

# Washington State Independent Living Council

## BYLAWS

### **Article I: Name**

Washington State Independent Living Council (WASILC)

### **Article II: Mission Statement**

The Washington State Independent Living Council empowers communities, through advocacy, leadership, education and collaboration, to achieve positive and effective solutions by promoting the Independent Living Philosophy.

### **Article III: Purpose and Philosophy**

The WASILC functions in accordance with Title VII of the Rehabilitation Act of 1973, as amended and Executive Order 04-05. The Council provides statewide systemic advocacy, education, planning and leadership in order to:

- Promote access to independent living services at Centers for Independent Living (CILs), and all other independent living services providers statewide;
- Increase opportunities for self-determination and empowerment of people with all disabilities to live self-directed lives, and support self and system advocacy and education;
- Create an awareness of people with disabilities as a valuable human resource;
- Consult and collaborate with Centers for Independent Living;
- Educate and collaborate with independent living services providers statewide.

The WASILC is a voluntary Council that promotes a philosophy of independent living including a philosophy of consumer control, peer support, self-help, self-determination, equal access, individual and systems advocacy in seeking to build the capacity of the individual CILs, statewide independent living services providers, its Council members, and the ACIL-WA.

### **Article IV: Size, Composition and Qualifications**

#### **Section 1. Size**

The WASILC shall consist of 7 to 11 voting members and the appropriate amount of non-voting, ex-officio members as necessary. The number of ex-officio members shall not exceed the number of voting members.

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## Section 2. Composition

The Council shall include:

### Voting Members

1. At least one Director of a center for independent living chosen by the directors of independent living centers within the state;
2. One Director from the state 121 Program (Tribal VR Program) chosen by the directors of the 121 programs;
3. A representative of the 304 Programs (Migrant and Seasonal Farm Workers);
4. Parents and guardians of individuals with disabilities;
5. General population representatives;
6. Advocates of and for individuals with disabilities;
7. Private businesses representatives;
8. Other representatives from CILs; and
9. Other appropriate representatives.

A majority of voting members shall be individuals with disabilities not employed by any state agency or CILs.

As ex-officio officers, nonvoting members:

1. One representative each from the Division of Vocational Rehabilitation (DVR)
2. Department of Services for the Blind (DSB)
3. Representatives from other state entities that provide services for individuals with disabilities as appropriate.

## Section 3. Recruitment

In accordance with the independent living philosophy, the WASILC 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 independent living centers and independent living services.

The members of the WASILC shall be appointed by the Governor.

Recruitment shall occur in the following manner:

1. WASILC will accept applications from the Governors Boards and Commission's Office, or directly from members of the public whom will be assisted through the official application process.
2. The Executive Committee will screen applicants and conduct the interview process.
3. WASILC will make applicant recommendations to the WASILC Executive Director. These recommendations and all applications received will be forwarded to the Governor for consideration of appointments.
4. Governor will appoint members.
5. Governor's office may bypass this process at its discretion.

#### Section 4. Terms of Appointment

- a. A term of appointment shall be three years.
- b. Terms will begin at the time of appointment by the Governor's Office.
- c. Members of the WASILC, excluding state agency representatives and Tribal representatives, shall serve for not more than two consecutive full terms and no more than eight (8) consecutive years. Unless a member has been appointed to fulfill a vacant position, which term has not expired.
- d. All members can reapply for another term before the expiration of their term as long as they have not exceeded the situation described in Section 3 (c) of this section.

#### Section 5. Vacancies

- a. 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.
- b. A Council member may be removed from his or her position by the Governor for good cause.
- c. Resignation requires a written notice to be provided to the Council and Governor's office.
- d. Failure to adhere to WASILC conflict resolution procedure (described in WASILC policies and procedures) will be cause for suspension from WASILC activity and a recommendation to the Governor's Office for that member to be removed from his/her appointment.

## **Article V: Duties of the Council**

### Section 1. Duties

- a. The Council shall jointly develop and sign, in conjunction with a majority of the Center for Independent Living directors, the State Plan for Independent Living (SPIL) required in section 704 of the Rehabilitation Act as amended.
- b. The Plan shall be jointly developed by the chairperson of the Statewide Independent Living Council, and the directors of the centers for independent living in the State, after receiving public input from individuals with disabilities and other stakeholders throughout the State; and signed by:
  - the chairperson of the Statewide Independent Living Council, acting on behalf of and at the direction of the Council;
  - the director of the designated State entities; and
  - not less than 51 percent of the directors of the centers for independent living in the State.
- c. Regularly monitor, review, and evaluate the achievement and measurable outcomes of the SPIL.
- d. Coordinate activities with the Washington State Rehabilitation Council and other councils that address the needs of specific disability populations and issues under other Federal law or state law.
- e. Ensure that all regularly scheduled meetings of the Washington State Independent Living Council are open and reasonably accessible to the public and sufficient advance notice is provided.
- f. Submit to the administrator such periodic reports as the administrator may reasonably request, keep such records, and afford such access to such records, as the finds necessary to verify such reports.
- g. Members must agree to honor state confidentiality requirements of RCW (Revised Code of Washington) 74.04.060 in addition to Council policy and procedures.
- h. Members must agree to follow due process as established by WASILC policies and procedures on conflict resolution to resolve any and all grievances.

### Section 2: Compensation and Expenses

- a. The WASILC is a voluntary council and the members are not employees of the State. Members of WASILC shall be reimbursed for the necessary expenses incurred in the performance of WASILC duties while appointed as a member of the Council.
- b. Council member's travel to other related approved council duties shall be reimbursed according to state policies.

## **Article VI: Officers and Executive Committee**

### **Section 1. Officers**

Officers of the Council shall consist of a Chairperson, a Vice Chairperson and a Secretary/Treasurer.

### **Section 2. Executive Committee**

- a. Members of the Executive Committee shall be comprised of the (1) Chairperson, (2) Vice Chairperson, (3) Secretary/Treasurer, and (4) the Executive Director, as a non-voting member.
- b. The Duties of the Executive Committee shall be to:
  1. The Chair will act as the official spokesperson of the Council;
  2. The Vice-Chair will fill the role of the Chair in the absence of the Chair;
  3. In coordination with the Executive Director, prepare agendas for all regular Council meetings;
  4. Act on issues requiring immediate attention which arise between meetings of the full Council and report actions taken at the next full Council meeting;
  5. Make assignment of Council members to Committees; and,
  6. Establish ad hoc subcommittees and work groups as needed to complete activities and/or implement actions identified in the SPIL or required by the SPIL process.
  7. Conduct annual performance reviews of the Executive Director under the direction of the Council Chair with participation of the whole Council.
  8. 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 Executive Committee shall be accepted from the floor. All members, except ex-officio members may be nominated.
- b. Elections will be held annually at the October Council meeting.
- c. The Chairperson, Vice-Chairperson, and Secretary/Treasurer shall serve one year terms beginning immediately after the elections. They may be re-elected for two additional one-year terms.

#### Section 4. Duties

The Chairperson or his/her designee shall:

- a. Convene and preside at all Council meetings.
- b. Convene and preside at all Executive Committee meetings.
- c. In partnership with the Executive Director and as authorized by the full WASILC, be a spokesperson for the Council.
- d. In partnership with the Executive Director and in representation of the full WASILC, act as a liaison to the Governor's office, the Division of Vocational Rehabilitation (DVR), the Department of Services for the Blind (DSB), and all other state and local entities.
- e. Serve as an ex-officio to all Council Committees.
- f. Act as direct supervisor in relation to the SPIL to the Executive Director in representation of and with approval of the full WASILC.
- g. Report to the full WASILC via annual report.

The Vice-Chairperson shall:

- a. Assume the duties of the Chairperson when the Chair is unable to perform those duties.
- b. Assume the office of the Chair for an unexpired term should the Chairperson be unable to complete his/her term.
- c. Assist the Chairperson in coordinating various functions of the Council at the request of the Chairperson.

The Secretary/Treasurer shall:

- a. Work with Council staff to develop and disseminate meeting agendas and summaries.
- b. Ensure the orderly conduct of meetings by applying parliamentary procedures, and the observation of the Council policies and procedures.
- c. Ensure that accurate records of Council proceedings are maintained.
- d. Work with Executive Director and oversee the development of budgets and financial resources managed by the Council staff for presentation to the full WASILC.
- e. Assist the Executive Director in the preparation of an annual report to the Council regarding the disposition of any funds generated by the Council.
- f. Provide quarterly reports to the full Council in conjunction with the Executive Director on all fund allocations and expenditures.
- g. Work with Council staff on communication and awareness campaigns.

## Section 5. Succession of Officers

In the event the Vice-Chairperson permanently replaces the Chairperson (Article VI, Section 4 b, 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. Meetings will be held on a regular schedule four times a year.
- c. All regular meetings will be open to the public and advance notice of meeting times and places will be given according to open public meeting laws.

### Section 2. Special Meetings

- a. Special meetings 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 WASILC interested parties mailing list shall be provided notification established by law.
- c. The special meeting may replace a regular meeting, if stipulated by the Chairperson, or may occur in addition to the regular meeting as established by the law

### Section 3. Quorum

A quorum for the regular and special meetings shall be considered to be a simple majority of the voting membership of the WASILC. The presiding officer will be included in determining a quorum.

### Section 4. Voting

- a. Each voting member of the WASILC 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 upon the member's request.
- b. Passage of a motion shall require a simple majority of those present.
- c. The presiding officer shall not cast his/her vote except to break a tie.



## **Article VIII: Council Committees**

### Section 1. Committees

- a. The Council shall establish standing committees of the WASILC. 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 WASILC.
- c. Committees shall provide quarterly 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 WASILC.
- 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 SPIL Committee, and Executive Committee.
- i. Ad-hoc committees and working subcommittees of the Council may be established by the Executive Committee on an as needed basis.

#### *The State Plan for Independent Living (SPIL) Committee:*

- In coordination with the Executive Director, develop the State Plan for Independent Living (SPIL), and work in conjunction with the CILs directors and collaborate with all appropriate Designated State Entities (DSE);
- Monitor, review and evaluate the implementation of the SPIL;
- Other duties as assigned by the Council.

#### *The Executive Committee*

- Carry out duties as articulated in Article VI Section 2.

### **Article IX: 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**

- 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 WASILC 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: April 10, 2015