

**State of Connecticut**  
**Autism Spectrum Disorder Advisory Council Bylaws**

*Revised February 21, 2018*

The following are the bylaws of the Autism Spectrum Disorders Advisory Council (ASDAC) established in accordance with the Connecticut General Statutes.

**Article I - Duties of the Council**

The duties of the council are those established under the provisions of subsection (k) of section 17a-215c and section 17a-215d of the Connecticut General Statutes:

1. The Autism Spectrum Disorder Advisory Council, established pursuant to section 17a-215d of the Connecticut General Statutes, shall advise the Commissioner of Social Services on all matters relating to autism.
2. The council shall advise the Commissioner of Social Services concerning: (1) Policies and programs for persons with autism spectrum disorder; (2) services provided by the Department of Social Services' Division of Autism Spectrum Disorder Services; and (3) implementation of the recommendations resulting from the autism feasibility study.
3. The council may make recommendations to the commissioner for policy and program changes to improve support services for persons with autism spectrum disorder.
4. The council shall make rules for the conduct of its affairs.
5. The Autism Spectrum Disorder Advisory Council shall terminate on June 30, 2018.

**Article II – Membership of the Council**

1. The council shall consist of twenty-four members appointed as follows:
  - a. The Commissioner of Social Services, or the commissioner's designee;
  - b. the Commissioner of Children and Families, or the commissioner's designee;
  - c. the Commissioner of Education, or the commissioner's designee;
  - d. the Commissioner of Mental Health and Addiction Services, or the commissioner's designee;
  - e. the Commissioner of Public Health, or the commissioner's designee;
  - f. the Commissioner of Rehabilitation Services, or the commissioner's designee;
  - g. the Commissioner of Developmental Services, or the commissioner's designee;
  - h. the Secretary of the Office of Policy and Management, or the secretary's designee;
  - i. the Child Advocate, or the Child Advocate's designee;
  - j. the Commissioner of the Office of Early Childhood, or the commissioner's designee

- k. two persons with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote;
  - l. two persons who are parents or guardians of a child with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote;
  - m. two persons who are parents or guardians of an adult with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote;
  - n. two persons who are advocates for persons with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote ;
  - o. two persons who are licensed professionals working in the field of autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote;
  - p. two persons who provide services for persons with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote;
  - q. two persons who shall be representatives of an institution of higher education in the state with experience in the field of autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote; and
  - r. one person who is a physician who treats or diagnoses persons with autism spectrum disorder, nominated to and approved by the Nominating Committee and appointed by the Council with a simple majority vote.
2. The members of the council shall serve without compensation.

### **Article III – Officers of the Council**

- 1. The council shall have at least two chairpersons, one of whom shall be the Commissioner of Social Services, or the commissioner's designee, and one of whom shall be elected by the members of the council.
- 2. One of the chairpersons shall preside at each of the council's meetings.
- 3. The chairpersons shall be responsible for setting the schedule of regular meetings.
- 4. The chairpersons shall be responsible for preparing each meeting's agenda.

### **Article IV – Meetings of the Council**

- 1. The council shall meet not less than four times per year and at such other times as requested by the chairpersons.

2. Council members shall be notified of regular meetings by e-mail or by mail at least one week prior to the date set for the meeting. Meeting notices shall be posted on the council's webpage on the Department of Social Services' website. .
3. Special meetings may be called by the chairpersons for consideration of emergency business to be noted in the call of the meeting. Council members shall be notified of any special meetings by e-mail or by mail one week prior to the date set for the meeting, if possible, but not less than twenty-four hours prior to the time of the special meeting. Special meeting notices shall be posted on the council's webpage and with the Secretary of the State's Office not less than twenty-four hours prior to the time of the special meeting.
4. A simple majority of the appointed members of the council shall constitute a quorum.
5. Council action shall be taken by a majority vote of those members present at a meeting at which a quorum has been constituted.
6. Conduct of meetings shall be governed by Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition; Copyright 2011.

## **Article V – Standing and Ad Hoc Committees**

1. In accordance with the recommendations from the 2012 feasibility study workgroup report "Autism Services in Connecticut":
  - a. Five standing implementation committees shall be established.
  - b. Each standing implementation committee shall have purview over one of the following subject matter areas: (1) improve and expand access to qualified professionals and effective evidence-based services; (2) improve and expand access to training, consultation, and learning opportunities for providers, professionals, and families; (3) improve and expand access to a comprehensive service resource guide; (4) implement effective services; and (5) analyze public and private reimbursement for autism spectrum disorder services.
  - c. Membership on the implementation committees shall include council members and consumers, families, advocates, licensed professionals and service providers appointed by the chairpersons of the council.
  - d. Council members may serve on one or more implementation committee.
  - e. Each implementation committee shall have one or two council liaisons responsible for reporting the implementation committee's activities and progress to the council at each council meeting.
  - f. Implementation committee reports may include: current goals, progress towards goals, current activities, roadblocks or challenges to meeting goals and future steps.
2. The council may create ad hoc committees:

- a. Appointments to ad hoc committees shall be made by the chairperson of the council with the approval of the council members.
- b. The powers of ad hoc committees shall be advisory and limited to making recommendations to the full council, unless specifically authorized.

## **Article VI – Amendments to the Bylaws**

The bylaws of the Autism Spectrum Disorder Advisory Council may be amended, or repealed, by a majority vote of the appointed members of the council at any meeting of the council; provided written notice of any proposed amendment shall have been given to each member at least thirty days prior to such meeting.

## **Autism Spectrum Disorder Advisory Council** **Meeting Policies**

The following policies shall govern the meetings of the Autism Spectrum Disorders Advisory Council.

### **1. Length of Meetings:**

The maximum length of time of a meeting shall be two to three hours

### **2. Number of Meetings:**

The council shall meet not less than four times per year and at such other times as requested by the chairpersons.

### **3. Public Participation:**

The council recognizes the importance of the public's input in its role as an advisory council for the Department of Social Services, and in its role in providing recommendations to the Governor and the General Assembly on legislative issues pertaining to autism spectrum disorder.

In order to complete the council's meeting agenda in a timely fashion, the council reserves the right to limit the length of public comment during a meeting.

- a. Each individual wishing to speak before the council, during the public comment portion of the meeting, shall be allowed three minutes in which to comment and, at the discretion of the chairperson, may be allowed additional time to complete said comments.
- b. The chairperson shall ask each person speaking before the council to give their name and address for the record.
- c. The chairperson may limit public comments to the first thirty minutes of a council meeting.
- d. The chairperson may request that a spokesperson be delegated from among persons wishing to speak on similar subject matter.
- e. The council may request individuals to provide further written information on subject matter brought before the council during the public comment period.
- f. The chairperson may recognize council members during the public comment period for purposes of asking questions to clarify a speaker's comments.
- g. The council shall place all issues brought forward during the public comment period on the following meeting's agenda to be discussed as part of the council's ongoing review of public concerns.

### **4. Council Member Attendance:**

In the event any member fails to attend two consecutive meetings of the council, the chairpersons of the council shall contact the member and determine whether good cause exists for any such absences. If the chairpersons conclude that good cause does not exist for any such

absences, the chairpersons shall notify the council at its next meeting. With the approval of the council that none of the member's absences is attributable to good cause, the chairpersons shall request the appointing authority to review the appointment and consider such member's removal and replacement.

**5. Location of Meetings:**

Most meetings of the council will be held at the Legislative Office Building, 300 Capitol Avenue, Hartford, CT 06106. Other council meetings may be held elsewhere in the state. Such meetings may focus on areas of particular interest to a region, regional public participation, or familiarizing members of the council with regional programs or services. The location of any council meeting shall be in the meeting notice, on the meeting agenda, and posted to the council's webpage.