

**KITTITAS COUNTY  
DEVELOPMENTAL DISABILITIES ADVISORY COMMITTEE  
BYLAWS**

**I. AUTHORIZATION & COMPOSITION:**

- A. The Kittitas County Board of County Commissioners (BOCC) shall establish an advisory committee for the county developmental disabilities program. It will henceforth be referenced to as the Committee.
- B. The County Developmental Disabilities Program shall be advised by a Committee consisting of nine (9) members<sup>1</sup> appointed by the BOCC, with the additional stipulation that:
  - 1. Members shall be appointed for three-year terms<sup>1</sup> with the terms of one third of the members expiring each year.
  - 2. A member whose term expires may be re-appointed.
  - 3. The Committee shall actively seek consumer representation.
  - 4. The Committee shall seek to recruit membership in accordance with RCW 71A14.020 which states, "Members appointed to the board shall include but not be limited to representatives of public, private, or voluntary agencies, representatives of local governmental units, and citizens knowledgeable about developmental disabilities or interested in services to persons with developmental disabilities in the community."

**II. DUTIES:**

- A. Collaborate with the Kittitas County Developmental Disabilities Coordinator on the development, communication, and presentation of the county Developmental Disabilities Biennial Plan including:
  - 1. Reviewing and assessing community and consumer needs, services, resources, priorities, facilities, and special problems related to developmental disabilities in Kittitas County.
  - 2. Establishing priorities on the basis of this assessment and recommending the allocation of available county and state funds in alignment with the plan.
- B. Advise the BOCC on ensuring the continuation of community developmental disabilities services, which shall include the fullest and most feasible use of services.
- C. Recommend ways of implementing and influencing legislation governing county developmental disabilities programs and services.
- D. Review the Committee's bylaws every two years during the annual meeting in December.
- E. Collaborate with the Kittitas County Developmental Disabilities Coordinator to provide recommendations to the BOCC on applications for funding for developmental disabilities services.
- F. Receive, review, and make recommendations to the BOCC on applications from prospective new Committee members.

**III. PROCEDURES:**

- A. A quorum shall consist of fifty percent (50%) of the current membership of the Committee and a quorum shall be required to transact business at any regular or special meeting.
- B. A full agenda of the business to be conducted shall be e-mailed to all Committee members prior to any regular or special meetings with the understanding that items may be added or deleted only by vote of the Committee at the time of the meeting.
- C. Meetings shall take place at least every other month unless cancelled by the Chair, on a date and time to be established by the Committee members.
- D. Special meetings may be called at the request of the Chair, the BOCC, the county Developmental Disabilities Coordinator, or at the written request of four or more members of the Committee. Notice of all special meetings, along with an agenda, shall be mailed to all members at least one

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1. per RCW 71A.14.020

week in advance of the meeting date.

- E. The annual meeting shall take place in December.
- F. Three (3) unexcused absences from meetings per calendar year by any member may cause the Committee to recommend to the BOCC that the member be dropped from the Committee.
- G. Prospective members of the Committee shall submit the county application for appointment to the Committee. County staff shall bring applications forth to the Committee for review and recommendation for appointment by the BOCC.
- H. The BOCC shall be notified of members who resign. The BOCC shall fill such vacancies as soon as the Committee recommends a suitable replacement. The term of the appointment will be for the duration of the vacancy.
- I. No Committee member shall have a contract with Kittitas County to provide developmental disabilities services, nor shall any Committee member be an officer, member, or employee of an agency contracting with Kittitas County to provide such services. Subcontractors who receive funds from agencies under contract with Kittitas County shall not be similarly barred from membership, unless the funds originate from the county.
- J. All members shall fully disclose to the Committee at an open public meeting all matters of financial interest and other matters relating to appearance of fairness and conflict of interest concerns. The Chair, after review by the Committee, shall decide all related issues, including the necessity or desirability to excuse any member from discussions and/or voting on particular issues.

IV. OFFICERS -- Officers shall be elected at the annual meeting for a term of one (1) year from January through December, or until their successors are elected, and shall include the following, with duties and functions as set forth:

- A. Chair:
  - 1. The Chair shall be initially elected for the remainder of the calendar year at the first Committee meeting with all initial members present. Afterwards, a chair shall be elected at the annual meeting, provided that a first year Committee member may not be nominated for Chair.
  - 2. The Chair shall preside at meetings of the Committee, serve as Chair of the Executive Committee, serve as a member ex-officio of all standing committees, and perform such other duties as are assigned by the BOCC.
  - 3. The Chair shall establish and appoint members to standing committees.
- B. Vice-Chair: The Vice-Chair shall perform the duties of the Chair in case of the Chair's absence or disability or during any vacancy in the office of Chair.
- C. Executive Committee:
  - 1. The Executive Committee shall consist of the Chair, Vice-Chair, and two (2) members-at-large elected at the annual meeting. A quorum of 50% of Executive Committee members shall be required to take action at an Executive Committee meeting.
  - 2. The Executive Committee shall represent the Committee in matters of business, which arise during the period between meetings of the Committee. Such matters shall be reported and the action taken ratified by the Committee at the next meeting. The Executive Committee shall also perform such other duties as may be assigned by the Committee.
  - 3. The Executive Committee shall make recommendations to the Committee on:
    - a. Changes in Committee bylaws and procedures.
    - b. Committee meeting agenda with proposed motions.
  - 4. The Executive Committee shall report to the Committee on:
    - a. Recommendations made to the BOCC.
    - b. Minutes of Executive Committee meetings.
  - 5. The Executive Committee shall conduct business through:

- a. Meetings called by the Committee Chair or majority of the committee.
- b. A telephone poll conducted by the Chair and authorized unanimously by Committee members.

V. STANDING COMMITTEES -- At the December annual meeting, the Chair shall appoint the following standing committees which shall consist of at least three members each, with duties and functions as set forth:

- A. Biennial Plan Standing Committee: The Biennial Plan Standing Committee will assist the county Developmental Disability Coordinator in developing and presenting the Developmental Disabilities Biennial Plan to the Committee and the BOCC.
- B. Nominating Standing Committee: The Nominating Standing Committee will nominate officers to be elected at the annual meeting. The slate of candidates nominated shall be presented to the members of the Committee prior to the annual meeting. Nominations may also be received from the floor at the annual meeting.
- C. Membership Standing Committee: The Membership Standing Committee will convene on at least an annual basis before the annual meeting to evaluate member attendance and generate ideas to fill vacant positions.

VII. AMENDMENTS:

- A. The bylaws may be amended at a regular meeting of the Committee provided that:
  - 1. Proposed amendments have been read at one meeting prior to voting;
  - 2. Proposed amendments have been submitted in writing to the members of the Committee prior to the first reading; and
  - 3. Two-thirds of the members of the Committee vote in favor of implementation of any amendment.
- B. Final approval of bylaw amendments is made by the Board of County Commissioners.

COUNTY COMMISSIONER'S APPROVAL:

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Paul Jewell Chair, Kittitas County Board of  
Commissioners

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Date

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Laura Osiadacz, Kittitas County Commissioner

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Obie O'Brien, Kittitas County Commissioner