

**Division of Healthcare Financing
State of Wyoming
Department of Health**

**Developmental Disabilities
Advisory Council**

BY-LAWS

**Article 1
Name and Authorization**

- A. The name of the Council shall be the Developmental Disabilities Advisory Council, hereafter referred to as the Council.
- B. Hereafter, the Wyoming Department of Health shall be referred to as the Department and the Division of Healthcare Financing shall be referred to as the Division.
- C. 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 procedures relating to Division programs and activities.

**Article 2
Purpose and Function**

- A. 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, intellectual disabilities, or acquired brain injuries, and their families.
- B. The Division's Mission: To provide access to quality, cost-effective services for Wyoming citizens within available financial resources in order to promote self-sufficiency and positive health outcomes.
- C. The functions of the Council shall be to advise the Division:
 - i. In developing and promulgating rules relative to Division programs;
 - ii. In developing and implementing policies that guide and direct the statewide system;
 - iii. In achieving full participation, coordination, and cooperation of all appropriate public agencies in the State;
 - iv. In effectively implementing the statewide system by establishing a process that includes seeking information from people with disabilities, parents, service providers, case managers, and others; and
 - v. To the extent appropriate, advising the Division on interagency disputes (complaints regarding services will be handled through either the Division's

complaint or due process procedure). The Division shall notify the Council of all complaints from other state agencies.

Article 3 Membership

- A. The Council will be comprised of 12 members. Based upon recommendation of the 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.
- i. Two members of the Council must represent legally authorized agents of a person with developmental disabilities, intellectual disabilities, or an acquired brain injury;
 - ii. One member of the Council must be a self-advocate;
 - iii. Two members must be Wyoming public or private providers of developmental disability, intellectual disability, or acquired brain injury services;
 - iv. One member must be a case manager providing services for a person with a developmental disability, intellectual disability, or an acquired brain injury;
 - v. One member must represent the Department of Education, Division of Special Education Programs;
 - vi. One member must represent the Department of Workforce Services, Division of Vocational Rehabilitation;
 - vii. One member representing each of the three branches of the Administration on Developmental Disabilities, (i.e., Governor’s Council on Developmental Disabilities, Protection and Advocacy, Inc. and the Wyoming Institute for Disabilities (WIND)); and
 - viii. One member will be the Executive Director representing the Wyoming Community Service Providers.
- B. Appointments for Council members will be for three (3) years, beginning October 1 and ending September 30. Appointments will be staggered and, at the discretion of the Director, some appointments may be for an indefinite term.
- C. A new member will be oriented to the roles and responsibilities of the Council within the first ninety (90) days of the appointment.
- D. Any Council member who misses three (3) unexcused, consecutive meetings may be requested to resign his/her appointment.
- E. An unscheduled vacancy will be filled for the duration of the term of that appointment.

- F. 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.
- G. 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 4
Officers and Staffing**

- A. 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.
- B. The Chairperson shall preside at meetings. In the absence of the Chairperson, the Vice-Chairperson shall conduct the meeting. If both the Chairperson and the Vice-Chairperson are absent, the Chairperson shall appoint another member to conduct the meeting. The Secretary shall review minutes of the meeting prior to distribution to Council members.
- C. The 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 5
Use of Funds by the Council**

- A. The Council may use funds under this part to:
 - i. Conduct public meetings and forums.
 - ii. 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.
 - iii. Obtain paid services of professional, technical, and clerical personnel, as may be necessary to carry out the performance of its functions under this part.
 - iv. Council members shall serve without compensation.
 - v. Provide, upon request, interpreters for persons who are deaf and other necessary services to ensure the meetings are accessible.

**Article 6
Meetings**

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

- B. A quorum necessary to conduct business shall consist of a simple majority of the appointed membership of the Council.
- C. 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.
- D. Minutes of the meetings shall be recorded and presented to Council members and Division staff prior to the next meeting. The minutes shall be presented for approval at the next scheduled Council meeting.
- E. Meetings shall be held at the dates, times, and locations as determined by the membership.
- F. 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, Vice-Chairperson, or Administrator has the discretionary authority to place visitors on the agenda.
- G. Accommodations for disabilities will be provided at meetings upon reasonable request.
- H. Executive sessions may be held as determined by the Chairperson, Vice-Chairperson, or Administrator.

**Article 7
Committees/Subcommittees**

- A. The Council may appoint standing committees and subcommittees from the membership to assist in meeting the purposes and functions of the Council.
- B. Additional members may serve on a committee from outside the Council if approved by the Chairperson or Vice-Chairperson.
- C. Committees and subcommittees are responsible for making recommendations to the Council for consideration, which the Council may or may not accept.

**Article 8
General Provisions**

- A. Rules of precedence of motions shall be governed by parliamentary procedures.
- B. By-laws shall be amended by a two-thirds (2/3) majority vote of the seated members.