



THE UNIVERSITY OF
MAINE

**Center for Community Inclusion
and Disability Studies**

University Center for Excellence in Developmental Disabilities

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Community Advisory Committee Bylaws

Revised: November 10, 2016

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ARTICLE I

Name

The name of the committee shall be the University of Maine Center for Community Inclusion and Disability Studies (CCIDS), Community Advisory Committee, hereafter referred to as the CAC. This committee is the officially designated “consumer advisory committee” established in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act 2000).

ARTICLE II

Purpose

Section 1. The University of Maine Center for Community Inclusion and Disability Studies (CCIDS), University Center for Excellence in Developmental Disabilities (UCEDD)

The University of Maine Center for Community Inclusion and Disability Studies, Maine’s UCEDD, is part of a national network of UCEDDs sponsored by the Administration on Intellectual and Developmental Disabilities, U.S. Department of Health and Human Services and authorized through the DD Act of 2000. The purpose of the UCEDD is to provide leadership in, advise Federal, State, and community policymakers about, and promote opportunities for individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life.

As a UCEDD, the Center for Community Inclusion and Disability Studies has the following responsibilities: Interdisciplinary Undergraduate and Graduate Education, Community Outreach Education and Technical Assistance, Research and Policy Analysis, and Dissemination of Information and Research.

Section 2. The Center for Community Inclusion and Disability Studies, Community Advisory Committee

The purpose of the CAC is to advise the CCIDS Director in a manner that supports the Center in meeting its responsibilities in accordance with the DD Act of 2000.

Section 3. Roles and Responsibilities of the Community Advisory Committee

The Community Advisory Committee:

1. Consults with the CCIDS Director regarding the development of the UCEDD's five (5) year plan.
2. Reviews and comments annually on the Center's progress in meeting the projected goals contained in the five (5) year plan.
3. Makes recommendations to the CCIDS Director regarding any proposed revisions of the five (5) year plan.
4. Meets, as necessary, to carry out the role of the Committee, but at least twice a year.
5. Develops an overall understanding of the Center and its work.
6. Advocates for, and on behalf of, the Center and its work.
7. Supports and contributes to development activities of the Center.
8. Advises and informs the CCIDS Director regarding other relevant organizations, programs, networks or activities that may provide opportunities for Center collaboration.

ARTICLE III

Membership

Section. 1. Membership

Members must have a commitment to be actively involved in the performance of the required activities listed in the roles and responsibilities of the CAC (Article II, Section 3). A majority of the members shall be individuals with developmental disabilities and family members of such individuals. Upon request, the Center shall provide individual accommodation to support full participation of all members.

Section 2. Composition

A. Membership shall consist of:

- Individuals with developmental disabilities and related disabilities across the lifespan
- Family members of children and/or adults with developmental disabilities who cannot represent themselves
- A representative of Disability Rights Maine
- A representative of the Maine Developmental Disabilities Council
- A representative of a Maine statewide self-advocacy organization
- A representative from the Parent Training and Information Center

And representatives of organizations that may include:

- Service providers concerned with serving individuals with disabilities including developmental disabilities
- A parent representative from a Maine parent organization
- Representatives from relevant state agencies such as the Maine Department of Education, the Maine Department of Health and Human Services, and the Maine Department of Labor
- Other community members interested in supporting the Center and its work.

B. The CAC shall reflect the racial and ethnic diversity of the State.

C. The CAC shall strive to have regional representation from all areas of the State.

Section 3. Number

The CAC will have a minimum membership of fifteen (15) people.

Section 4. Term of Membership

- A. Membership terms are for three (3) years. Terms will be staggered in such a manner that one-third of the membership will be selected each year.
- B. Membership on the CAC is limited to two (2) consecutive three-year terms **with the following exceptions:** (1) representatives from Disability Rights Maine and the Maine Developmental Disabilities Council (both authorized under the DD Act of 2000) are exempt from term limits; (2) when a member is fulfilling an incomplete term of another, that service is not considered part of his/her term limit; and (3) the CCIDS Director, in consultation with the Co-Chairs, may waive a term limit if he or she deems it in the interests of the CAC and the Center.

Section 5. Nomination, Selection and Reappointment of Membership

An ad hoc Nominating Committee will review applications for membership and recommend new members to the full CAC who will advise the CCIDS Director on membership. Individuals whose terms have expired may be re-nominated upon the recommendation of the nominating committee based on past attendance, accountability and active participation on the CAC.

ARTICLE IV

Operation of Advisory Committee

Section 1. Operating Year

- A. The operating year for the CAC shall coincide with the UCEDD Core grant year of July 1 through June 30.

Section 2. Meetings

- A. The CAC shall meet at least twice a year. Members are expected to attend all meetings. If a member misses two consecutive meetings, she/he may be asked to step off the CAC and his/her name will be removed from the list of members. At the Co-Chairs' discretion, active participation on an ad hoc committee may offset one missed meeting. Additional meetings may be called by the CCIDS Director in consultation with the Co-Chairs.
- B. Ad hoc committees of the CAC will meet as necessary. Alternative meeting formats for ad hoc committee are encouraged (i.e. conference calls, email, "piggy-backing" with regular meetings, etc.).

- C. The CAC will make decisions through consensus, recognizing that the Co-Chairs may utilize alternative decision making strategies including, as necessary, calling for a majority vote.
- D. Appropriate individual accommodation and supports shall be provided to assure access for and participation of all CAC members.

Section 3. CAC Member Remuneration

- A. CAC members who are individuals with developmental disabilities or family members of individuals with developmental disabilities may receive a \$50 stipend per meeting attended.

Individuals with developmental disabilities and family members may also be compensated for lost wages, but the combined amount of the stipend and lost wages may not exceed \$100 per member.

Individuals with developmental disabilities and family members may also be reimbursed for childcare costs and/or personal assistant support services consistent with federal and University requirements.

- B. CAC members may receive mileage reimbursement and overnight accommodation and expenses, as required. Reimbursement will be made at the University rate. Meals will be provided during regularly scheduled meetings, as appropriate.

ARTICLE V

Officers and Committees

Section 1. Leadership

- A. The CAC shall have two Co-Chairs to provide leadership. At least one Co-Chair shall be an individual with a developmental disability or family member. They shall preside at all meetings of the CAC. Co-Chairs shall appoint the members of all committees of the CAC. At least one Co-Chair shall sign all documents requiring a signature and the Co-Chairs shall perform all other duties incidental of the office. A vacancy of a Co-Chair occurring due to illness, death or other circumstance resulting in the incapacity to fulfill required duties, shall be filled by a vote of the CAC to complete the vacated term.
- B. Co-Chairs shall be nominated from the CAC membership by an ad hoc Nominating Committee and shall serve for a two (2) year term.

Election by the CAC membership should take place at a full CAC Meeting.

- C. The Center Director shall appoint a member of the CAC to represent CCIDS on the Association of University Centers on Disabilities (AUCD) Council on Community Advocacy (COCA).

Section 2. Committees

Ad hoc committees will be identified as needed by the CAC, appointed by the Co-Chairs, and given a specific charge.