

SEDGWICK COUNTY
DEVELOPMENTAL DISABILITY
ADVISORY BOARD
BYLAWS

ARTICLE I

Purpose

- A. To serve as the advisory body to the Sedgwick County Community Developmental Disability Organization (henceforth referred to as SCDDO) which is governed by the County Commission (henceforth referred to as the Commission) as stipulated by KSA ~ 39-1801 et seq.
- B. To make recommendations to the Commission regarding services for persons with developmental disabilities for the residents of Sedgwick County, Kansas and also to coordinate and cooperate with other community service providers so that a full range of supports are available to consumers and families of persons with developmental disabilities.
- C. To recommend that the Commission provide, arrange or contract for the furnishing of such community services by any person, agency, public or private, under such terms as the Advisory Board may determine to be reasonable and appropriate.
- D. To encourage the development of grants, contributions and any other form of financial aid and assistance from the Federal, State, County, City, or other public bodies or agencies, or from any other person or source, public or private, to be used by the County for its lawful purposes and to advise the Commission regarding contracts with each public or private agencies or persons as to the conditions under which the County will be granted such financial aid and assistance.
- E. To recommend annual budgets for the SCDDO.
- F. To make recommendations to the Board of County Commissioners prior to the adoption of the annual plan and budget for the SCDDO. The Advisory Board shall further assist and be called upon by the Board of County Commissioners to evaluate developmental disability programs and services in Sedgwick County and further provide specific recommendations at the request of the Board of County Commissioners.

ARTICLE II

Officers

Section 1. **Officers:** The Board shall elect from its members a Chair, Vice Chair, Secretary, and Treasurer.

Section 2. **Election of Officers:** The Officers of the Board shall be elected annually at the regular

meeting in the Spring of each year. The Nominating Committee shall submit a slate of candidates at the meeting prior to meeting for election of offices. Each elected officer shall hold office for a term of one year and until the successor shall have been duly elected or until the officer's death, removal, or resignation.

Section 3. **Vacancies:** Any officer may be removed from office by a majority vote of the whole Board, whenever in its judgment the best interest of the County would be served thereby. Any vote on removal, however, shall be held at the next succeeding regular meeting following the meeting at which the action is made for removal and seconded by at least four (4) members of the Board.

Section 4. **Duties of Officers:**

- A. **Chair:** The Chair of the Board shall preside at all meetings of the Board and the Executive Committee. The Chair shall have such duties and authority as are herein conferred and as shall be entrusted from time-to-time by the Board.
- B. **Vice Chair:** The Vice Chair of the Board shall preside at meetings of the Board in the absence of the Chair. The Vice Chair shall chair the Nominating Committee and perform such other duties as may be assigned by the Chair or by the Board.
- C. **Secretary:** The Secretary of the Board shall make certain that a member of the staff records the minutes of the Board meeting and circulates said minutes to Board members at the next regular meeting. The Secretary shall also make certain that notices of meetings are given and performs such other duties as may be, assigned by the Chair of the Board.
- D. **Treasurer:** The Treasurer of the Board shall become familiar with the financial affairs of the SCDDO.

ARTICLE III

Meetings

Section 1. **Regular Monthly Meetings:** The Board shall hold regular meetings at least quarterly to conduct the business of the Board, except that any regular meeting may be waived by a majority vote of the Board at any prior meeting. Regular quarterly meetings shall be held at such time and place as shall be determined by the Board. At least four (4) regular meetings shall be held in each year.

Section 2. **Notice of Regular Meetings:** Reminder notices shall be mailed whenever possible at least five (5) days prior to the board meetings. The agenda and other attachments pertinent to the meeting shall be included.

Section 3. **Quorum:** A majority of the total number of Board members shall constitute a quorum for the transaction of business at any meeting of the Board. Vacant positions on the Board shall not be counted in determining the total number of Board members. If less than a majority of the Board

members are present at said meeting, a majority of the Board present may adjourn the meeting to a time, date, and place announced at the meeting and said adjourned meeting may be held with notice by telephone or mail to all Board members.

Section 4. **Special Board Meeting**: Special meetings of the Board may be called by the Chair, or in the event of the Chair's absence, by the Vice Chair. A special meeting of the Board shall also be convened upon written request signed by five (5) members of the Board.

Section 5. **Notice of Special Meetings and Changes**: In the event of a special meeting or a change in the regular time, date or place of regular meetings as previously fixed, then notice of such special meeting or such changed time, date or place shall be given in writing, mailed or delivered to Board members at their residence or place of business as soon as possible, but at least three (3) days prior to the date of each meeting.

Section 6. **Manner of Acting**: The vote of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. Matters to be voted upon will first be discussed by the Board with opportunity for discussion by others in attendance at the meeting. All actions of the Board shall be in compliance with applicable statutes relating to open meetings.

Section 7. **Agenda**: An agenda shall be prepared for Board meetings by the Executive Committee in consultation with the SCDDO Director or designee. The agenda may, however, be amended by the Board at its meeting. Any member of the Board may submit an agenda item, in writing, to the Executive Committee

Section 8. **Minutes**: Minutes of all meetings of the Board shall be taken by a member of the staff of the SCDDO selected by the Board. Such minutes shall be furnished to all Board members.

Section 9. **Attendance**: Each Board member is required to attend regular and special meetings whenever possible. A Board member's absence from three (3) consecutive regular meetings or four times within a calendar year shall be grounds for notification to the appointing Commissioner of the member's inactivity. Such a notification shall not be made if the Board member presents a good cause for said absences.

ARTICLE IV

Committees

Section 1. **Executive Committee**:

A. **Membership**: There shall be an Executive Committee of the Board consisting of the Chair, Vice Chair, Secretary, Treasurer, and immediate available Past Chair. The Board Chair shall act as Chair of the Executive Committee.

B. **Duties**: The Executive Committee shall meet prior to regular meetings to determine the priority

of items to be discussed by the Board and the materials or information which should be supplied to Board members at the Board meeting. The Executive Committee shall have such other duties, powers, and authority as shall be designated by the Board.

- C. **Action on Behalf of the Board:** The Executive Committee shall have the authority to act for the Board in regard to any matter concerning the operation of the SCDDO during any period in which no regular meeting is held or when a quorum of the Board is not present at a regularly called meeting. Such action, if any, shall be taken in open meeting at the normal place and time of regular meetings of the Board. Such action of the Executive Committee shall be circulated in writing to all Board members within three (3) days. Unless there is written objection to such action by (3) members of the Board submitted to the SCDDO Director within then (10) days of the meeting, the action of the Executive Committee shall be binding on the Board.

Section 2. **Nominating Committee:**

- A. **Membership:** The Vice Chair shall chair the Nominating Committee which shall consist of no fewer than three (3) advisory board members selected by the board membership.
- B. **Duties:** The Nominating Committee shall develop a list of nominees from the body of advisory board members and present the nominees to the full board for election once a year at the Spring regular meeting.

Section 3. **Other Committees:** The Board may designate such other committees, both standing and temporary, as the Board shall deem advisable and such committees shall have powers and authority as the Board shall entrust to them. Each committee shall consist of at least three (3) Board members who shall be appointed by the Chair. The Chair of each committee will be appointed by the Chair of the Board. The Chair will attempt to rotate committee members regularly so that all members have opportunity for different program exposure. The Chair of the Board shall be an ex-officio member of all such committees.

Section 4. **Quorum:** A majority of the members of such committees shall constitute a quorum for the transaction of business at a committee meeting.

Section 5. **Manner of Acting:** The vote of a majority of committee members present at a committee meeting at which a quorum is present shall be the act of the committee.

ARTICLE V

Amendments

Section 1. **Amendments:** These By-Laws may be amended at any meeting of the Board, at which a quorum is present, by two-thirds vote of those present, provided such amendment is presented to the membership in writing at least ten (10) days prior to the meeting at which the proposed change is to be voted on.