**Developmental Disabilities Division**
**State of Wyoming**
**Department of Health**

**Developmental Disabilities Division**
**Advisory Council**

# BY-LAWS

## Article 1
## Name and Authorization

1.1. The name of the Council shall be the Developmental Disabilities Division Advisory Council, hereafter referred to as the Council.

1.2. Hereafter, the Wyoming Department of Health shall be referred to as the Department and the Developmental Disabilities Division shall be referred to as the Division.

1.3. The Council exists by authority of W.S. 9-2-107(a) for the purpose of advising the Division staff on formulating and amending rules, policies, and procedure relating to Division programs and activities.

## Article II
## Purpose and Function

2.1. The purpose of the Council is to assist and advise the Division in implementing a statewide service delivery system for persons who are identified as having developmental disabilities and their families.

> Developmental Disabilities Division Mission: Our mission is to provide funding and guidance responsive to the needs of people with disabilities to live, work, enjoy, and learn in Wyoming communities with their families, friends, and chosen service and support providers.

2.2. The functions of the Council shall include advising and assisting the Developmental Disabilities Division:

2.2.1 In developing and promulgating rules relative to Division programs.

2.2.2 In developing and implementing policies that guide and direct the statewide system;

2.2.3 In achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State;

2.2.4 In the effective implementation of the statewide system by establishing a

process that includes seeking information from people with disabilities, parents, service providers, service coordinators, support brokers and others.

2.2.5 To the extent appropriate; in resolving interagency disputes (Complaints regarding services will be handled through either the Division's complaint or due process procedure);

2.2.6 In identifying sources of fiscal and other support for Division.

2.2.7 In promoting interagency agreements, in accordance with the Wyoming Rules and Regulations Governing Services for Infants, Toddlers; Children and Adults with Developmental Disabilities and Acquired Brain Injuries.

## Article III
## Membership

3.1. The Council will be comprised of 10 members. Council members shall be appointed by the Director of the Wyoming Department of Health who will ensure that the council membership reasonably represents the population of the State.

3.1.1 At least two members of the Council must be comprised of comprised of legally authorized representatives of a person with developmental disabilities or acquired brain injury or a self advocate.

3.1.2 At least two members must be Wyoming public or private providers of early intervention services, developmental disability services or acquired brain injury services.

3.1.3. At least one member must be from the State educational agency responsible for preschool services to children with disabilities.

3.1.4. One member representing each of the three branches of the Administration on Developmental Disabilities, i.e. The Governor's Council on Developmental Disabilities, Protection and Advocacy, Inc. and Wyoming Institute on Disabilities (WIND).

3.2. Appointments for Council members will be for three years. At the discretion of the Director some appointments may be for an indefinite term.

3.3. Any Council member who misses three unexcused, consecutive, meeting may be requested to resign his/her appointment.

3.4. No member of the Council shall cast a vote in any matter which would provide direct financial benefit to that member or otherwise give the appearance of a

conflict of interest.

3.5. Ex officio members shall not have the authority to vote on any matter of Council business. However, he/she may vote on committee or subcommittee business.

## Article IV
## Officers and Staffing

4.1. The officers of the Council shall be the Chairperson, Vice Chairperson, and Secretary who will be elected for a yearly term by the appointed members of the Council.

4.2. The Chairperson shall preside at meetings. In the absence of the Chairperson, the Vice-Chair shall conduct the meeting. If both the Chairperson and the Vice-Chairperson are absent, the Chairperson shall appoint another member to conduct the meeting.

4.3. The Developmental Disabilities Division shall provide a coordinator to facilitate and coordinate business of the Council. The Division shall provide other staff services to the Council, as appropriate.

## Article V
## Use of Funds by the Council

5.1. The Council may use funds under this part to:

5.1.1 Conduct public meetings and forums;

5.1.2 Reimburse members of the Council for reasonable and necessary expenses, as per approved State of Wyoming reimbursement policy, for attending Council meetings and performing Council duties.

5.1.3 Obtain paid services of professional, technical, and clerical personnel, as may be necessary to carry out the performance of its functions under this part.

5.1.4 Council members shall serve without compensation.

5.1.5 Provide, upon request, interpreters for persons who are deaf and other necessary services to ensure the meetings are accessible.

## Article VI
## Meetings

6.1. Meetings shall be called by the Chairpersons, Vice-Chairperson or the Administrator of the Developmental Disabilities Division as deemed necessary, but no less than semi annually.

6.2. A quorum necessary to conduct business, shall consist of a simple majority of the appointed membership of the Council.

6.3. An act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Council.

6.4. The Council secretary shall record the minutes of the meetings which shall be presented to the Council members prior to the next meeting for approval. Once approved, the minutes shall be distributed to Council members, the Department of Health Director and Division staff.

6.5. Meetings shall be held in different locations of the State with dates, times, and locations to be determined by the membership. When possible meetings will be held in conjunction with the Governor's Planning Council or Developmental Disabilities.

6.6. The meetings will be open and accessible to the general public interested in proceedings of the Council, however, participation must pertain to the agenda topics. The Chairperson or Vice-Chairperson has the discretionary authority to place visitors on the agenda.

6.7. Interpreters for persons who are deaf and other accommodations for disabilities will be provided at meetings upon request.

6.8. Executive sessions may be held as determined by the Chairperson or Vice-Chairpersons.

## Article VII
## Committees/Sub Committees

7.1. The Council may appoint standing committees and subcommittees from the membership to assist in meeting the purposes and functions of the Council.

7.2. Additional members may serve on a committee from outside the Council if approved by the Chairperson or Vice-Chairpersons.

7.3. Committees and subcommittees are responsible to the Council which may or may not accept recommendations.

## Article VIII
## General Provisions

8.1. Rules of precedence of motions shall be governed by parliamentary procedures.

8.2. By-laws shall be amended by a two-thirds (2/3) majority vote of the members.