

# **BYLAWS OF THE KING COUNTY BOARD FOR DEVELOPMENTAL DISABILITIES**

## **I. NAME**

King County Board for Developmental Disabilities

## **II. PURPOSE**

The purpose of the Board is established in 71A.14.020 RCW.

## **III. MEMBERSHIP**

- A. Composition of the 15-member Board is established in 71.A.020 RCW and in King County Code Chapter 2.32.020.

The King County Board seeks to achieve complete representation by recommending candidates who:

1. Represent all areas of King County and are diverse in terms of ethnicity, gender, and point of view.
2. Represent all areas of developmental disability and
3. Provide for one-third family advocates and self-advocates, one-third professionals, and one-third interested citizens.

- B. Selection and Appointment

1. Members are appointed by the King County Executive and confirmed by the King County Council. The Director, Department of Community and Human Services (DCHS) recommend candidates to the King County Executive. The Board participates in the selection of members by recruiting candidates, convening a Recruitment and Nominating Committee to interview applicants, and preparing recommendations concerning the appointment or candidates or reappointment of members.
2. All appointees need to satisfy the eligibility criteria as defined by RCW 71A, King County Code 2.28 and 2.32.020, and the King County Administrative Policies and Procedures as specified in LES 7-1 AEP "Boards and Commissions – Annual Reporting and Appointments."

- C. Term of Office

1. All Board members are appointed for three-year terms. Board membership shall be staggered with no more than one-third terminating in any one year.

2. Members shall serve no more than two consecutive full terms unless an exception is approved by the DCHS Director and the King County Executive to appoint a member to an additional term or terms.

The Board's criteria for recommending exceptions include, but are not limited to, considerations such as a member providing exemplary service, continuing the service of a member who contributes specialized knowledge, skills or perspective, and, allowing a Board member who has taken a leave of absence to resume active participation.

3. A person shall have been considered to have served a full term if he/she has served two years of a three-year term.
4. At least one year (12 months) shall elapse following the end of the member's second term (third term if an exception has been granted) before a former member may again be appointed to the King County Board for Developmental Disabilities for a new term.
5. In accordance with King County policies for Boards and Commissions, nothing in the above requirements prohibits a Board member from continuing to provide service on the Board until a replacement is appointed to his/her position.

#### D. Duties

1. In addition to the regular Board responsibilities, including monthly Board meetings, all members shall serve on at least one standing committee.
2. Members are expected to arrive at least five (5) minutes in advance of the scheduled starting time of Board meetings to allow meetings to begin promptly.
3. Members who are going to be absent from a meeting are required to notify a staff member at least four hours before any scheduled meeting of the Board or of any committee to which he/she has been appointed. Notification may be made either by email or by telephone.

#### E. Conflict of Interest

1. Upon appointment to the King County Board for Developmental Disabilities, a member shall immediately be required to resign from the boards of any agencies funded by the King County Developmental Disabilities Division.
2. Board members shall disqualify themselves from participation in any discussion and/or vote on any matter in which a board member or a member of his or her family has; (1) a financial interest, or (2) a personal interest, which would impair independence of judgment or action in the performance of the board member's duties.

3. Board candidates and members shall comply with the provisions of the King County Code 3.04 Employee Code of Ethics as applicable to members of Boards and Commissions.

#### **IV. TERMINATION**

- A. Members will be ineligible to serve should they no longer reside in King County. When this occurs, the chairperson will notify the member by certified mail citing Section IV-A of the bylaws.
- B. The Executive Committee will review semi-annually the attendance of the board members and determine whether it deems a letter of resignation should be requested when the member has three consecutive absences from regularly scheduled board meetings or a total of four absences within a 12 month period from regularly scheduled board meetings and/or meetings of committees to which the member has been appointed.

#### **V. LEAVE OF ABSENCE**

A leave of absence may be granted by the Chairperson upon petition by the member due to extraordinary circumstances. If granted, the member's term will continue to run and the member relinquishes all privileges and obligations during the leave. The member's position will remain vacant during the period of the leave.

#### **VI. VACANCIES**

Any vacancy on the King County Board for Developmental Disabilities shall be filled for the remainder of the unexpired term by appointment of the King County Executive following selection procedures pursuant to Section III-B.

#### **VII. OFFICERS**

The elected officers of the King County Board for Developmental Disabilities shall be the Chairperson or Co-Chairpersons and no more than two Vice-Chairpersons.

##### **A. Elections and Terms of Office**

The term of office shall be for one year elected annually at the regular January meeting of the King County Board for Developmental Disabilities.

Officers shall serve no more than two consecutive terms in each office.

##### **B. Vacancies in Office**

In the event the Chairperson is unable to fulfill his/her duties or resigns in the middle of the term, the Vice-Chairperson automatically assumes the duties of the Chairperson until the next board meeting, at which time elections for the two offices may be held.

##### **C. Duties**

1. The duties of the Chairperson are to preside at all meetings of the King County Board for Developmental Disabilities and to perform all the duties incident to the office of Chairperson and any such other duties as may be prescribed by the King County Board for Developmental Disabilities from time to time. The Chairperson shall be responsible for reviewing and approving an agenda for all meetings of the King County Board for Developmental Disabilities.
2. The majority of the King County Board for Developmental Disabilities must be polled prior to action by the Chairperson except in matters which, in the opinion of the Chairperson, do not allow time to poll the entire membership of the King County Board for Developmental Disabilities. In such instances, the Chairperson may poll members of the Executive Committee instead.
3. The Chairperson shall appoint members to committees and committee Chairpersons annually by the regular March meeting of the King County Board for Developmental Disabilities.
4. The duties of the Vice-Chairperson(s) shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during his/her absence and shall perform such other duties as may be prescribed from time to time and assigned by the Chairperson of the King County Board for Developmental Disabilities.
5. The Director of the King County Developmental Disabilities Division shall designate appropriate professional and support services staff to provide support to the Board to carry out its work including the work of committees.
6. The Chairperson and the Vice-Chairperson shall jointly meet as needed with the Developmental Disabilities Division Director and designated staff.

## **VIII. COMMITTEES**

Committees of the King County Board for Developmental Disabilities will be the Executive committee, appropriate standing committees, and ad hoc committees, when required to carry out the responsibilities of the committee as assigned by the Board.

### **A. Board Member Committee Membership**

Except for the Chairperson, all members of the King County Board for Developmental Disabilities shall be appointed to one or more of the standing committees.

1. The Executive Committee shall include the Chairperson and Vice Chairperson(s) of the King County Board for Developmental Disabilities and the Chairpersons of the Standing Committees.

The Executive Committee will meet when issues are presented, which need action before the next regularly scheduled meeting of the King County Board

for Developmental Disabilities or as the need arises to perform other duties as assigned by the King County Board for Developmental Disabilities.

2. The Board Development Committee shall include at least three members of the Board. The committee's responsibility is to recruit, train, and mentor Board candidates.
  3. The Legislative Committee of at least three members of the Board shall be appointed by the Chairperson of the Board. Up to 8 other residents of King County may be appointed to full voting membership on the Committee by the Board Chair; however, no action by the Legislative Committee shall be final until reviewed and approved by a majority vote of the full Board.
  4. The Finance Committee shall include at least three members of the Board. The committee's responsibility is to make recommendations on the use of available funds and advocate for increases in state funding and improvements in services.
  5. The Planning Committee's responsibility is to assist the County with its oversight of community services for King County residents.
  6. The King County Interagency Coordinating Council (KCICC) is an advisory group required by the contract with the State of Washington for Part C funding for Early Intervention Services and shall function as a committee of the Board for Developmental Disabilities. The Board Chairperson shall appoint at least one member of the Board for Developmental Disabilities to serve on the KCICC. The composition of the KCICC is guided by the state contract and the set of bylaws adopted by the KCICC. Effective January 1, 2004, any actions recommended by the KCICC shall not be final until approved by a majority vote of the Board for Developmental Disabilities.
- B. A minimum of two members of the King County Board for Developmental Disabilities shall constitute a quorum for committee meetings with the exception of the KCICC for which quorum requirements are established in the KCICC bylaws.

C. Voting Privileges at Committee Meetings

Any member of the King County Board for Developmental Disabilities present at any committee meeting shall have the right to vote on issues presented at the meeting.

D. Action Items

All committee actions shall be subject to approval at a meeting of the full membership of the King County Board for Developmental Disabilities unless the committee has received previous authorization to act for the King County Board for Developmental Disabilities; however, no committee that includes voting members who are not members of the Board shall be authorized to act for the King County Board for Developmental Disabilities.

"Action" is defined as any official public statement or position.

## IX. MEETINGS

The regular meetings of the King County Board for Developmental Disabilities shall be held monthly unless deemed unnecessary by the Chairperson due to the lack of agenda items or proximity of the regular meeting date to legal holidays. All meetings are open to the public. Meetings are to be scheduled and announced in accordance with the open meetings law to encourage attendance and participation by interested residents of King County.

As provided, in King County Code 2.32.020 E the Board may meet jointly with the King County Community Mental Health Advisory Board and conduct business as the "King County Mental Health Developmental Disabilities Advisory Board."

- A. Executive Committee meetings shall be held on an as needed basis with at least one week's notice by the Chairperson to all members. In the case of emergency, every attempt will be made to notify all committee members.
- B. Standing committees shall meet at least quarterly.
- C. Special meetings shall be called by the Chairperson or one-third of the membership with at least three working days notice. These special meetings may be conducted by a conference call or by email. All members of the Board are to be notified of the special meeting and a quorum of the Board must participate. Special meetings are to be used only in very special cases and are not to take the place of the regular meetings or to conduct business that can be addressed at a regular meeting.

#### **IX. QUORUM**

A legally constituted quorum of the King County Board for Development Disabilities at regular or special meetings shall be one-third of the membership

#### **X. MINUTES**

The Chairperson shall ensure that minutes are kept and distributed by the designated staff of the King County Developmental Disabilities Division. The minutes of the Executive Committee and Recruitment and Nominating Committee shall be sent to all board members. The minutes of all other committee meetings and of the Board shall be sent to all board members and distributed by mail or electronically to all interested parties.

#### **XI. AMENDMENTS**

These bylaws may be amended at any regular meeting of the King County Board for Developmental Disabilities without prior notice by two-thirds affirmative votes of those present or with prior notice by a simple majority of those voting.