



Nebraska Advisory Council By-Laws and Procedures, September 2014

I. NAME AND PURPOSE

- A. The name of the organization shall be the Nebraska Assistive Technology Partnership Advisory Council.
- B. The Advisory Council is established pursuant to the terms of the federal grant provided under the AT Act of 2004 (PL108-364).
- C. It shall be the purpose of the Advisory Council to:
 - 1. Provide guidance for the development and expansion of assistive technology devices and services on a statewide basis;
 - 2. Provide guidance to state agencies and local planning and administrative entities providing assistive technology devices and services.
- D. Definitions
 - 1. Director means the Director of the Assistive Technology Partnership.
 - 2. State means the State of Nebraska, Department of Education (as the designated lead agency for the State of Nebraska)
 - 3. Year means the fiscal year beginning October 1 and ending September 30.

II. ORGANIZATION

- A. The voting membership of the Advisory Council shall be composed of:
 - 1. Individuals with disabilities who use assistive technology or the family members or guardians of the individual
 - 2. A representative of a state Center for Independent Living
 - 3. A representative of the State Workforce Development Board
 - 4. A representative of the State educational agency
 - 5. A representative of Vocational Rehabilitation
 - 6. A representative of the Nebraska Commission for the Blind and Visually Impaired
 - 7. Representatives of other state agencies, or private organizations, as determined by the Nebraska Department of Education
 - 8. The Director of the designated State unit (ex officio/nonvoting member)
- B. The membership of the Advisory Council shall consist of a minimum of 16 to a maximum of 22 members appointed by the Director.
 - 1. A majority of the membership (51%) shall be individuals with disabilities, parents, spouses, or family members of individuals with disabilities who have used assistive technology devices.
 - 2. Members shall be appointed for a three-year term.

3. Members shall serve for no more than two consecutive full three year terms, except that a member appointed to fill a vacancy may be subsequently appointed to a full three-year term.
4. In the event of a resignation or other vacancy on the Advisory Council, the Director shall appoint a new member to complete the term of office for the vacant position.
5. A member of the Advisory Council may be removed by the Director if:
 - a. He or she no longer qualifies, for some reason to be a member of the Advisory Council or:
 - b. The member misses (3) consecutive meetings without good cause.
6. Resignation by any member must be in writing and submitted to the Director.
7. The Standing Committee of the Council will review applications for Council membership and submit recommendations to the Director for approval by the State Board of Education.

C. Officers

1. The Chairperson of the Advisory Council shall be elected from among the Advisory Council membership for a term of two years.
 - a) The Chairperson shall serve no more than two consecutive terms.
 - b) Election shall be held during the first meeting of the year.
 - c) Duties of the Chairperson shall be to:
 1. Chair at meetings of the Advisory Council and
 2. Represent the council at other meetings and events as necessary.
2. The Vice-Chairperson shall be elected by the Council membership for a term of two years.
 - a) Election shall be held during the first meeting of the year.
 - b) The Vice-Chairperson is responsible for chairing all meetings in the absence of the chairperson.
3. A Standing Committee shall be elected from the Council membership for a term of one year. Elections shall be held during the first meeting of the year.
 - a) The Standing Committee shall consist of:
 - i) The council chairperson
 - ii) The council vice-chairperson
 - iii) One agency representative
 - iv) One individual member
 - v) One additional member
 - b) Council members may be elected to serve on the Standing Committee for no more than two consecutive years, with the exception of newly elected officers.
 - c) The Standing Committee will have no authority to act on behalf of the Council, unless so designated by the Council or in emergency matters requiring immediate attention.

D. Technical Assistance Staff

The Director shall appoint technical assistance staff to aid the

Advisory Council in performing its work. The technical assistance staff may attend all meetings and participate in all Advisory Council activities, with the exception of presenting motions and voting. Other technical assistance staff may attend when requested.

E. Study Committees

1. The Advisory Council shall be aided in its operation, when necessary, by study committees. Members of these study committees shall consist of a least one Advisory Council member and other appropriate persons appointed by the Director.
2. Study committees shall perform all tasks as assigned by the Advisory Council and shall report all results to the Advisory Council.

III. FUNCTIONS AND RESPONSIBILITIES

- A. The Advisory Council shall make its recommendations to the Assistive Technology Partnership through the Director.

IV. MEETINGS

A. Meeting Rules

1. A quorum shall be constituted by a simple majority of the Advisory Council membership, provided that 51% of those in attendance are individuals with disabilities, their families or guardians.
2. In the absence of the Chairperson, the Vice-Chairperson will preside at the meeting.
3. The Standing Committee shall be responsible for handling emergency matters requiring immediate Council attention prior to the next scheduled meeting.
4. Written notice stating the place, date, and time of any meeting, the proposed agenda and minutes of the previous meeting shall be delivered personally or by mail, or email to the last known address of each member not less than ten (10) working days before the date of such meeting.

B. Meeting Schedule

1. The Advisory council shall meet at least two (2) times a year. Additional meetings may be scheduled upon approval of a majority of the Advisory Council.
2. The meeting schedule shall be established as a matter of Advisory Council business at the first meeting of the year.
3. Additional meetings necessary to transact the business of the Advisory Council may be called by the Director.
4. Advisory Council members shall indicate their ability to attend each scheduled meeting. In the event a quorum would not be present, ATP will notify the Chairperson for purposes of canceling and rescheduling the meeting.

5. Beginning and ending hours of Advisory Council meetings shall be established in the same manner as the dates, and shall be adhered to by the Chairperson.

C. Meeting Procedures

1. All meetings shall be conducted in accordance with the Nebraska Public Meetings Act and business transacted in accordance with Robert's Rules of Order, Revised Edition.
2. The Advisory Council shall limit discussion and action items contained on the approved agenda.
 - a. Proposed agenda items shall be transmitted by Advisory Council members and technical assistance staff to the Director fifteen (15) days prior to a scheduled meeting. The Director and Chairperson shall then determine a proposed agenda.
 - b. Additional items may be placed on the agenda, if approved by majority vote of the Advisory Council, during the acceptance of the proposed agenda at the beginning of each meeting.
3. Support materials for the agenda items shall be in written form, delivered personally, mailed or emailed to Advisory Council members along with the agenda prior to the meeting whenever possible. Alternate formats are available upon request.
4. The agenda shall contain a public comment period, during which any person or organization desiring to address the Advisory Council may be heard. The Advisory Council may establish a specific length of time for such public comments.

All votes shall be by voice/show of hand, unless a roll call is requested, which shall be recorded and made part of the minutes of the meeting.
5. The minutes of each meeting shall be mailed or emailed to the members of the Advisory Council within ten working days after the meeting copies of the minutes shall be made public upon request.
6. All meeting sites and materials used by the Advisory Council shall be free of architectural and communication barriers, and accessible for all individuals with disabilities.

D. Public Notice

1. Public notice shall be made for each meeting of the Advisory Council by placing notice on the Nebraska Department of Education website within the State of Nebraska at least twelve (12) days prior to each meeting of the Advisory Council.
2. The public notice shall take the following form: The Nebraska Assistive Technology Partnership Advisory Council will meet on (date) at (place) beginning at (time) and ending at (time). Interested persons are invited to attend. Please notify us ten days in advance if you need reasonable accommodations

E. Changes to Operational Procedures

1. Changes to these operational procedures may be approved by a two-thirds vote of the Advisory Council members present at the meeting.

9/25/14