

CLACKAMAS COUNTY
DEVELOPMENTAL DISABILITIES COUNCIL

BYLAWS

ARTICLE I - NAME

The name of this Council shall be the Clackamas County Developmental Disabilities Council, hereinafter called the DD Council, delegated for oversight of the Community Developmental Disabilities Program as outlined in OAR 411-320-0030 (8) (c).

ARTICLE II - PURPOSE

The functions of the DD Council include but are not limited to:

- (a) To advise the Director of Health Housing and Human Services, Director of Social Services and the DD Program Manager in planning. Review programs and recommend policy for Developmental Disabilities program areas. Assist in the development and review of local quality assurance activities as required in OAR 411-320-0030 (8) (c).
- (b) To recommend program goals and objectives to the Director of Health Housing and Human Services, Director of Social Services DD Program Manager and Board of County Commissioners (“BCC”).
- (c) To participate in the selection process of the DD Program Manager.
- (d) To participate in site reviews when feasible and to make recommendation for improvements.
- (e) The DD Council shall perform other functions consistent with current Oregon Statutes that define the required functions of the Social Services Developmental Disabilities Programs.

ARTICLE III- MEMBERSHIP

The DD Council shall consist of a minimum of seven (7) and a maximum of eighteen (18) members, appointed by Clackamas County Board of Commissioners. Appointees must be residents of, do business in, or have one or more family members receiving services in Clackamas County. As required in OAR 411-320-0030 (8) (b), the Council membership should have a balanced representation based on geography, age, gender, ethnicity, socioeconomic, status, professional and consumer interests and expertise. Membership must include:

- A minimum of five (5) families and/or persons with Intellectual Disabilities and Developmental Disabilities (ID/DD) or fifty percent (50%), whichever is greater.
- A minimum of two (2) providers/maximum three (3).
- One (1) advocate.

ARTICLE IV – TERM OF OFFICE

The term of office shall be three (3) years commencing on the last day of the month of the person's approval by the BCC. Expiration dates for terms shall be staggered so that no more than fifty percent (50%) of the members' terms will expire in any year. To stagger membership terms appointments could be for one (1), two (2), or three (3) year terms, and term rotations may be determined by lottery. Re-appointments will be for three (3) year terms. Members may request reappointment and are limited to serve for no more than two (2) consecutive terms. The DD Council may recommend at any time to the Board of Commissioners members to fill vacancies.

The Board of County Commissioners will consider the appointment of all candidates who are elected by the Council. Prior to the appointment by the Board of County Commissioners, elected members may participate in all Council activities, excluding voting.

Council members are expected to attend meetings regularly. If a member fails to attend any three meetings in succession without cause, that position shall be declared vacant, and a new member shall be selected as outlined elsewhere in these bylaws.

Any member may be removed for cause by a two-thirds vote of the membership. The member whose removal is placed in issue shall be given prior notice of his/her proposed removal, and a reasonable opportunity to be heard at a meeting of the DD Council.

ARTICLE V - VOTING

A vote shall be decided by a simple majority of the DD Council members present or represented by proxy where there is a quorum. The proxy can serve as part or the entire quorum. The proxy shall be in writing or by e-mail and filed with the Chair of the DD Council.

A majority of regular members shall constitute a quorum. When a quorum is in attendance, actions may be approved upon a majority vote of DD Council members present, unless otherwise provided in the bylaws.

Members having any potential conflict of interest related to an action item under consideration by the DD Council shall declare the potential conflict and abstain from participating in the discussion of the action and voting on the item.

ARTICLE VI – OFFICERS

The DD Council Officers shall consist of Chair and Vice Chair. Meeting recorder functions will be provided by the CDDP Staff. Election of the officers will be held annually in May, unless agreed upon by a majority of DD Council members. The Chair shall be the ordinary presider at all meetings of the DD Council. The Vice Chair shall assume the duties of the Chair in the Chair's absence and other duties as assigned by the DD Council.

ARTICLE VII-MEETINGS

The DD Council shall meet at least eight (8) times per year, as determined by a majority vote of the Council to achieve its purpose.

All DD Council meetings shall be publicized in advance of the meeting date in accordance with the state law.

DD Council members may request and shall be provided with options for respite and transportation consistent with county policy when attending official Council meetings or functions.

Special meetings may be called by the Executive Committee at the request of the Director of Health, Housing and Human Services, Social Services Director or the DD Program Manager.

ARTICLE VIII- SUBCOMMITTEES

The standing Subcommittees of the DD Council are the Executive Committee, and the Family Support Policy Oversight Subcommittee. These Subcommittees shall meet as needed.

The Executive Committee, made up of all officers, shall act on behalf of the DD Council as necessary.

The Family Support Policy Oversight Subcommittee provides recommendations to the DD Council about the delivery of Family Support Services in the County and other duties described in OAR 411-305-0023 (1).

The Chair, based on the DD Council recommendations may create other subcommittees as deemed necessary to implement the objectives and purposes of the DD Council and carry out its directives.

Subcommittees shall present findings and recommendations to the DD Council and no action shall be undertaken without approval of the DD Council. Subcommittee members do not need to be full voting members of the DD Council.

ARTICLE IX– AMENDMENTS

The by-laws may be amended or repealed by a two-thirds (2/3) vote of DD Council present at the meeting, provided that the proposed amendments shall have been read and discussed at a previous meeting and the final proposal has been mailed to each member before the next regularly scheduled meeting.

ARTICLE X – HEARING PROCESS AND PROCEDURE

The principles of parliamentary rules of procedures such as Robert's Rules of Order shall govern proceedings at any meeting of the DD Council. The Chair shall be guided by these principles in deciding any procedural questions. The Chair's decision on procedural matters may be overruled by a majority of the members voting on the question. The DD Council may establish a more detailed hearing procedure to provide for an orderly process for holding a public hearing. All meetings shall comply with the Oregon Public Meetings Law.

This document was adopted 01-15-04

Bylaws amended 11-18-04

Amendment Adopted by Council for Article VII, Paragraph 3 on 11-18-04

Proposed amendment on 3-17-05

Amendment Reviewed and discussed on 4-21-05

Amendment Adopted for Article III, first and fourth bullet on 05-19-2005

Amendment Reviewed and discussed on 5-23-11

Amendment Adopted for changes in Department to Health, Housing, and Services on 12.7.15

Amendment approved by BCC on 01/15/16.