# **COUNCIL BYLAWS**

# **THE NEVADA GOVERNOR'S COUNCIL ON DEVELOPMENTAL DISABILITIES**

# **RULES OF ORGANIZATION AND PROCEDURE**

### DEFINITIONS

The term “Council” refers to the Nevada Governor’s Council on Developmental Disabilities.

The term “Year” refers to the Federal fiscal year from October 1 through September 30.

The term “DD” refers to Developmental Disabilities, which is further define below.

The term “ID” refers to Intellectual Disabilities.

The term “citizen member” refers to a person with an intellectual and/or developmental disability, a family member of a child with an intellectual and/or developmental disability, or an adult who has an intellectual and/or developmental disability and is unable to advocate for themselves.

The term “agency member” refers to a person who represents a relevant state agency, as identified by the DD Act and referring to representatives of:

* State entities that administer funds provided under Federal laws related to individuals

with disabilities, including the Rehabilitation Act of 1973 (29 U.S.C. 701 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Older Americans Act of 1965 (42 U.S.C. 3001 et seq.), and titles V and XIX of the Social Security Act (42 U.S.C. 701 et seq. and 1396 et seq.);

* (II) Centers in the State; and
* (III) the State protection and advocacy system; and
* (ii) representatives, at all times, of local and nongovernmental agencies, and private nonprofit groups concerned with services for individuals with developmental disabilities in the State in which such agencies and groups are located.

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 defines a developmental disability as a severe chronic disability of an individual that:

* is attributable to a mental or physical impairment or combination of mental and physical impairments.
* is manifested before the individual attains age 22.
* is likely to continue indefinitely.
* results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency.
* reflects the individual’s need for a combination and sequence of special, interdisciplinary, or generic services, supports, or other assistance that are lifelong or extended duration and are individually planned and coordinated.
* includes infants and young children from birth to age nine who have substantial delay or specific congenital or acquired conditions and may be considered to have a developmental disability without limitations in meeting three or more of the areas of major life activity with a high probability of resulting in DD later in life if services are not provided.

NRS 435.007 (5) – Developmental Disability defined in Nevada Statue.

5. “Developmental disability” means autism, cerebral palsy, epilepsy or any other neurological condition diagnosed by a qualified professional that:

(a) Is manifested before the person affected attains the age of 22 years;

(b) Is likely to continue indefinitely;

(c) Results in substantial functional limitations, as measured by a qualified professional, in three or more of the following areas of major life activity:

(1) Taking care of oneself;

(2) Understanding and use of language;

(3) Learning;

(4) Mobility;

(5) Self-direction; and

(6) Capacity for independent living; and

(d) Results in the person affected requiring a combination of individually planned and coordinated services, support or other assistance that is lifelong or has an extended duration.

NRS 433.099 – Intellectual Disability defined in Nevada Statue.

“Intellectual disability” means significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.

(Added to NRS by 1975, 1591; A 2013, 662) — (Substituted in revision for NRS 433.174)

You’ll notice some differences between the federal definition of “Developmental Disability” and the state’s definitions of Intellectual Disability and Person with Related Condition. Most notably, there is not a reference to “physical” or “mental” impairment. The current policy and state Eligibility Determination Standards for Developmental Services provide further description of Intellectual Disability and Related Conditions. Person with Related Condition in NRS 433.211 matches closely with CFR 435.1010 Definitions relating to institutional status: “*Institution for Individuals with Intellectual Disabilities or persons with related conditions* means an institution (or distinct part of an institution) that—

(a) Is primarily for the diagnosis, treatment, or rehabilitation of Individuals with Intellectual Disabilities or persons with related conditions; *Persons with related conditions means* individuals who have a severe, chronic disability that meets all of the following conditions:

(b) It is attributable to—

(1) Cerebral palsy or epilepsy; or

(2) Any other condition, other than mental illness, found to be closely related to Intellectual Disability because this condition results in impairment of general intellectual functioning or adaptive behavior similar to that of a person with an intellectual disability, and requires treatment or services similar to those required for these persons.

(c) It is manifested before the person reaches age 22.

(d) It is likely to continue indefinitely.

(e) It results in substantial functional limitations in three or more of the following areas of major life activity:

(1) Self-care.

(2) Understanding and use of language.

(3) Learning.

(4) Mobility.

(5) Self-direction.

(6) Capacity for independent living.

### NAME

The name of this Council shall be the Nevada Governor’s Council on Developmental Disabilities, established in accordance with the provisions of the “Developmental Disabilities Assistance and Bill of Rights Act of 2000,” P.L. 106.402.

### PURPOSE

The purposes of this council are as follows:

1. To exercise those duties of the Council as set forth in the Developmental Disabilities Act and the Federal Regulations, guidelines and directives pertaining to the Act.
2. To undertake, in the areas of emphasis, projects and activities which will contribute to long-range comprehensive statewide planning for programs and services for people with developmental disabilities in the State of Nevada.

1. To act as Statewide representatives of the agencies and citizens of the State of Nevada in advising the various officers and agencies of the State concerning matters of relevance to people with developmental disabilities.
2. To act as a system’s advocate to ensure that a comprehensive service network is provided for citizens with developmental disabilities in the State of Nevada.

### ROLE AND FUNCTION

The Nevada Governor’s Council on Developmental Disabilities is authorized in accordance with Public Law 106-402 of the Developmental Disabilities Assistance and Bill of Rights Act (DD Act) and established under NRS 232.320 within the State of Nevada, to conduct systemic change, capacity building, and advocacy activities on behalf of all people with developmental disabilities.

### PHILOSOPHY

The Nevada Governor’s Council on Developmental Disabilities plans and implements all consumer inclusion, systems change, and individual supports from the fundamental belief that interdependence is the key to gaining and keeping of all human rights for Nevadans with developmental disabilities. In so doing, the Council and its administering agency subscribe to and are guided by the following principals:

1. We support the uniqueness, wholeness, and dignity of each person. We shall strive to respond to the individual needs and preferences of each person we support and serve.
2. We enthusiastically advocate for the rights of people with disabilities so they may fully participate in and contribute to community life. This includes enjoying a secure home, family, friends, education, services and work they find meaningful.
3. We view all human life as having equal and unconditional value. Each life should be nurtured, respected, celebrated, and fulfilled.
4. We celebrate and embrace diversity and will consistently strive for true and meaningful inclusion of all people.
5. We support the life-long process of personal growth and development of all people.
6. We will take every opportunity to educate others and to advocate for the basic civil rights of people with disabilities:
7. The right to self-determination.
8. The right to proper and timely medical care.
9. The right to a barrier-free environment and accessible transportation.
10. The right to an appropriate inclusive public education including postsecondary education.
11. The right to necessary assistance, given in a way that promotes independence.
12. The right to a choice of lifestyles and residential alternatives.
13. The right to an income for a lifestyle comparable to that of typical peers.
14. The right to training, and employment that is competitive and fulfilling.
15. The right to petition social institutions for equal treatment.

### COUNCIL RESPONSIBILITIES

The Council, through Council members, staff, consultants, contractors, or sub-grantees, shall have the responsibilities described below:

1. **SYSTEMIC CHANGE, CAPACITY BUILDING, AND ADVOCACY** - The Council shall serve as an advocate for people with developmental disabilities and conduct programs, projects, and activities that carry out the purpose of the DD Act.
2. **EXAMINATION OF AREAS OF EMPHASIS** - Not less than once every 5 years, the Council shall examine the provision of and need for the Federal areas of emphasis to address, on a statewide and comprehensive basis, urgent needs for services, supports, and other assistance for people with developmental disabilities and their families, pursuant to the DD Act.
3. **STATE PLAN DEVELOPMENT** - The Council shall develop and submit to the Secretary the State Plan after consultation with the designated State agency under the State Plan. Such consultation shall be solely for the purposes of obtaining State assurances and ensuring consistency of the plan with State law.
4. **STATE PLAN IMPLEMENTATION** - The Council shall implement the State Plan by conducting and supporting the Federal areas of emphasis through systemic change, capacity building, and advocacy activities such as those described in (A) through (K).
5. **DEMONSTRATION OF NEW APPROACHES** - the Council may conduct, on a time-limited basis, the demonstration of new approaches to enhance the independence, productivity, and integration and inclusion into the community of people with developmental disabilities through sources of funding other than DD funding. This may include assisting those conducting such successful demonstration activities to develop strategies for securing funding from other sources.
6. **OUTREACH** - the Council may conduct activities to reach out to assist and enable people with developmental disabilities and their families who otherwise might not come to the attention of the Council to obtain services, supports, and other assistance, including access to special adaptation of generic services or specialized services.
7. **TRAINING** - The Council may conduct training for individuals with developmental disabilities, their families, and personnel (including professionals, paraprofessionals, students, volunteers, and other community members) to enable such individuals to obtain access to, or to provide, services, supports and other assistance, including special adaptation of generic services or specialized services for people with developmental disabilities and their families. To the extent that training activities are provided, such activities shall be designed to promote the empowerment of individuals with developmental disabilities and their families.
8. **SUPPORTING AND EDUCATING COMMUNITIES** - The Council may assist neighborhoods and communities to respond positively to people with developmental disabilities and their families by encouraging local networks to provide informal and formal supports and enabling communities to offer such individuals and their families access, resources, and opportunities.
9. **INTERAGENCY COLLABORATION AND COORDINATION** - The Council may promote interagency collaboration and coordination to better service, support, assist, or advocate for people with developmental disabilities and their families.
10. **COORDINATION WITH RELATED COUNCILS, COMMITTEES, AND PROGRAMS** - The Council may conduct activities to enhance coordination with:
11. other councils or committees, authorized by Federal or State statute, concerning such people with disabilities (such as the State Interagency Coordinating Council under part H of the Individuals with Disabilities Education Act, the State Rehabilitation Advisory Council and the Statewide Independent Living Council under the Rehabilitation Act of 1973, the State Mental Health Planning Council under part B of title XIX of the Public Health Services Act and other similar councils or committees);
12. parent training and information centers under part D of the Individuals with Disabilities Education Act and other federally funded projects that assist parents of children with disabilities; and
13. other groups interested in systemic change, capacity building, and advocacy for individuals with disabilities.
14. **BARRIER ELIMINATION, SYSTEMS DESIGN, AND CITIZEN PARTICIPATION** - The Council may conduct activities to eliminate barriers, enhance systems design and redesign, and enhance citizen participation to address issues identified in the State Plan.
15. **PUBLIC EDUCATION AND COALITION DEVELOPMENT** - The Council may conduct activities to educate the public about the capabilities, preferences, and needs of people with developmental disabilities and their families and to develop and support coalitions that support the policy agenda of the Council, including training in self-advocacy, educating policymakers, and citizen leadership skills.
16. **INFORMING POLICYMAKERS** - The Council may provide information to Federal, State, and local policymakers, including the Congress, the Federal executive branch, the Governor, State Legislature, and State agencies, in order to increase the ability of such policymakers to offer opportunities and to enhance or adapt generic services of provide specialized services to people with developmental disabilities and their families by conducting studies and analyses, gathering information, and developing and disseminating model policies and procedures, information, approaches, strategies, findings, conclusions, and recommendations.
17. **PREVENTION** - The Council may conduct prevention activities as defined in the DD Act.
18. **OTHER ACTIVITIES** - The Council may conduct other systemic change, capacity building, and advocacy activities to expand and enhance the independence, productivity and integration and inclusion into the community of people with developmental disabilities throughout the State on a comprehensive basis.
19. **STATE PLAN MONITORING** - Not less than once each year, the Council shall monitor, review, and evaluate the implementation and effectiveness of the State Plan in meeting such plan’s objectives.
20. **REVIEW OF DESIGNATED STATE AGENCY** - The Council shall periodically review the appropriateness of the designated State agency and make any recommendations for change to the Governor.
21. **REPORTS** - The Council shall submit to the Secretary, through the governor, periodic reports on its activities as the Secretary may reasonably request and keep such records and afford such access thereto as the Secretary finds necessary to verify such reports.
22. **BUDGET** - The Council shall prepare, approve, and implement a budget using amounts paid to the State under this part to fund and implement all programs, projects, and activities under this part including:
23. conducting such hearings and forums as the Council may determine to be necessary to carry out the duties of the Council, reimbursing members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care and personal assistance services), paying compensation to a member of the Council, if such member is not employed or must forfeit wages from other employment, for each day such member is engaged in performing the duties of the Council, supporting Council member and staff travel to authorized training and technical assistance activities including in-service training and leadership development, and appropriate subcontracting activities;
24. hiring and maintaining sufficient numbers and types of staff (qualified by training and expertise) and obtaining the services of such professional, consulting, technical, and clerical personnel (qualified by training and experience), consistent with State Law, as the Council determines to be necessary to carry out its functions, except that such State shall not (in accordance with Federal Law) apply hiring freezes, reductions in force, prohibitions on staff travel, or other policies that negatively affect the provision of staff support of the Council; and
25. directing the expenditure of funds for grants, contracts, interagency agreements that are binding contracts and other activities authorized by the approved State Plan.
26. **STAFF HIRING AND SUPERVISION** - The Council shall, consistent with State law, recruit, supervise, and annually evaluate (in accordance with State procedures) the Executive Director. The NGCDD Executive Director shall hire, supervise, and annually evaluate other staff and be consistent with Federal and State non-discrimination laws. Dismissal of personnel shall be for cause only, based on documented performance evaluations and consistent with State law and personnel policies. NGCDD Executive Director and staff who are exempt from State personnel policies may be dismissed based only on documented performance criteria.
27. **STAFF DUTIES** - The staff of the Council shall be responsible solely for assisting the Council in carrying out its duties under this part and shall not be assigned duties by the designated State agency.
28. **CONSTRUCTION** - Nothing in this part shall be construed to preclude a Council from engaging in systemic change, capacity building, and advocacy activities for people with developmental disabilities other than developmental disabilities, where appropriate.

STATEWIDE PLANNING - The Council shall develop a State plan every five years which is reviewed annually and includes:

1. a description of the services, supports and other assistance being provided to, or to be provided to, people with developmental disabilities and their families under other federally assisted State programs, plans, and policies that the State conducts and in which people with developmental disabilities are or may be eligible to participate, including programs relating to education, job training, vocational rehabilitation, public assistance, medical assistance, social services, child welfare, maternal and child health, aging, programs for children with special health care needs, children’s mental health, housing, transportation, technology, comprehensive health and mental health, and such other programs as the Secretary may specify;
2. a description of the extent to which agencies operating such other federally assisted State programs pursue interagency initiatives to improve and enhance services, supports, and other assistance for people with developmental disabilities; and
3. an examination of the provision, and the need for the provision, in the State of the four Federal priority areas and an optional State priority area, including -
4. an analysis of such Federal and State priority areas in relation to the degree of support for people with developmental disabilities attributable to either physical impairment, mental impairment, or a combination of physical and mental impairments;
5. an analysis of criteria for eligibility for services, including specialized services and special adaptation of generic services provided by agencies within the State, that may exclude people with developmental disabilities from receiving such services;
6. consideration of the report conducted pursuant to the DD Act;
7. consideration of the data collected by the State educational agency under the Individuals with Disabilities Education Act;
8. an analysis of services, assistive technology, or knowledge that may be unavailable to assist people with developmental disabilities;
9. an analysis of existing and projected fiscal resources;
10. an analysis of any other issues identified by the State Developmental Disabilities Council.

PLAN OBJECTIVES - The plan shall:

1. specify which of the Federal areas of emphasis that are selected by the Council for such Council’s major system change, capacity building, and advocacy activities to be addressed during the plan period and describe the extent and scope of the Federal and State priority areas that will be addressed under the plan in the fiscal year;
2. describe the specific 1-year and 5-year objectives to be achieved and include a listing of the programs, activities, and resources by which the Council will implement its systemic change, capacity building, and advocacy agenda in selected areas of emphasis, and set forth the non-Federal share required to carry out each objective; and
3. establish a method for the periodic evaluation of the plan’s effectiveness in meeting the objectives.

### COUNCIL MEMBERSHIP

1. **IN GENERAL** - The Developmental Disabilities Council shall conduct systemic change, capacity building, and advocacy activities on behalf of all people with developmental disabilities.
2. **COUNCIL APPOINTMENTS** - The members of the Council shall be appointed by the Governor from among residents of the State. The Governor shall select members of the Council, at his or her discretion, after soliciting recommendations from organizations representing a broad range of people with developmental disabilities and individuals interested in people with developmental disabilities, including the non-State agency members of the Council. The Council shall coordinate Council and public input to the Governor regarding all recommendations. To the extent feasible, the membership of the Council shall be geographically representative of the State and reflect the diversity of the State with respect to race and ethnicity.
3. **MEMBERSHIP ROTATION** - The Governor shall make appropriate provisions to rotate the membership of the Council. Such provisions shall allow members to continue to serve on the Council until each member’s successor is appointed.

The Council through the Executive Director shall contact the Governor regarding membership requirements, when vacancies remain unfilled for a significant period of time. A recommendation for dismissal from the Council will be made by a full Council vote for any member who misses two or more consecutive meetings without a valid excuse.

1. **TERM LIMITATIONS** - Council recommends members are appointed for three-year terms, for a maximum of three consecutive terms.
2. **COUNCIL CHAIRPERSON** - The Council Chairperson shall always be either a person with a disability or the parent/immediate family of a person with a disability. The Council Chairperson shall not be a representative of the mandatory agencies and organizations delineated in V (5).
3. **REPRESENTATION OF AGENCIES AND ORGANIZATIONS** - The Council shall at all times include representatives of the principal State agencies (including the State agencies that administer funds provided under the Rehabilitation Act of 1973, the Individuals with Disabilities Act, and title XIX of the Social Security Act), institutions of higher education, each University Center for Excellence in Developmental Disabilities Education, Research and Education, the Protection and Advocacy Agency, and local agencies, non-governmental agencies, and private non-profit groups concerned with services for people with developmental disabilities in the State. Such representatives shall:
4. Have sufficient authority to engage in policy planning and implementation on behalf of the department, agency or program such representatives represent; and
5. Recuse themselves from any discussion of grants or contracts for which such representatives’ departments, agencies, or programs are grantees or applicants and comply with the conflict-of-interest policies.
6. **REPRESENTATION OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES** - Not less than 60 percent of the membership of the Council shall consist of people who are:
7. (i) individuals with developmental disabilities;
8. parents or guardians of children with developmental disabilities; or
9. immediate relatives or guardians of adults with mentally impairing, developmental disabilities who cannot advocate themselves; and
10. not employees of a State agency that receives funds or provides services under this part, and who are not managing employees of any other entity that receives funds or provides services under this part.
11. **COMPOSITION OF MEMBERSHIP WITH DEVELOPMENTAL DISABILITIES** - Of the members of the Council described in paragraph (4):
12. one-third shall be individuals with developmental disabilities as described in paragraph (6) (A) (i);
13. one-third shall be parents of children with developmental disabilities as described in paragraph (6) (A) (ii), or immediate relatives or guardians of adults with mentally impairing developmental disabilities as described in paragraph (6) (A) (iii); and
14. one-third shall be a combination of individuals described in paragraph (6) (A).
15. **INSTITUTIONALIZED INDIVIDUALS** - Of the members of the Council described in paragraph (7), at least one shall be an immediate relative or guardian of an institutionalized or previously institutionalized individual with a developmental disability or an individual with a developmental disability who resides or previously resided in an institution. This paragraph shall not apply if such an individual does not reside in the State.
16. **NON-GOVERNMENTAL/NONPROFIT** - At all times a representative of a non-governmental, non-profit agency that provides services and supports to people with developmental disabilities shall be a member of the Council.

MEETINGS

The Council shall meet at least quarterly as determined by the Chairperson.

Notice of Council meetings plus agendas will be provided to the administering agency in accordance with Nevada Open Meeting Law. The agendas will be developed by the Executive Director and Council Chair. The Deputy Attorney General’s Office will review the agendas for Open Meeting Law compliance prior to posting.

Each member of the Council shall have one vote. Proxies are not permitted.

The quorum at any meeting of the Council or any of its Committees shall consist of one half of the members with the addition of the Chair or Vice-Chair of that Committee which has been appointed by that Committee’s Chair. A quorum of the Council shall be required for the affirmative transaction of any business of the Council. A majority is required to pass or fail any votes.

All meetings shall be in compliance with the open meeting laws of the State of Nevada.

### OFFICERS

The Chairperson and Vice-Chairperson will be nominated by the members of the Council. Elections will be held biennially at the September meeting and will coincide with the Federal Fiscal year. The officers will be limited to two consecutive terms.

The Vice-Chairperson shall assume the responsibilities of the Chairperson in his/her absence and shall be prepared to assume the duties of the Chairperson at the end of this tenure.

### COMMITTEES

(1) The Council shall have the following Standing Committees:

* 1. Executive Committee
  2. Policy Committee
  3. Planning/Evaluation Committee
  4. Budget Committee
  5. Other Committees
     + 1. Ad-Hoc Interview Committee

(2) **COMMITTEE MEMBERSHIP**:

1. The Executive Committee shall consist of the Council Chairperson, Vice-Chairperson and Chairpersons of the standing committees. Immediate Council past Chairs and Council past Vice-chairs may remain at their own discretion for a period of one year. After the one-year period, they may be reappointed by the sitting chair. It shall be chaired by the Council Chairperson.
2. The Chairperson of any committee shall be an appointed citizen member of the Council.
3. The Vice-Chairperson of the committee shall be an appointed citizen or agency member.
4. Members of standing and other committees and their chairs and/or facilitators shall be appointed by the Council Chairperson. The Chairperson of each committee shall be a Council member.
5. Membership on standing committees, other than the Executive Committee, shall include Council members and other individuals deemed by the Council Chairperson to have expertise and knowledge that will enhance the function of the committee.
6. Not more than ½ shall be individuals who are not Council members.
7. The majority of any committee shall be citizen members.
8. Individuals appointed to committees shall have voting privileges within the committee, but are not voting members of the Council.

(3) **COMMITTEE DUTIES**:

* 1. **EXECUTIVE COMMITTEE**:
  + The Committee shall act on behalf of the Council when the Committee determines that a situation exists that requires immediate attention and when it is not practical to convene a special council meeting.
  + Other duties deemed necessary by the Chairperson for the effective functioning Council.
  + The Council chair and vice-chair shall sit on this committee.
  1. **POLICY COMMITTEE**:
  + The Committee shall identify federal and state legislative issues of concern to the Council and make recommendations for informing congressional and state legislators about impact of potential legislation.
  + The Committee shall identify and recommend public information and advocacy activities about developmental disabilities that are appropriate for the Council to initiate.
  + Other activities as assigned by the Council Chairperson.
  + This committee shall develop public policy statements.

* 1. **EVALUATION COMMITTEE**:
  + The Committee shall participate in the development of the proposed Five-Year Plan and its annual review and update.
  + The Committee shall identify goals and objectives that can be met through the Notice of Funds Available process and assist in developing the NOFA.
  + The Committee shall evaluate proposals for grants and make recommendations for funding to the full Council.
  + The Committee shall design and administer a self-assessment of the Council’s compliance with federal requirements and the perception of the Council by other state and local entities.
  + Other activities as assigned by the Council Chairperson.
  1. **BUDGET COMMITTEE**:
* The Budget Committee Chair shall be appointed by the DD Council Chairperson.
* The Budget Committee shall consist of the Chair and Vice-chair of the DD Council, a fiscal representative of the Designated State Agency and other members as appointed by the DD Chairperson.
* The Committee shall review biennial budget requests and monitor fiscal activity of the Council on a quarterly basis.
* The Committee shall establish the amount of funds available for sub-grants on an annual basis.
* This committee will report at each DD Council meeting.
* Other activities as assigned by the Council Chairperson.
  1. **OTHER COMMITTEES**: Other committees and task forces may be appointed by the Council Chairperson for specific periods of time to address specific identified issues when deemed necessary by a majority vote of the Council. Members of standing and these committees and their chairs and/or facilitators shall be appointed by the Council Chairperson. The Chairperson of each committee shall be a Council member.

1. **AD-HOC INTERVIEW COMMITTEE**:

* The Committee Chair shall be the DD Council Chairperson.
* Additional required Committee Members shall include DD Council Network partners identified in the DD Act as the Protection and Advocacy Systems (P&A) and the University Centers for Excellence in Developmental Disabilities (UCEDD). No other agency members shall be members of this committee.
* Other Committee Members shall be appointed by DD Council Chairperson and a majority must be citizen members to include at least one person with a DD and at least one family member.
* The Committee shall be an odd number and no more than 9 members as detailed above.
* This Committee shall be required to select an Interim Executive Director.
* The Committee shall be responsible for identifying the current needs for Council Executive Leadership, writing the job description and interview questions, reviewing potential candidates, interviewing candidates, and making the final selection of the Executive Director.
* This Committee shall disband after hiring of the Executive Director is complete.

### PROCEDURE FOR AMENDMENT

The Rules of Organization and Procedures may be amended by recommendations of the Executive Committee and 2/3 vote of the members present and voting at any meeting; provided that the meeting and the wording of the proposed change are delivered to every member in accordance with Nevada Open Meeting Law.

### DELEGATES TO THE NATIONAL ASSOCIATION OF COUNCILS ON DEVELOPMENTAL DISABILITIES

The Chairperson and the Executive Director will be voting delegates at the National Association of Councils on Developmental Disabilities (NACDD) meetings. The Council may also elect an additional member to serve as a delegate. The Chairperson and Executive Director may attend the annual Administration on Developmental Disabilities meeting and any other NACDD meetings. The Chairperson and Executive Director may designate his/her substitute to attend these National meetings.

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**Current Version: 3/22**