

CAC By-laws / Operating Principles for Sonoran UCEDD Community Advisory Council

MEMBERSHIP

The CAC shall have between 14 – 24 members comprised of the following:

- Individuals with DD and related disabilities
- Families of individuals with DD
- Representatives from the other DD Network Agencies (DD Planning Council, IHD/NAU, and Arizona Center for Disability Law)
- Individual representing self-advocacy organization
- Other organizations concerned with the welfare of individuals with DD and their families including, but not limited to Parent Information and Training Centers, Assistive Technology Act grantees, relevant state agencies and community organizations.

The CAC's membership should reflect Arizona's geographic, racial and ethnic diversity and the majority of members should be individuals with disabilities or family members. New Members are elected by existing CAC members

DUTIES

The CAC shall:

1. Consult with the UCEDD staff on the Development of a 5 year plan
2. Review recommendations regarding Goals
3. Help establish and maintain the long term vision of the UCEDD
4. Conduct satisfactory monitoring over the UCEDD projects and goals
5. Share information and resources from the UCEDD with their communities and constituencies

TERMS

CAC members shall serve for 2 year terms and may be reappointed at the end of each term.

MEETINGS

- A. Meetings for the entire calendar year will be scheduled during the CAC meeting in which officers of the Committee are elected.
- B. Three meetings per year shall be conducted. Participation may be in person, by telephone or video conference.
- C. Whenever possible, decisions made by the CAC at meetings will be pursuant to Robert's Rules of Order and if a vote is taken, the majority of those members present shall constitute a quorum.

SERVICE

Membership and service on the CAC are voluntary. However, upon agreeing to serve, regular attendance and participation at the CAC meetings is required. Following absence at two consecutive meetings, the member will be contacted and polled regarding continued interest in serving. If the member chooses to remain active, continued absences might result in a request by the CAC Chairperson that the individual member resigns from the CAC. Members of the CAC shall be reimbursed for all expenses incurred for meeting attendance, including parking, ground transportation, overnight accommodations, meals, and child and personal care services pursuant to the UCEDD participation policy.

OFFICERS

- A. Officers for the CAC are the Chairperson and Vice Chairperson. Preference will be given for a family member or a person with a developmental disability for the Chairperson position.
- B. The Chairperson will preside at all meetings of the CAC. The Chairperson will work with the UCEDD Director or staff liaison to plan the agendas for each CAC meeting. The Chairperson will serve as the spokesperson for the CAC.
- C. The Vice Chairperson will perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve.
- D. The Officers will serve 2 year terms.