

## State of Connecticut

### Autism Spectrum Disorder Advisory Council Bylaws

Date: July 19, 2024

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

#### **Article I - Duties of the Council**

The duties of the council are those established under Connecticut General Statutes:

1. The Autism Spectrum Disorder Advisory Council shall advise the Secretary of the Office of Policy and Management concerning policies and programs for persons with autism spectrum disorder and provide recommendations to improve coordination and address gaps in autism services.
2. The council shall advise the Commissioner of Social Services concerning policies and programs for persons with autism spectrum disorder and services provided by the Department of Social Services' Division of Autism Spectrum Disorder Services.
3. The council may make recommendations to the Commissioner of Social Services for policy and program changes to improve support services for persons with autism spectrum disorder.
4. The council may identify strategies and methods of improving outreach and coordination of services associated with autism spectrum disorders for racial minority group members.
5. The council may identify and recommend updates to existing state guidelines for early screening and intervention for autism spectrum disorders, including, but not limited to, revisions to best practice protocols to include developmental screening for children three years of age and younger.
6. The council shall make rules for the conduct of its affairs.

#### **Article II – Membership of the Council**

1. The council shall consist of twenty-five 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 Aging and Disability Services, or the commissioner's designee;
  - g. the Commissioner of Developmental Services, or the commissioner's designee;
  - h. the Commissioner of the Office of Early Childhood, or the commissioner's designee;
  - i. the Secretary of the Office of Policy and Management, or the secretary's designee;
  - j. the executive director of the nonprofit entity designated by the Governor in accordance with CGS 46a-10b, as amended, to serve as the Connecticut protection and advocacy system or their designee;
  - k. two persons with autism spectrum disorder, one each appointed by the Governor and the speaker of the House of Representatives;

- l. two persons who are parents or guardians of a child with autism spectrum disorder, one each appointed by the Governor and the minority leader of the Senate;
  - m. two persons who are parents or guardians of an adult with autism spectrum disorder, one each appointed by the president pro tempore of the Senate and the majority leader of the House of Representatives;
  - n. two persons who are advocates for persons with autism spectrum disorder, one each appointed by the Governor and the speaker of the House of Representatives;
  - o. two persons who are licensed professionals working in the field of autism spectrum disorder, one each appointed by the Governor and the majority leader of the Senate;
  - p. two persons who provide services for persons with autism spectrum disorder, one each appointed by the Governor and the minority leader of the House of Representatives;
  - 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, one each appointed by the Governor and the president pro tempore of the Senate; and
  - r. one person who is a physician who treats or diagnoses persons with autism spectrum disorder, appointed by the Governor.
2. The members of the council shall serve without compensation.
3. Members may serve terms of up to three years and may serve more than one term.

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

1. The council shall have three chairpersons who shall be elected by the members of the council, provided not less than two of the persons elected shall be:
  - a. A person with autism spectrum disorder
  - b. A parent or guardian of a child with autism spectrum disorder
  - c. A parent or guardian of an adult with autism spectrum disorder
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.
5. Terms of chairs: The chairpersons elected by the council will serve a two-year term, a chairperson may serve more than one term.

### **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 no less than seven (7) days prior to the date set for the meeting. Meeting notices shall be posted on the council's webpage on the Office of Policy and Management 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 no less than seven (7) days 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 th Edition; Copyright 2011.

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

1. Standing and Ad Hoc Committees will be established to carry out the goals and objectives of the council. The committees shall have such authority and shall perform such duties as the council.
2. There shall be the following standing committees
  - a. Autism Supportive Housing
  - b. Autism Education & Training
3. Ad Hoc Committees
  - a. The council may, on its own, establish additional committees from time to time for such purposes and with such powers as the council determines.
4. Composition and Duties of Committees
  - a. The chair of the council shall appoint a committee chair, who is a current member of the council in good standing. The chair of each committee will serve as a designated liaison between the committee and the council.
  - b. Individuals who are not members of the Autism Spectrum Disorder Advisory Council may serve as a committee member but at least one member of each committee must be a member of the council.
  - c. Each committee will meet as often as necessary to carry out their assigned tasks, will report to the council after each of their meetings, and make recommendations when appropriate or when required.
  - d. Council members may serve on one or more committee.
  - e. Council members are encouraged to participate in one subcommittee.

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

1. 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 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 the Office of Policy and Management, 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 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: Meetings of the council will be held virtually or 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.