

September 20, 2023 Bylaws Minutes

Attendee Bylaws Committee: Hugh Kelly, Roxanne Cogil, Michael Hoenig, Brady Werger, Rob Roozeboom

Absent Council Members:

Council Staff: Brooke Lovelace, Carlyn Crowe, Lindsay Hommer

Bylaws

Lovelace posed the following questions to the committee:

1. Have Chair of Council appoint the Chair of the Policy Committee and/or members. Do we have 3 official members or five? Does the chair have voting privileges. Do we want the Chair of the Policy Committee appoint members. Do not have council vote?
2. Have the full council elect chair and members similar to the Executive committee. Have the Executive Committee select the slate of candidates.
3. Do they serve one-year terms that start in July similar to the Executive committee?
4. Do we need a vice chair or have the Chair of the council serve as vice chair in case we need a back up?

Lovelace asked how the bylaws committee would like to elect the policy committee and/ or members and what duties we want to put in the bylaws that they will have. Lovelace suggested we have the chair of the Council serve as the ex- officio member of the policy committee. Cogil feels it is important to get volunteers for the policy committee. All EC members agreed.

The EC decided that each July, the Executive committee (EC) will appoint the chair of the policy committee and appoint members of the policy committee. The EC can appoint the same chair of the policy committee each year as long as they are a member of the Council. There will be a minimum of five members on the policy committee which includes the policy committee chair. They will serve one-year terms. The policy committee chair will have voting privileges. The Council chair will be the policy committee chair if the policy chair steps down for any reason. The policy committee will be comprised of the policy committee chair + four at large members at a minimum. The Chair of Council will have the deciding vote if there is a tie. Members of the public may attend policy committee meetings but will not have voting privileges. Members of the EC are allowed to be on the policy committee also.

Lovelace reviewed the suggestions for language in the bylaws regarding the policy committee. The suggestions are:

- A. Public Policy Committee shall propose an annual legislative agenda and will propose non-partisan activities corresponding to that agenda.
- B. Public Policy Committee shall review and track current and proposed legislation affecting persons with developmental disabilities and provide updates.
- C. Public Policy Committee shall develop non-partisan legislative advocacy activities, in compliance with State and Federal law, for Council members to educate legislators, other policy makers and

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the public regarding issues affecting persons with developmental disabilities. Activities will meet federal guidelines for advocating in public policy and will not be construed as lobbying.

- D. The Public Policy Committee will present the legislative agenda to the Full Council annually. The committee will also provide legislative updates at quarterly Council meetings and as deemed warranted
- E. Provide testimony and recommendations to the Legislature with regard to matters pertaining to people with I/DD and their families on positions taken by the Council.
- F. When necessary, take swift action on legislation and policy decisions that align with the Council's policy positions, the State Plan and/or the DD Act as emerging issues arise.

Crowe warned about language in bylaws so it cannot be construed as lobbying.

The following suggestions were decided upon:

- A. Public Policy Committee shall propose to the full council an annual public policy agenda and will propose non-partisan activities corresponding to that agenda. Activities will meet federal guidelines for advocating in public policy and will not be construed as lobbying.
- B. Public Policy Committee will work with the Public Policy Manager and to assist with reviewing and tracking current and proposed legislation impacting persons with developmental disabilities.
- C. Public policy committee, with guidance from the Public Policy Manager, may provide education to the Legislature and policy makers in regard to issues impacting people with I/DD and their families.
- D. Other duties may be assigned by the Executive Committee.

Lovelace stated that the DD Council can support or not support a bill based on how that bill will affect persons with disabilities. The Council cannot ask legislators to support or not support a bill. Crowe stated that this is being looked into as under Iowa Code the Council cannot take a position on bills, but under federal regulations the Council can take a position. Lovelace agreed that we are looking into this further. As far as educating legislators though, the Council can do that. Any Council members can write letters as private citizens asking for support or against support for a bill to their legislators as long as they are not representing the Council. Cogil sees this committee as support for the Public Policy Manager's position. Hoenig asked that when the DD Council supports a capitol day so people can speak with their legislators, do the participants have to be told not to lobby. Lovelace stated they do not because they are not representing the Council and we are teaching advocacy.

Cogil asked what are the non-partisan activities the DD Council does now. Lovelace stated the Councils proposes white papers. The policy committee could propose when to write letters or papers.

Reviewed current bylaws:

Article III, Section III, it was decided to take out "such as the Policy committee" under letter C.

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Lovelace suggested the EC review and update the conflict of interest policy each year. Lisa Yunek has suggested we have the conflict of interest policy written in easy to read language. Also, the easy to read bylaws will need to be updated once the current bylaws are approved. Additionally, nowhere in the bylaws does it state that the EC approves the meeting agendas. Lovelace stated that nowhere in the bylaws does it state if any meetings other than the full Council meeting are open to the public. It was decided that all meetings can only go into closed session if voted on.

Lovelace asked if the EC should suggest agenda items prior to the meetings and have the EC approve the agenda prior to the meetings. It was decided to leave the process as is currently. Cogil stated just to make sure to leave time for council comments during meetings and this should be sufficient.

Hoenig asked what is meant by “notice agendas” in Article III, Section VIII. Lovelace stated she was unsure what this meant.

Lovelace stated she will be doing some wordsmithing in Article V, Section I. She will be taking out the verbiage that states it’s the Chair’s responsibility to appoint Chair’s to other committees and will replace this wording stating it is the EC’s responsibility to do this.

Kelly made a motion to adjourn. Roozeboom seconded. Meeting adjourned at 3:54 PM.

Action Items