

UNIVERSITY OF HAWAII AT MANOA

Center on Disability Studies

University Center on Excellence in Education, Research and Service

COMMUNITY ADVISORY COUNCIL BY-LAWS

ARTICLE I. NAME

The name of this body shall be the Community Advisory Council (CAC) of the Center on Disability Studies at the University of Hawai'i.

ARTICLE II. PURPOSE

The purpose of the CAC is to provide consultation regarding the development and implementation of major training, service, and research activities of the University Center for Excellence in Developmental Disabilities Education, Research and services known as the Center on Disability Studies in order to ensure that such activities are responsive to state wide and regional needs and to assure that implementation is conducted according to best practices in the field of developmental disabilities. The CAC shall consult with the CDS Director regarding the development of the 5-year plan, and shall participate in an annual review of, and comment on the progress of the CDS in meeting the projected goals contained in the plan, and shall make recommendations to the CDS Director regarding any proposed revisions of the plan that might be necessary.

ARTICLE III. MEMBERSHIP AND TERMS OF OFFICE

Section 1: Composition

A. The CAC shall be composed of members representing the following entities:

- Individuals with Developmental Disabilities and Related Disabilities;
- Family Members of Individuals with Developmental Disabilities;
- Hawai'i Disability Rights Center;
- State Council on Developmental Disabilities;
- State Developmental Disabilities Division;

- Local Agencies Providing Services for Persons with Developmental Disabilities;
 - Private Non-Profit Groups Providing Services for persons with Developmental Disabilities; and
 - Parent Training and Information Center; and
 - Representatives of Self Advocacy Organizations
- B. More than half the members of the CAC shall be either persons with disabilities or family members of a person with a developmental disability.
- C. CAC membership shall make every effort to include representatives of all counties within the state of Hawai'i.
- D. CAC membership shall reflect the racial and ethnic diversity of the State. Section 2:Terms
- A. Terms for officers are two years, with annual elections to be held at the last meeting of the second calendar year.
- B. New members filling vacancies due to expiration of appointment or resignation shall be selected by the voting members of the CAC attending the last meeting of the calendar year in which the appointment or resignation takes place.

ARTICLE IV, STAFF

The core staff member for Community Training and Service shall be the staff liaison to the CAC, and shall be responsible for the following staff supports:

- Taking and dispersing minutes;
- Maintaining the CAC website;
- Consulting with the Chair or designee regarding meeting agenda items;
- Providing requested project information;
- Advance notice of CDS activities;
- Mailing notices and materials required by the CAC; and
- Maintaining communication network with the CAC membership other supports, as needed

Other staff members of the CDS should be available to attend meetings of the CAC, upon invitation by the CAC.

ARTICLE V. MEETINGS, VOTING AND QUORUM

Section 1: Meetings

Meetings will held at least twice a year or more often if necessary to carry out its responsibilities.

Section 2: Voting

A. Voting members include all regular, appointed members.

B. Members must be present to vote. Substitutes may attend to obtain information, but are not considered a member for that meeting and may not vote in place of the appointed member.

Section 3: Quorum

A. A quorum for all meetings shall consist of a majority of voting members present at the scheduled meeting.

ARTICLE VI. OFFICERS

Officers for the CAC are the Chairperson and Vice-Chairperson

The Chairperson will preside at all meetings of the CAC. The Chairperson will work with CDS Staff to plan the agendas for each CAC meeting. The Chairperson will serve as the spokesperson for the CAC, representing policies and recommendations approved by the CAC for implementation by the CDS.

The Vice Chairperson will perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve.

ARTICLE VII. 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, an additional absence for one meeting, may result in a request by the CAC Chairperson that the individual member resign from the CAC.

Members of the CAC shall be reimbursed for all expenses incurred for meeting attendance, including airfare, ground transportation, child and personal care services. Stipends will be provided in accordance with established policies.

ARTICLE VIII. AMENDMENTS TO BY-LAW

Amendments to these by-laws may be requested by any member of the CAC. Amendments shall become effective upon approval by a majority of the voting members present at the next regularly scheduled meeting of the CAC.