Committee will be comprised of the following ADDPC representatives:
1. Chairperson of the ADDPC.
  2. Vice-Chairperson of the ADDPC.
  3. Chairperson or Co-Chairperson of the

Administrative/Planning of the Self-  
Advocacy Standing Committee.

4. Chairperson of the Grants/Budget  
Integrated Employment Standing  
Committee.

5. Chairperson of the Public Policy  
Empowerment Through Information  
Standing Committee.

#### IV. **PROCEDURES**

A. The ADDPC shall hold all meetings in accordance with the Open Meeting Law of the State of Arizona, Arizona Revised Statutes §38-431- 431.09.

B. Quorum

A quorum is defined as one more than half of the voting members of the full ADDPC counting all filled and vacant positions. The total number of members represented on the ADDPC is twenty-three.

1. A quorum for the Full ADDPC meeting is defined as having 13 or more members present at the meeting.

2. In order to take action on approved agenda items during any ADDPC meetings, one half, plus one of the voting members must be present.
3. During any ADDPC public meeting, an ADDPC member may be disqualified from voting on specific agenda items if a conflict of interest exists. When disqualification occurs, the member(s) affected may no longer be counted in maintaining a quorum.
4. During any ADDPC public meeting, members removing themselves from the meeting either temporarily (including telephone calls, bathroom breaks) or due to early departure, will not be counted in maintaining a quorum.

C. Voting

All decisions shall be made by majority vote of a quorum of the members of the full ADDPC, standing committee, or special committee. The Chairperson shall have the final vote if a tie is reached by the members of the full ADDPC

D. Meetings

1. The ADDPC shall meet at least quarterly, or as

determined by the Chairperson. All meetings shall be held in compliance with the Open Meeting Law of the State of Arizona, Arizona Revised Statutes §38-431 - 431.09.

2. Minutes shall be kept of all full ADDPC, standing committee and special committee meetings. Such minutes shall be posted on the ADDPC website and made available to the public upon request, in compliance with the Open Meeting Law of the State of Arizona, Arizona Revised Statutes §38-431. 01(B) and §38-431.01(D).
3. Unless otherwise noted in the bylaws, the Council will follow Robert's Rules of Order Newly Revised (see Robert's Rules of Order Newly Revised, 10th Edition).

E. Executive Session

Executive Session means a gathering of a quorum of members of a public body from which the public is excluded for one or more of the reasons prescribed in the Open Meeting Law of the State of Arizona, Arizona Revised

Statute §38-31.03. In addition to the members of the ADDPC, officers, appointees and employees as provided in A.R.S. §38-431.03 and the auditor general as provided in A.R.S. §41-1279.04, only individuals whose presence is reasonably necessary in order for the ADDPC to carry out its executive session responsibilities may attend the executive session.

1. Before the ADDPC may go into executive session, a majority of the members constituting a quorum must vote in a public meeting to hold the executive session, as stated in A.R.S. §38-431.03(A).
2. Once the majority of members of the ADDPC have voted to hold an executive session, the Chairperson of the ADDPC shall ask the public to leave and remove all materials such as briefcases and backpacks to ensure that no recording devices have been left in the room. All persons must leave the meeting except the members of the ADDPC and those individuals whose presence is reasonably necessary for the ADDPC to carry out its executive

session responsibilities.

3. The Chairperson should remind all present that the business conducted in executive sessions is confidential pursuant to A.R.S. §431.03(C).
- F. In executive session, the ADDPC may discuss and consider only the specific matters authorized by the statute. Furthermore, the ADDPC may not take a vote or make a final decision in the executive session, but rather must reconvene in a public meeting for purposes of taking the binding vote or making final decisions. Taking a straw poll or informal or preliminary vote in executive session is unlawful under Open Meeting Law, A.R.S. §38-431.03(D).
- G. The Open Meeting Law permits only seven categories of topics to be discussed in executive session, per A.R.S. §38-431.03
1. Personnel discussions
  2. Confidential records
  3. Legal advice
  4. Litigation, contract negotiations, and settlement discussions

5. Employee salary discussions
6. International, interstate, and tribal negotiations
7. Purchase, sale, or lease of real property

## **V. ETHICS/CONFLICT OF INTEREST**

ADDPC members shall abide by and follow State of Arizona Conflict of Interest, Arizona Revised Statutes §38-501-511.

ADDPC members have an obligation to avoid conflicts of interest or any appearance of conflicts between their personal interests and the interests of the ADDPC. Conflicts of interest may often relate to situations where a member uses influence with the ADDPC for personal gain. ADDPC members should only speak publicly on behalf of the ADDPC when authorized. When speaking publicly on behalf of the ADDPC members must represent the ADDPC interests and not their own.

At the beginning of each full ADDPC, standing and special committee meeting,— members will individually disclose their identified conflict of interest. All attendees will have their verbal responses recorded in the minutes, if identifying a conflict.

A. All ADDPC members are prohibited from:

1. Using their position as an ADDPC member to give any person, organization, or entity special advantage over anyone else.
2. Personally profiting from ADDPC activities.
3. Disclosing or using information obtained by virtue of their position with the ADDPC to give special advantage to any person, organization or company.
4. Allowing or appearing to allow conflicts of interest to affect their judgment of the operations of the ADDPC.
5. Engaging in activities that either create or give the appearance of conflict of interest.
6. Casting a vote on any matter that would provide direct financial benefit to the members or otherwise give the appearance of a conflict of interest (DD Act Section 124(c)(5)(D)).

## **VI. MEMBER STIPENDS & REIMBURSEMENTS**

ADDPC members may be eligible for payment of a stipend in accordance with ADDPC policy, if the member is not employed

or must forfeit wages from other employment to attend ADDPC meetings and/or perform other ADDPC duties.

ADDPC members may be eligible for reimbursement of reasonable and necessary expenses (including expenses for personal assistance) in accordance with existing ADDPC policies, when attending ADDPC meetings and/or performing other ADDPC duties.

## **VII. AMENDMENTS TO THE BYLAWS**

The bylaws of the ADDPC may be amended at any time. Amendments to the bylaws must be submitted to all members of the ADDPC at least seven days prior to any full ADDPC meeting in which the bylaws will be reviewed and voted upon. Amendments to the bylaws may be offered up to the Chairperson and Executive Director for consideration.