

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
CONSUMER ADVISORY COMMITTEE  
BYLAWS WITH THE CHANGES**

**ARTICLE 1**

**NAME**

This organization shall be known as the Department of Developmental Services (DDS) Consumer Advisory Committee (CAC).

**ARTICLE 2**

**PURPOSE**

The purpose of the CAC is to advise the Director of the DDS and his or her staff on issues involving policies, programs, legislation, and regulations affecting the delivery of services and supports to people with developmental disabilities in California.

**ARTICLE 3**

**ROLE AND RESPONSIBILITY OF  
THE DEPARTMENT OF DEVELOPMENTAL SERVICES**

The DDS is committed to providing the CAC with the resources needed to properly advise the Department. The Office of Human Rights and Advocacy Services will have primary responsibility for working with the CAC. The Department shall assign a staff person as liaison to the CAC. The liaison will work with each member to assess and arrange travel, facilitation, and personal attendant needs. The liaison will work with appropriate DDS staff to arrange

any needed travel, hotel, and meeting room arrangements. Travel, facilitation, hotel, and meeting rooms will be paid for by the Department. The liaison will assist the CAC Chairperson, Vice Chairperson, and Secretary in development of the meeting agenda. This liaison will also be the contact person for any questions CAC members may have about policy and procedures. The Department will make sure that appropriate staff attends CAC meetings, according to the agenda, in order to provide CAC members with information and to receive advice from the CAC. The Department will work with the CAC to identify any Department sponsored workgroups or committees which would benefit by the participation of CAC members. Participation on Department sponsored workgroups and committees will be funded and coordinated by the Department.

## **ARTICLE 4**

### **MEMBERSHIP**

Membership on the CAC is open to any person with a developmental disability in the State of California who utilizes services from a regional center or developmental center and who:

- a) is a member of a local People First or self-advocacy group,
- b) has been nominated by their People First or self-advocacy group,
- and c) sends an application package to the DDS. Nomination and selection of new members shall occur no later than the last meeting date of the year.

Selection of the membership shall be made by the Director of the DDS, with the Chair of the CAC. The group of consumers selected as members of the Consumer Advisory Committee shall be a balanced of geographically, ethnically, and by type of disability.

The membership shall consist of no more than fifteen (15) consumers. One (1) member shall be selected from people who have experience living in a developmental center. All selections are at the pleasure of the DDS and may be terminated at any time without cause.

## **ARTICLE 5**

### **TERM OF OFFICE**

The term of each member shall be for three (3) years. Terms (beginning in 2002) will be staggered. Following completion of one term of membership, a former member may be considered for a second term. In no event shall any member serve more than six (6) consecutive years of service. One-third (1/3) of the members will be selected each year.

## **ARTICLE 6**

### **OFFICERS AND ELECTIONS**

The officers of the CAC shall be a Chairperson, Vice-Chairperson, and Secretary.

The officers shall be elected by a majority of the members eligible to vote and shall serve for a term of two (2) years. Officers shall serve no more than one (1) term per office.

## Duties of the Chairperson

1. Call and lead all meetings;
2. Represent the CAC at community and other functions selected by the Committee;
3. Discuss with appropriate DDS staff and plan the agenda for all meetings;
4. Appoint sub-committees, including the chairperson of the sub-committee, and specify the activities, responsibilities and functions that the sub-committee is to carry out; and
5. Perform such other duties as the membership or DDS may assign.
6. The person should be a member for at least one year prior to the appointment of chair.

## Duties of the Vice-Chairperson:

1. Assume the duties and exercise the powers of the Chairperson during his or her absence;
2. Perform such other duties as the Chairperson or the members may assign.
3. Discuss with appropriate DDS staff and plan the agenda for all meetings;

## Duties of the Secretary:

1. Discuss with appropriate DDS staff and plan the agenda for all meetings.
2. Time keeper for meetings.
3. Assist DDS support staff/ liaison with:
  - Taking notes for Minutes
  - Giving hand-outs to members during meeting
  - Assisting with meeting set-up and clean-up

## **ARTICLE 7**

### **MEETINGS**

Meetings of the Consumer Advisory Committee shall be held up to four times during each calendar year. A calendar of CAC meeting dates for the coming year will be established by the CAC Chairperson, Vice-Chairperson, Secretary and DDS in the month of November of each year. All CAC meetings will be held in Sacramento unless agreed upon by the CAC members and resources are available to hold a meeting elsewhere. Meeting dates, times, and locations shall be changed only upon approval by the Chairperson, Vice-Chairperson, Secretary and DDS.

There will be two standing agenda items for each meeting. The first agenda item will consist of issues on which the Department wants the advice of the CAC. The second agenda item will consist of issues on which CAC members wish to advise the Department. Each CAC member will be responsible for informing the Chairperson and/or DDS staff of items they want on the agenda. The agenda and materials will be mailed at least two weeks prior to each meeting. Each CAC member is responsible for reviewing the agenda and materials prior to the meeting.

## **ARTICLE 8**

### **VOTING AND QUORUM**

Each member of the Consumer Advisory Committee shall be entitled to vote. A member who is unable to attend a meeting for any reason shall advise the Chairperson and DDS.

A majority (51%) of the appointed membership of the Consumer

Advisory Committee shall be necessary to constitute a quorum for the transaction of business.

## **ARTICLE 9**

### **QUALIFICATIONS AND REQUIREMENTS OF MEMBERSHIP**

All members of the Consumer Advisory Committee must be members in good standing who have been selected in agreement with Article IV and who have not missed more than (2) consecutive meetings without just cause.

Members missing more than two (2) consecutive meetings without just cause as determined by the DDS may be removed. A member unable to attend any scheduled meeting of the Committee shall give prior notification to the Chairperson and DDS, with the reason(s) for his or her absence.

## **ARTICLE 10**

### **VACANCIES**

Vacancies in membership shall occur in the event of resignation, death, expiration of the term, or removal by DDS. Resignations shall include an effective date, and be submitted to the DDS in writing.

The DDS will select a new member to fill the vacancy, in accordance with Article IV. Any person selected to fill a vacancy shall serve out the remainder of the term of the member vacated.

## **ARTICLE 11**

### **EX OFFICIO MEMBERS**

The Director of the DDS may designate one or more of his or her staff to serve as ex officio members of the Consumer Advisory Committee to assist the Committee in carrying out its duties and responsibilities. Ex officio members do not have voting power, but may fully participate in all meetings.

*Amended and approved (6/12/18)*

*Amended and approved (5/8/12)*

*Amended and approved (10/16/03)*

*Amended and approved (5/23/01)*