



Inland Regional Center Consumer Advisory Committee Bylaws

ARTICLE I - NAME

This organization shall be known as the Inland Regional Center (IRC) Consumer Advisory Committee (CAC), comprised of active Inland Regional Center Consumers ages 16 and older.

ARTICLE II - PURPOSE

The purpose of the Consumer Advisory Committee is to advise IRC Directors and the Program Manager of the Community Engagement and Training Unit, and his/her staff, of issues faced by IRC Consumers. These topics may include, but are not limited to, policies, programs, legislation, and regulations that affect the services and supports received by Consumers of IRC.

CAC Goals

- Inform the community that we are people first and our disabilities are second.
- Help people with developmental disabilities become leaders and to speak up for themselves.
- Educate our communities about who we are, what we need and what we can do for our communities.
- Explore opportunities and choices that other people have in their communities.
- Stand up for our rights and be responsible for our actions.
- Assist in educating the community on disability awareness; at least 20 hours per Fiscal Year.

ARTICLE III - ROLES AND RESPONSIBILITIES OF INLAND REGIONAL CENTER TO THE CAC

Inland Regional Center is committed to providing the CAC with the resources necessary to properly advise IRC. IRC shall assign a staff person as the liaison to the CAC. The liaison will work with the members to arrange facilitation and assist the CAC President in development of the meeting agenda. The liaison will be the contact person for any questions CAC members may have about policy and procedures, attendance, and will provide committee members with pertinent information. The Community Engagement and Training Program Manager and/or CAC Liaison will work with the CAC to identify any IRC sponsored events or committees which would benefit by the participation of CAC members.

ARTICLE IV – MEMBERSHIP/VOTING

Membership to the Consumer Advisory Committee is open to anyone, 16 and older, with a developmental disability receiving services from IRC. A CAC member must attend three (3) CAC meetings within a calendar year, before they are eligible to vote for officers.

ARTICLE V – OFFICERS/ELECTIONS

The term of each officer shall be for one (1) year, beginning March 1st. There is no term limit; a Consumer can run and/or serve as many years in a row as they wish. Each officer can miss no more than two (2) meetings in a calendar year.

The Consumer Advisory Committee shall have an IRC CAC President, Vice-President San Bernardino Area, Vice-President Riverside Area, Vice-President High Desert Area, Vice-President Low Desert Area, and Secretary. The officers shall be elected by a majority of the members eligible to vote who are present in person or by phone/video link. Member(s) must be present at the time of the election to accept.

The CAC leadership is made up of the following elected officers:

1. CAC President
2. Vice President - San Bernardino Area
3. Vice President - Riverside Area
4. Vice President - High Desert Area
5. Vice President - Low Desert Area
6. Secretary

The CAC President will attend IRC Board meetings and events local to his/her area. Vice-Presidents will attend events in their local areas. Outside the elected representatives, the CAC has no set membership restrictions.

Duties of the President

1. With assistance from the CAC Liaison, create a meeting agenda prior to each meeting. Agendas must be approved by the Program Manager of Community Engagement and Training.
2. Meet with the CAC Liaison and Program Manager from Community Engagement and Training, prior to each CAC Board meeting, via phone or in person.
3. Call and preside over the meeting.
4. Represent the Consumer Advisory Committee at community and other functions designated by the Committee.
5. Consult with appropriate IRC staff and CAC Liaison to prepare the agenda for all meetings.
6. Perform other duties as the membership or IRC may designate, within the scope of the purpose of the CAC.
7. Present to the Inland Regional Center Board of Trustees at least once per year on the activities of the CAC.

Duties of the Vice President(s)

1. Assume the duties and exercise the powers of the President during his/her absence, when instructed to do so by the Program Manager of Community Engagement and Training.
2. Perform such other duties as the President or the membership may designate, within the scope of the purpose of the CAC.
3. Attend at least one (1) Inland Regional Center Board of Trustees meeting per year.
4. Assist in fundraising, event development and training/educational meetings in their coverage area.

Duties of the Secretary

1. Assume the duties and exercise the powers of the President during his/her absence, when instructed to do so by the Program Manager of Community Engagement and Training.
2. With assistance of the IRC CAC Liaison, take and keep accurate minutes of each CAC meeting.
3. Report to the CAC members the minutes of the previous meeting, and provide copies of the minutes to the CAC Liaison.
4. Send the minutes from each meeting to the CAC Liaison by the Monday following the meeting. The CAC Liaison is responsible for posting minutes to inlandrc.org within 4 business days of receiving notes.
5. Attend at least on Inland Regional Center Board of Trustees Meeting per year.

ARTICLE VI - MEETINGS

Meetings of the CAC shall be held three (3) times per year, as scheduled by the CAC Liaison and CAC President. The CAC Liaison will make necessary arrangements for each meeting, including a phone/video link so members in outlying areas may participate. For a meeting to take place, four (4) of the six (6) officers must be present. In addition to attending CAC meetings, CAC officers and members will attend the following special events:

1. Voters Registration/Training
2. CAC Casino Night
3. Host an IRC CAC informational both at the Annual IRC Fall Festival
4. CAC Winter Dance.

Elected officers may miss only one of the above special events. The CAC Liaison must be notified prior to the absence. Attendance at CAC meetings is mandatory for CAC Officers.

ARTICLE VII - REMOVAL AND RESIGNATION

An officer may be removed by a majority of the members eligible to vote who are present in person or by phone/video link at any meeting of the CAC if the officer has (1) missed 2 CAC meetings in a calendar year or (2) missed 2 or more of the special events set forth in Article VI in a calendar year or (3) failed to perform the essential duties of the officer's position.

An officer may resign at any time by giving written notice to the IRC CAC President and/or the Program Manager of the Community Engagement and Training Unit. The resignation shall be immediately effective on the date it is received.

ARTICLE VIII - EX OFFICIO MEMBERS

The Executive Director of Inland Regional Center may designate one or more of his or her staff to serve as an ex officio member of the IRC CAC, to assist the CAC in carrying out its duties and responsibilities. Ex officio members do not have voting power, but may fully participate in all meetings. The Program Manager of the Community Engagement and Training Unit will prepare a memo for the IRC Executive Director to appoint IRC Consumer Advocates as ex officio members of the CAC when he/she feels it is in the best interest of the CAC.

ARTICLE IX – CONFLICT OF INTEREST

Employees, vendors or members of the Board of Trustees of IRC, conservators or guardians of consumers of IRC and employees or officers of the State of California are not eligible to hold a position as an officer of the Inland Regional Center Consumer Advisory Committee or to vote on business items.

IRC CAC President

Date

IRC CAC Liaison

Charles J. Cook Jr.

Date

IRC Program Manager CLTU

Date

IRC Associate Executive Director

Date