

Washington State Independent Living Council

BYLAWS

Article I

Name

Washington State Independent Living Council (SILC)

Article II

Mission Statement

*To create opportunities and foster independence for people with disabilities in partnership with the Centers for Independent Living and appropriate State agencies.*

Article III

Purpose and responsibility

The Washington State Independent Living Council functions in accordance with Title VII of the Rehabilitation Act, as amended. The Council provides advocacy, education, planning and leadership in order to:

- promote access to independent living services and centers for independent state-wide;
- increase opportunities for self determination and empower people with disabilities to live self-directed lives; and
- create an awareness of people with disabilities as a valuable human resource.

The Washington State Independent Living Council promotes a philosophy of independent living, including a philosophy of consumer control, peer support, self-help, self determination, equal access, individual and systems advocacy.

## Article IV

### Membership

#### Section 1. Members defined

- a. In accordance with the independent living philosophy, the SILC shall be composed of members who provide statewide representation; who represent a broad range of individuals with disabilities; who are from diverse backgrounds and are knowledgeable about centers for independent living and independent living services.

In order to ensure a comprehensive view of Washington State's independent living needs, the SILC shall actively seek diverse geographic and cultural representation.

- b. The Council shall include:
  1. At least one director of a center for independent living chosen by the directors of centers for independent living within the State;
  2. One representative of the centers from the state 121 Program and 304 Programs be represented;
  3. As ex-officio officers, nonvoting members:

One representative each from the Division of Vocational Rehabilitation (DVR) and the Department of Services for the Blind (DSB);

Representatives from other state agencies that provide services for individuals with disabilities
  4. A majority of voting members who are individuals with disabilities not employed by any State agency or center for independent living.
- c. The SILC shall consist of 7-11 members.
- d. The members of the SILC shall be appointed by the Governor.
- e. A Council member may be removed from his or her position by the Governor for good cause.
- f. Members must agree to honor state confidentiality requirements of RCW 74.04.060 in addition to Council policy and procedures.

- g. Members must agree to follow due process as established by policies and procedures on conflict resolution to resolve any and all grievances.

Failure to adhere to SILC conflict resolution procedure will cause for suspension from SILC activity and a recommendation to the Governor's Office for that member to be removed from his/her appointment.

## Section 2. Terms of Appointment

- a. A term of appointment shall be three years.
- b. Terms will begin at the time of appointment.
- c. Members of the SILC, excluding state agency representatives, shall serve for not more than two consecutive full terms and no more than eight (8) consecutive years.

## Section 3. Vacancies

Vacancies are created when a member of the Council completes a full term, resigns, or is removed from appointment. Any vacancy occurring in the membership of the Council shall be filled in the same manner as the original appointment. The vacancy shall not affect the power of the remaining members to execute the duties on the Council.

## Section 4. Recruitment

- a. Recruitment shall occur in the following manner:
  - 1. Development Committee will accept applications.
  - 2. Development Committee will screen applicants and conduct interviews.
  - 3. Development Committee will make applicant recommendations to the SILC Executive Director. These recommendations and all applications received will be forwarded to the Governor for consideration of appointments.
  - 4. Governor will appoint members.

## Article V

### Duties of the Council

#### Section 1. Duties

- a. The Council shall jointly develop and sign (in conjunction with the Designated State Units) the State Plan required in section 704 of the Rehabilitation Act as amended.
- b. Monitor, review, and evaluate the achievement and measurable outcomes of the State Plan.
- c. Coordinate activities with the Washington State Rehabilitation Councils and councils that address the needs of specific disability populations and issues under other Federal law.
- d. Ensure that all regularly scheduled meetings of the State Independent Living Council are open and reasonably accessible to the public and sufficient advance notice is provided.
- e. Submit to the Commissioner such periodic reports as the Commissioner may reasonably request, keep such records, and afford such access to such records, as the Commissioner finds necessary to verify such reports.

## Article VI

### Officers and Executive Committee

#### Section 1. Officers

Officers of the Council shall consist of a Chairperson and a Vice Chairperson.

#### Section 2. Executive Committee

- a. Members of the Executive Committee shall be comprised of the Chairperson, and Vice Chairperson, one member at large selected by the full Council, and the Executive Director, as a non-voting member.
- b. The Duties of the Executive Committee shall be to:
  1. In coordination with the Executive Director, prepare agendas for all regular Council meetings;

2. Act on issues requiring immediate attention which arise between meetings of the full Council and report actions taken at the next full Council meeting;
  3. Make assignment of Council members to Committees; and,
  4. Establish ad hoc work groups as needed, including convening an ad hoc work group of the committee chairs to make work plan assignments in accord with the State Plan.
  5. Conduct annual performance reviews of staff under the supervision of the Council Chair.
- c. A simple majority of the voting members of the Executive Committee shall constitute a quorum.

### Section 3. Nomination, Election and Term of Office

- a. Nominations of Officers shall be accepted from the floor. All members, except ex-officio members may be nominated.
- b. Elections will be held annually during the third quarter of the calendar year.
- c. The Chairperson and Vice-Chairperson shall serve one year terms beginning October 1 of each year. They may be re-elected for two additional one year terms.

### Section 4. Duties

- a. The Chairperson or his/her designee shall:
  1. Convene and preside at all Council meetings.
  2. Convene and preside at all Executive Committee meetings.
  3. Along with the Executive Director, be a spokesperson for the Council.
  4. Along with the Executive Director, be a liaison to the Governor's office, the Division of Vocational Rehabilitation (DVR), and the Department of Services for the Blind (DSB).
  5. Serve as an ex-officio to all Council Committees.
  6. Oversee and account for the Council staff and budget.
  7. Report to the full SILC via annual report.
- b. The Vice-Chairperson shall:
  1. Assume the duties of the Chairperson when the Chair is unable to perform those duties.

2. Assume the office of the Chair for an unexpired term should the Chairperson be unable to complete his/her term.
3. Assist the Chairperson in coordinating various functions of the Council at the request of the Chairperson.

#### Section 5. Succession of Officers

In the event the Vice-Chairperson permanently replaces the Chairperson (Article VI, Section 4 b. 1, the Council shall elect a Council member to fill the Vice-Chairperson's vacancy.

### Article VII

#### Meetings, Quorum, and Voting

##### Section 1. Regular Meetings

- a. The Council shall conduct regular meetings at accessible locations.
- b. Efforts will be made to hold meetings on a regular schedule.
- c. All regular meetings will be open to the public and adequate advance notice will be given.

##### Section 2. Special Meetings

- a. A Special meeting of the Council may be called by the Chairperson.
- b. When a special meeting is called, all Council members and individuals and groups on the SILC interested parties mailing list shall be provided sufficient notification.
- c. The special meeting may replace a regular meeting, if stipulated by the Chairperson, or may occur in addition to the regular meeting.

##### Section 3. Quorum

A quorum for the quarterly and special meetings shall be considered to be a simple majority of the voting membership of the SILC, plus one member. The presiding officer will be included in determining a quorum.

#### Section 4. Voting

- a. Each voting member of the SILC shall have one vote and must be present to cast his/her vote. Being present may be any alternative interactive participation such as conference call or other telecommunication device which has been arranged in advance upon the member's request.
- b. Passage of a motion shall require a simple majority of those present (except as contained under Article X, Section 1).
- c. The presiding officer shall not cast his/her vote except under the following situations: 1) to break a tie; or 2) to create a tie, thereby causing a motion to fail.

### Article VIII

#### Subcommittees

#### Section 1. Committees

- a. The Council shall establish standing committees of the SILC. The Executive Committee shall make necessary appointments.
- b. The Executive Committee shall appoint chairs of committees. These appointments will be ratified by the Council during the regular meetings of the SILC.
- c. Committees shall provide regular reports of their activities to the Council members.
- d. Committees shall transact business in person, via telephone conference, or correspondence at a time and place designated by the committee chair.
- e. Each member of the Council shall serve on at least one Council committee. Committee members who serve as liaison to other state boards and commissions are expected to report their activities to the full SILC.
- f. The membership of a committee shall be comprised of a minimum of two Council members.
- g. Committee chairs may also call upon non-Council members to participate as ex-officio members of committees.
- h. Standing committees shall include the State Plan Committee, Development Committee, Legislative Committee, Public Relations Committee, and Executive Committee
- i. Ad-hoc committees may be established by the Executive Committee on as needed basis.

The State Plan Committee:

- In coordination with the Executive Director, develop the State Plan for Independent Living (SPIL), and work in conjunction with the Designated State Units (DSU);
- Monitor, review and evaluate the implementation of the SPIL;
- Other duties as assigned by the Council

The Development Committee:

- In coordination with the Executive Director develop and monitor the Council's budget;
- Recruit and recommend new Council members in accordance with membership composition requirements and forward recommendations to the Governor;
- In coordination with the Executive Director, provide for orientation of new Council members;
- Other duties as assigned by the Council.

The Legislative Committee:

- Collect and distribute legislative information, both federal and state to the SILC and any parties identified as benefiting from this knowledge;
- Act upon the direction of the SILC to advocate and educate persons and organizations that make decisions effecting persons with disabilities;
- Other duties as assigned by the Council.

The Public Relations Committee:

- Raise public awareness of the SILC and IL issues and philosophy;
- Promote the acceptance of people with disabilities as whole and valuable human beings;
- Accomplish these goals primarily through contact and relationships with CILs, disability agencies and organizations, government entities, businesses and service providers, the media and the general public;
- Other duties as assigned by the Council.

The Executive Committee

- In coordination with the Executive Director, prepare agendas for all regular Council meetings;
- Act on issues requiring immediate attention which arise between meetings of the full Council and report actions taken at the next full Council meeting;
- Make assignment of Council members to committees;
- Establish ad hoc work groups as needed, including convening an ad hoc work group of the committee chairs to make work plan assignments in accord with the State plan;
- Develop and create policies when needed to present to the SILC for approval, and develop procedures for implementation of said policies;

- On a periodic basis, review the existing policies and procedures for their currency;
- Conduct annual performance reviews of staff under the supervision of the Council Chair.
- Other duties as assigned by the Council.

## Article IX

### Conflict of Interest

#### Section 1. Conflict of Interest

A board member is expected to hold a high standard of ethics. It is extremely important that board members avoid conflicts of interest, or the appearance of the same.

Board members can avoid conflict of interest problems by being aware of statutory restrictions, adhering to such restrictions, and by using good judgment and maintaining an appearance of fairness.

## Article X

### Method of Amending Bylaws

#### Section 1. Bylaws Amended

- a. Bylaws may be amended at regular Council meetings, provided the proposed amendment shall have been delivered in writing and in an accessible format to each Council member no less than 14 working days prior to the next Council meeting. Any individual and/or group on the SILC interested parties mailing list may obtain a copy upon request.
- b. Voting on proposed amendments shall be by open ballot of those present (as defined in Article VII, Section 4a) and shall require two-thirds of the voting membership for passage. Successful amendments shall take effect immediately.
- c. No amendment may be adopted which is inconsistent with federal regulations.

## Article XI

### Parliamentary Authority

The rules contained in the latest version of Robert's Rules of Order shall govern the Council in all cases to which they apply and in which they are not inconsistent with the bylaws of this Council.

Adopted \_\_\_\_\_