

**BY-LAWS AND POLICIES & PROCEDURES**  
**For**  
**DISABILITY SERVICES ADVISORY COUNCIL**  
**Jackson and Josephine Counties**  
(Amended November 6, 2023)

**DSAC BYLAWS**

**Title, Authority, Relationships**

This Council shall be known as the Disability Services Advisory Council (DSAC) for Jackson and Josephine counties, hereinafter referred to as the Council. The Council is an advisory committee to the Oregon Department of Human Services, Aging and People with Disabilities (ODHS/APD) in partnership with Rogue Valley Council of Governments (RVCOG) Senior and Disability Services, which is the federally-designated Area Agency on Aging for Jackson and Josephine counties. The Council receives its authority from Senate Bill 875 (65th Oregon Legislative Assembly-1989 Regular Session), ORS. 410.210. The Council is subject to the provisions of ORS 92.610 to 92.690 (Public Meeting Laws) and the Americans with Disabilities Act (ADA).

**Purpose**

The purpose of the Council is to: 1) advise its Disability Services Office(s) on basic policy guidelines for those clients receiving services; 2) review and evaluate the effectiveness of the services provided by ODHS; 3) advocate for appropriate services; 4) address other related topics, such as accessibility and transportation issues. Senate Bill 875 [Sec. 2(4)].

**Responsibilities and Methods**

1. To review current and new policy as it is developed. Policy shall be provided by the state and local offices. The Council will advise how policy could be improved and identify gaps in services.
2. To evaluate the effectiveness of the services being delivered to persons with disabilities.

3. To educate the public on APD responsibilities and functions.
4. To advise APD on developing good public relations at the local, county, state and national levels.
5. To advocate for the rights of individuals with disabilities, as defined and set forth in the Americans with Disabilities Act (ADA).
6. To review applications and make recommendations to the RVCOG Board of Directors on the selection of Council members and alternates when a vacancy occurs.

### **Meetings**

1. The Council shall meet at least quarterly. The attendance must include the chairperson or vice chairperson or their designee.
2. Special meetings may be scheduled as needed. Members and alternates are to be given reasonable notice in advance of special meetings.
3. The meetings of the Council shall be conducted according to the Abbreviated Roberts Rules of Order attached to these by-laws.
4. Meeting accommodations shall be accessible as defined under the ADA.

### **Record Keeping**

Written minutes and audio recordings are required.

### **Membership, Term of Office**

1. There shall be a maximum of eleven Council members, a majority of whom shall be persons with disabilities. The Council shall continuously strive to maintain membership from each county.
2. Alternate members may be proposed, apply and be approved in the same manner as Council members. Alternate members may participate as

Council members, but they may not vote except in the absence of Council members. Alternate members shall be counted for purposes of establishing a quorum.

3. If a conflict of interest exists because a Council or alternate member is associated with another agency, group or organization which may be affected by a decision being made by the Council, he/she will withhold voting and declare said conflict of interest.

4. Vacancies will be filled as follows: Upon motion made and with a favorable vote of the Council, an alternate member may fill a vacant position without repeating the application process; or a proposed member's application may be recommended to the RVCOG for consideration.

5. Council and alternate members shall be appointed for a three-year term. Council and alternate members are eligible for appointment to a maximum of three consecutive terms. After three consecutive terms, Council and alternate members shall not serve on the Council for at least one year before being eligible for reappointment.

6. The duty of a member or alternate member of the Council is to participate in the activities of the Council. This includes regularly attending meetings and reviewing information sent to Council members before or after meetings. The reason for this is that the perspective of every member is valued and important to the function of the Council. Votes of the Council should reflect as many members as possible.

However, the Council recognizes members may have challenges in health or circumstances that *occasionally* prevent participation. Communication with Chairperson or staff support person is important in such circumstances for a member to report their absence. See Absenteeism heading for the effects of missing meetings without notice.

## **Quorum and Voting**

A quorum shall consist of three members. Motions carry with consensus of a majority of voters present. The chairperson may not vote on any issue except to break a tie. Upon request of any Council or voting alternate member the vote shall be made by ballot.

## **Absenteeism**

If a Council or alternate member reports their absences, but must miss four consecutive meetings, then their membership will be inactivated. See Inactivated Members heading.

## **Leave of Absence**

A member may request a leave of absence for up to four consecutive meetings with the plan to resume active service at the end of the leave of absence. During the leave period, their current term of service continues. The member-on-leave would be excused from attending meetings without the need to contact the Chairperson or staff support person each month to report their absence. Their member position will be held for them during the leave period.

If the member-on-leave can keep up on minutes and other information distributed to Council, it will make their return to active membership easier.

If the member-on-leave is unable to return to active service following a leave of absence, the member would be inactivated for the rest of their term of service. That would open a Council member opportunity for another potential member to be seated in that place. The seat will be considered “filled” for this discussion when a new candidate has submitted a viable application, even if that application is pending a confirmation vote.

## **Inactivated Members**

If during their current term period, an inactivated member becomes available to return to active service and a vacancy exists, the inactivated member may request to reactivate their membership (without a new application) by

reporting their wish to reactivate to the Chair or staff support person and asking if a vacancy exists. If a vacancy exists, they may return as an active member to finish the term of service they had originally been serving.

If no vacancy exists, when the inactivated member wants to return to active service, then the inactivated member may assume the role of alternate member (without a new application) for the rest of their original term by attending meetings, but not voting on Council decisions.

If unable to return to either active membership or alternate membership before the end of their current term, the inactivated member's term will expire. They may reapply for future membership for a new term with a new application. If the term they were serving but unable to finish was their third consecutive term, the clock for one-year-off following three consecutive terms of service would still apply, with the one-year-off clock starting at the end of their original third term. If it was not their third when they could not finish their term that ran-out, they may simply reapply when ready for active service.

It is important to note that any interested person may attend DSAC meetings. Non-member interested persons are valued, but only members have voting responsibility.

## **Officers**

Officers are the chairperson and vice chairperson. The chairperson and vice chairperson shall be elected annually in June.

## **Duties of Officers**

### **The Chairperson shall:**

Chair all meetings; arrange a meeting place; collaborate with support staff; develop Council agendas; appoint *ad hoc* committee chairs; assign Council and alternate members to committees; appoint a Council or alternate member as the Disability Services liaison to the Senior Advisory Council; represent the Council before the RVCOG and other organizational bodies.

## **The Vice Chairperson shall:**

Carry out the duties of the chairperson in his or her absence; designate an alternate if unable to attend a meeting when covering for the chairperson; perform such other duties as the chairperson assigns.

## **Policy and Procedures**

A policy manual of guidelines to assist the DSAC in Council functions shall be maintained, reviewed and amended from time to time at regular meetings.

## **Amendments to By-Laws**

By-laws may be amended by the following procedure:

1. Any proposed amendment shall be submitted, in writing or by recording, to the chairperson so it can be included on the agenda of the next meeting.
2. Any proposed amendment and the rationale for the changes shall be distributed to each Council and alternate member with the agenda at least one week prior to any meeting called for that purpose.
3. The Council will review and take action on the proposed amendment.

Adopted: Disability Services Advisory Council

Amended: June 19, 1995

Amended: February 9, 1998

Amended: July 19, 1999

Amended: December 20, 1999

Amended: February 28, 2000

Amended: June 19, 2000

Amended: October 24, 2007

Amended: June 1, 2020

Amended: December 6, 2021

Amended: September 12, 2022

Amended: October 3, 2022

**POLICIES AND PROCEDURES MANUAL**  
**For**  
**DISABILITIES SERVICES ADVISORY COUNCIL**  
**Jackson and Josephine Counties**

**Responsibilities and Methods**

1. Suggestions for improved policy and identification of gaps in services will be written and forwarded to the District Manager of Aging and People with Disabilities, who will advise Aging and People with Disabilities and the Oregon Disabilities Commission's Services Committee.
2. Council and alternate members are encouraged to meet with clients and discuss the client's perceptions of how their needs are or are not being met.
3. Council and alternate members are encouraged to meet with other agencies, groups and organizations at local, state and national levels. Written summaries of such meetings are encouraged and should be forwarded to staff for distribution with the Council meeting agenda.
4. The Council shall ensure that new members are adequately oriented to the Council's work, function and history. The DSAC Orientation Manual will be periodically reviewed and discussed at Council meetings.
5. The Council shall annually have a planning meeting to set agendas, establish priorities, consider presentations, develop work committees, and prepare a budget. The annual planning meeting shall be the regularly scheduled August DSAC meeting.

**Nomination and Election of New Members:**

Applicants for membership may obtain an application and copy of the by-laws from staff or a DSAC member. The applicant may then complete the application and return it to staff for distribution to the full DSAC. At the next meeting, members shall review the application and have an opportunity to ask questions of the applicant(s). Applicants must attend two meetings and

submit a completed application prior to any vote recommending them for membership.

### **Nomination and Election of Officers**

Members may nominate themselves or other active voting members to serve as chair or vice chair. Elections will be held by secret ballot, phone poll, or email submission. Votes will be tallied by the responsible staff support person.

The current chair will abstain from the vote. If there is a tie, a run-off election will be held to break the tie. Should the run-off election result in another tie, the chair will vote to break the tie.

When elections are held during in person meetings, voting members will submit their votes by secret ballot. If all voting members are present, the results of the election will be announced then. When any voting members are absent, the staff support person responsible for tallying the votes will contact them by phone or email, considering that individual's stated preferences.

When elections are held outside of in person meetings, voting members will submit their votes via email, or phone to the designated staff support person. The staff support person will confirm receipt of the vote by returning an email or the phone call. If the voting member does not receive a confirming email or phone call within a week following their submitted vote, they will follow up right away to ensure their vote was received.

### **Meetings:**

1. Information for DSAC consideration shall be disseminated to all Council and alternate members in a timely manner prior to meetings and shall be in an accessible format, as defined under ADA, to provide all Council and alternate members adequate preparation for meetings.

2. Minutes of all Council meetings will be prepared for review and provided to the APD District Manager, SDS Director and the APD Community Services & Supports Unit.

3. Council or alternate members in good standing shall have the right to vote on current agenda items by written or recorded proxy. Proxy votes shall be timely submitted to the Chairperson or staff prior to the meeting.

### **Record Keeping**

Minutes should reflect all members present, all motions, any proposals, including resolutions and measures, and their dispositions. Minutes should also reflect the result of all votes, and the substance of any discussion matter. Recordings and writings may be preserved or destroyed according to ODHS policy then in effect.

### **Members' Responsibilities**

1. Council and alternate members shall not speak for the Council without prior approval of the Council.
2. Items for inclusion on the agenda shall be communicated to the chairperson or staff in a timely manner.
3. Council and alternate members shall serve on committees according to their talents and available time.
4. One Council member shall be appointed to liaise information, business and requests between the Senior Advisory Council and DSAC.
5. One or more members shall attend the quarterly Oregon Association of Area Agencies on Aging and Disabilities (O4AD) conference. The attendee(s) shall report on the Council's interim activity to the chairs at their breakout session. An advance written summary of interim activity shall be timely provided to appropriate staff and officers.
6. Members should be attentive to issues and programs of concern or interest and of relevance to the Council. Suggestions for presentations at Council meetings should be communicated to the chair and staff for scheduling on future agendas.

## **Joint Disability and Senior Advisory Council Activities**

DSAC officers will periodically meet with Senior Advisory Council members in order to assure synergy within SDS RVCOC programs. Council or alternate members may be appointed to serve on joint sub-committees which affect both persons living with disability and senior populations. The Council will occasionally meet together with the Senior Advisory Council on issues and at events which concern them both.

Adopted: Disability Services Advisory Council

Amended: June 19, 1995

Amended: February 9, 1998.

Amended: December 18, 2000

Amended: December 16, 2002

Amended: March 21, 2005

Amended: June 3, 2019

Amended: December 6, 2021

Amended: September 12, 2022

Amended: October 3, 2022

Amended: November 6, 2023