Wyoming Department of Health
Division of Healthcare Financing
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).

Article 2
Purpose and Function

A. The purpose of the Council shall be 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 Council shall assist the Division in meeting its 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 in:

1. Developing and promulgating rules relative to Division programs;

2. Developing and implementing policies that guide and direct the statewide system;

3. Achieving full participation, coordination, and cooperation of all appropriate public agencies in the State; and

4. Effectively implementing the statewide system by establishing a process that includes seeking information from people with disabilities, parents, service providers, case managers, and others.

Article 3
Membership

A. The Council shall be comprised of fourteen (14) members. Based upon the recommendation of the Council, members shall be appointed by the Director of the

Wyoming Department of Health, who shall ensure that the Council membership reasonably represents the population of the State.

1. Two members of the Council shall be legally authorized representatives of a person with developmental disabilities, intellectual disabilities, or an acquired brain injury.

2. One member of the Council shall be a self-advocate.

3. Two members of the Council shall be Wyoming providers of developmental disability, intellectual disability, or acquired brain injury services. One of which will be an independent provider.

4. One member of the Council shall be a case manager providing services for a person with a developmental disability, intellectual disability, or an acquired brain injury.

5. One member of the Council shall represent the Department of Education, Special Education Programs Division.

6. One member of the Council shall represent the Department of Workforce Services, Division of Vocational Rehabilitation.

7. One member of the Council shall represent the Governor's Council on Developmental Disabilities (WGCDD).

8. One member of the Council shall represent Protection & Advocacy System, Inc.

9. One member of the Council shall represent the Wyoming Institute for Disabilities (WIND).

10. One member of the Council shall be the Executive Director of the Wyoming Community Service Providers (WCSP).

11. One member of the Council shall represent the Wyoming Department of Family Services (DFS).

12. One member of the Council shall be a direct support professional (DSP) providing services for a person with a developmental disability, intellectual disability, or an acquired brain injury.

B. Appointments for Council members shall be for three (3) years, beginning October 1 and ending September 30. Appointments shall be staggered and, at the discretion of the Director, some appointments may be for an indefinite term.

C. A new member shall 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 their appointment.

E. An unexpected vacancy shall 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, they 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 shall comprise the Executive Committee. The officers shall be elected for a yearly term by the appointed members of the Council. Elections shall occur annually in September.

B. The Chairperson shall conduct 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:

1. Conduct public meetings and forums;

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; and

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.

B. Council members shall serve without compensation.

C. The Council shall, upon advanced notice, provide reasonable accommodations 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. Public notice of meetings, and the corresponding agenda items, shall be announced at least two weeks prior to the meeting date.

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

H. Accommodations for people with disabilities shall be provided at meetings upon reasonable request.

I. Executive sessions may be held as determined by the Chairperson, Vice-Chairperson, or Administrator.

Article 7
Committees and 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 shall be 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.