

**BYLAWS  
OF THE  
CLALLAM COUNTY  
DEVELOPMENTAL DISABILITIES ADVISORY  
COMMITTEE**

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**ARTICLE 1. NAME**

The name of this organization shall be the Clallam County Developmental Disabilities Advisory Committee.

**ARTICLE II. PURPOSE**

The purpose of the Developmental Disabilities Advisory Committee (DDAC) is to act in an advisory capacity to plan for and make recommendations to the Board of County Commissioners and the Department of Health and Human Services on the provision of services in Clallam County. This is in accordance with the provisions of Chapter 71.20 Revised Code of Washington as amended and Clallam County Resolution 29, 2004. The DDAC does not have authority to enforce policy or create rules outside its jurisdiction.

The DDAC provides an important link between the public, the Department of Health and Human Services, and the Board of County Commissioners. Committee members provide important information about community needs and opinions that can affect Clallam County policies and lead to improved services and employment outcomes for county citizens with developmental disabilities.

The DDAC's main purposes and responsibilities are:

- Planning and Goal Setting: The main document for overall direction of the local developmental disabilities service delivery system is the Biennial Clallam County Community Plan. The DDAC is responsible for:
  - ❑ Assisting Human Services staff in preparing and reviewing a Biennial Community Plan. The DDAC will make recommendations to the Board of County Commissioners regarding acceptance of the Community Plan.
  - ❑ Setting goals for the work of the DDAC and making recommendations to the County for goals it should undertake in the provision of employment and day program services to people with developmental disabilities.
  - ❑ Planning the expenditure of available funding based on goals set as a part of the Community Plan, the Mission Statement of the DDAC and the Guiding Principles of the DDAC.
- Communication with the Board of County Commissioners: The DDAC

members develop policy recommendations that take into account legal and contractual requirements and restrictions. The DDAC advises Clallam County Commissioners on various issues of concern to people with developmental disabilities and their family members.

Recommendations also take the form of letters of support, or are conveyed directly through personal meetings with elected officials. It is expected that the policy leadership the DDAC provides will inspire and clarify.

- “Watchdog” Role: The DDAC performs a “Watchdog” Role regarding the work of the county, providing oversight of the services and programming offered, as well as an avenue for various community members to voice their concerns and suggestions for services to people with developmental disabilities. The DDAC is also responsible for exploring long-range issues in the developmental disabilities system and launching initiatives to respond to them.
- Political Role With Legislators: The DDAC assumes an active role in informing Legislators about their concerns, suggestions and expertise as it relates to people with developmental disabilities. No member of the DDAC may make unilateral decisions or take action on behalf of the committee without the consent of the committee as a whole. At public gatherings, members must keep in mind that they must use discretion to avoid the appearance of speaking for the committee, unless specifically authorized to do so.
- Recruit New Members: The DDAC, with assistance from Human Services staff, will recruit and train new members to serve on the DDAC. This recruitment of candidates will be focused on ensuring an adequate cross-section representative of the community.
- Inform and Educate Community Members: Members of the DDAC assist in the full integration, equality and acceptance of people with developmental disabilities by conveying information about the assets and contributions that people with developmental disabilities offer to the community. Members of the DDAC will assist Human Services staff in promoting community development and education through county-funded grants and projects. The targeted outcomes of these grants are derived from the Biennial Clallam County Community Plan.
- In addition, members of the DDAC will:
  - Identify relevant constituencies and develop clear relationships with them.
  - Promote both diversity and unity in discussions and decisions.

- ❑ Take responsibility for educating themselves about the needs and preferences of people with developmental disabilities and their families.
- ❑ Listen to the community for information that may be of value to the work of the County and communicate that information to the DDAC and/or Human Services staff.

### **ARTICLE III. REPRESENTATION**

**Membership:** The DDAC shall consist of no less than 9 members and no more than 15 members. The membership shall consist of at least the following:

- Three or more members who are people with developmental disabilities
- Three or more members who are family members of people with developmental disabilities
- Additional members with emphasis on representation from diverse geographic areas, age, economic, cultural, and ethnic groups and a knowledge of and interest in services for people with developmental disabilities.

**Appointment:** Members of the DDAC are appointed by the Clallam County Commissioners. When notified by the Department of Health & Human Services, Clallam County Commissioners will announce openings on the DDAC through press releases. Persons wishing to serve as a member of the DDAC will send an application to the Clallam County Commissioners. The application will be forwarded to the Department of Health & Human Services for DDAC and staff review. Recommendations for appointment by the DDAC will be forwarded to the Clallam County Commissioners. Final authority for such appointments will rest with the Clallam County Commissioners.

**Terms:** Appointed members shall serve for three-year terms. Members may serve more than one term, including consecutive terms. Terms may be adjusted as necessary to maintain staggered expiration dates.

**Incumbents:** Incumbent members desiring to serve another term must so indicate by submitting a written request and application, confirming their desire for re-appointment. No reappointments will be made automatically.

**Vacancies:** When a vacancy occurs, the vacancy shall be published in an official county newspaper by means of a press release naming the type of vacancy, where to pick up an application and the closing date for accepting applications. Applications may be accepted between application periods and held until the next vacancy occurs. If no applications are received by the expiration of the application period, or if applicants fail to receive majority support of the Board, the Commissioners may solicit individuals to serve and may appoint members without another open application period.

Filling Mid-Term Vacancies: Should a mid-term vacancy occur for any reason, the Board of Commissioners may appoint a replacement member to complete the remainder of the term. If applications for the original appointment are less than one year old, the Board of Commissioners may appoint a replacement from the original pool of applicants.

Qualifications: DDAC members shall be appointed on the basis of their ability to give guidance and direction to the legal, fiscal and program aspects of the respective program activities within Clallam County. DDAC members cannot be Clallam County Department of Health & Human Services employees, nor can they be staff or board members of any organization in receipt of funds from Clallam County for services to people with developmental disabilities.

Absences: DDAC members shall notify the Chairperson in advance if unable to attend any regular meeting of the DDAC. Appointed DDAC members may be removed from DDAC membership by action of the Board of Commissioners for lack of attendance. Three or more unexcused absences from regular DDAC meetings in one calendar year will be considered cause for removal.

Removal of Members: The Board of Commissioners, by majority vote, may remove any member of the DDAC without cause. Members removed by the Board shall be so notified.

Leave of Absence: A member may request a leave of absence for up to one year if the member is temporarily unable to attend DDAC meetings and/or participate in DDAC activities. The request, in writing, must state the length of leave, and it must be submitted to the DDAC. The DDAC's recommended action will be forwarded to the Clallam County Commissioners. No more than two members will be granted leave of absence at a given time. The DDAC may recommend to the Clallam County Commissioners the appointment of a temporary replacement for the member on an extended leave of absence.

#### **ARTICLE IV. OFFICERS**

Chairperson: The presiding officer of the DDAC shall be the Chairperson, who shall serve for a term of one (1) year. The Chairperson shall be selected by a simple majority vote of the Committee members present at the first regular meeting of each year.

Vice-Chairperson: At the same meeting, a Vice-Chairperson shall also be selected for a term of one (1) year, who shall preside over all proceedings of the Committee in the absence of the Chairperson.

Vacancies: In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall immediately assume the duties of the Chairperson for the remainder of the year.

Another representative shall be selected to serve as Vice-Chairperson at the next regular meeting of the DDAC.

In the event of a vacancy in the office of Vice-Chairperson, the DDAC shall select a replacement, to assume the duties of the Vice-Chair for the remainder of the year, by a simple majority vote of the Committee members present at the next regular meeting of the DDAC.

Consecutive Terms: DDAC members may serve consecutive terms as Chairperson or Vice Chairperson.

## **ARTICLE V. RULES OF BUSINESS**

The most recent revision of Robert's Rules of Order shall serve as the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the DDAC may adopt. The DDAC shall adopt Protocols for Conduct during business meetings. The Open Meeting Act, RCW 42.30, shall be the final authority for rules of business.

## **ARTICLE VI. COMMITTEES**

The Chairperson shall appoint subcommittees from the DDAC or members of the community from time to time as the Chairperson shall deem necessary. The Chairperson shall be an ex-officio member of all sub-committees.

## **ARTICLE VII. MEETINGS**

Regular Meeting: Regular meetings of the DDAC shall be scheduled for the upcoming year by the last meeting of the current year. A written schedule of the regular meetings for the year will be made available. Any regular meeting of the DDAC may be cancelled with the concurrence of a majority of the Committee.

Special Meeting: The Chair or two-thirds of the members of the DDAC may call a special meeting of the DDAC as set forth in RCW 42.30.080

Meetings by Video Conferencing: Video Conferencing technology may be used to include participants at remote sites. At least one of the sites shall be open to the public in order to comply with the Open Meeting Act RCW 42.30. If no participants are present at the remote site, the technology may be discontinued after fifteen (15) minutes.

Quorum: A quorum shall consist of fifty percent plus one of the active members of the DDAC. A quorum shall be required to transact business at any regular or special meeting.

Minutes: Written minutes of each DDAC meeting shall be prepared and approved by the DDAC at the subsequent regular meeting. Accessible formats of minutes shall be made available upon request.

Meetings Open to Public: All regular and special meetings of the DDAC shall be open to the public, in accordance with RCW 42.30.

Materials to Board Members: Except in cases of emergency, the agenda and materials related to action items shall be sent to DDAC members in advance of the meeting at which the items will be considered. Accessible formats of material shall be made available upon request.

### **ARTICLE VIII. VOTING**

Actions Requiring a Vote: Each member of the DDAC shall be entitled to one vote on all actions of the DDAC that require a vote. An affirmative vote of a majority of DDAC members shall be required to pass an action or recommendation from the DDAC, provided that a quorum of the DDAC is present.

The Chair and Voting: The chair, who has a duty to maintain an appearance of impartiality, may vote when her/his vote would affect the outcome, to make or break a tie or to make or prevent a two-thirds vote.

Voting by Secret Ballot: Voting by secret ballot is prohibited by the Open Meetings Act, RCW 42.30.060. Voting will generally be by a show of hands. Votes will be recorded by the number of yea, nay and abstention votes. Any member may, prior to the vote being conducted on any issue, request the recording of a roll call vote. Such votes shall be recorded in the minutes.

Voting By Proxy: There will be no voting by proxy on any question before the Committee.

### **ARTICLE IX. MISCELLANEOUS**

Conflict of Interest: Members of the DDAC having personal or professional interest on an action item that may be deemed conflicting or infringe upon the appearance of fairness shall declare the conflict and refrain from discussing or voting on such matters.

General Public Comments: At each meeting, according to the usual order of business, the Chair shall call for general comments. Persons wishing to comment shall give their name. The Chair may establish time limits for individuals who wish to speak.

Reimbursement of Expenses: DDAC members may receive reimbursement for approved expenses related to completion of their responsibilities.

#### **ARTICLE X. AMENDMENTS TO BYLAWS**

These Bylaws can be amended at any regular meeting of the DDAC by two-thirds (2/3) vote, provided the amendment has been submitted in writing to the DDAC at least ten (10) days prior to said meeting.

**ADOPTED the 4th day of November, 2010**

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**Chairperson, Clallam Developmental Disabilities Advisory Committee**