

# **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 Revised Code of Washington (RCW) to provide directly or indirectly a continuum of care and services to persons with developmental disabilities within the county.

## **III. MEMBERSHIP**

A. Composition of the Board is established in 71.A.14.020 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 race, ethnicity, gender, sexual orientation, age, economic status, and disability.
2. Represent all areas of developmental disability as defined by RCW 48.01.035.
3. Provide for one third self-advocates or more, with the balance of the Board including family members, professionals, and interested allies.

B. Selection and Appointment

1. Members are appointed by the King County Executive and confirmed by the King County Council. The Director of the Department of Community and Human Services recommends candidates to the King County Executive. The Board Chair participates in the selection of members by recruiting and interviewing candidates and preparing recommendations concerning the appointment of candidates or reappointment of members.
2. All appointees need to satisfy the eligibility criteria as defined by RCW 71.A.14.020, 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.
2. At least one year (12 months) shall elapse following the end of the member's second term before a former member may be appointed to the King County Board for Developmental Disabilities for a new term. The member must reapply for a position on the board and be evaluated along with all other candidates by the interview panel.
3. 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 Board meetings, all members must actively serve on at least one standing committee.
2. Members will arrive to meetings early enough to be prepared for the start of the meeting.
3. Members who are going to be absent from a meeting are required to notify a staff member 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, text, or 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 and Early Childhood Supports 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. Board members will be ineligible to serve should they no longer reside in King County. When this occurs, the Chairperson or staff will notify the member that they must step down as they no longer meet residency requirements. The Chairperson or staff will make this notification in writing.
- B. The Executive Committee will review annually the attendance of Board members. If a member has three consecutive unexcused absences from regularly scheduled board meetings, they will be contacted and asked to resign.

### V. LEAVE OF ABSENCE

A leave of absence may be granted by the Chairperson if requested by a Board member due to extraordinary circumstances. When granted, the member's term will continue to run, and the member immediately relinquishes all privileges and obligations upon notice of the leave and during the leave. Leave of absence is limited to six months. The member shall give at least one-week notice to the Chair before returning to the Board.

### VI. VACANCIES

If a Board member leaves before the end of their term, the vacancy shall be filled for the remainder of the unexpired term by appointment of the King County Executive. Selection procedures as required by King County Code 2.28; Section III-B will be followed.

### VII. OFFICERS

The elected officers of the King County Board for Developmental Disabilities shall be the Chairperson and the Vice-Chairperson.

A. Elections and Terms of Office

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

B. Vacancies in Office

In the event the Chairperson is unable to fulfill their duties or resigns, the Vice-Chairperson automatically assumes the duties of the Chairperson until the next Board meeting, at which time elections for the Chair may be held. If the Vice-Chairperson is elected Chair, elections for the vacated Vice-Chairperson position will also be held.

C. Duties

1. The duties of the Chairperson are to:
  - a. Preside at all meetings of the King County Board for Developmental Disabilities
  - b. Review and approve an agenda for all meetings of the King County Board or Developmental Disabilities.
  - c. Perform other duties relevant to the Chairperson's position.
  - d. Perform other duties as requested by the King County Board for Developmental Disabilities.
2. The Chairperson shall appoint committee Chairpersons and members with the Board's consent annually at a regular meeting of the King County Board for Developmental Disabilities.
3. The Chairperson shall appoint Ad-hoc committee Chairpersons and members, as needed, during the year. Ad-hoc committee appointments do not need to take place at a regular meeting of the King County Board for Developmental Disabilities.
4. The duties of the Vice-Chairperson shall be to represent the Chairperson in assigned duties and to substitute for the Chairperson during their absence. The Vice-Chairperson shall perform 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 King County Board for Developmental Disabilities will be staffed by the King County Developmental Disabilities and Early Childhood Supports Division.
6. The Chairperson and the Vice-Chairperson shall meet as needed with the Developmental Disabilities and Early Childhood Supports Division Director and designated staff.

**VIII. COMMITTEES**

Committees of the King County Board for Developmental Disabilities will be the Executive Committee; Legislative Committee; Development, Engagement, and Inclusion Committee; and other standing committees needed to carry out the Board's work. Ad-hoc committee's will be created as needed.

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 and the Chairpersons of other standing committees.
2. The Legislative and Policy Committee of at least two Board members shall be appointed by the Chairperson of the Board.
3. The Development, Engagement, and Inclusion Committee of at least two Board members shall be appointed by the Chairperson of the Board.
4. Ad-hoc committees of at least two Board members shall be appointed by the Chairperson of the Board as needed.

B. Committee Meetings

The purpose of Committee meetings is to gather, review, and report information to the full Board for discussion, consideration, or final action.

C. Action Items

All committees must report to the full Board. Only the full Board can act on recommendations made by committees to the Board.

**IX. MEETINGS**

The regular meetings of the King County Board for Developmental Disabilities shall be held at least quarterly unless deemed unnecessary by the Chairperson due to the lack of agenda items or proximity of the regular meeting date to legal holidays. All regular meetings are open to the public and are to be scheduled and announced in accordance with the Washington State Open Public Meetings Act (OPMA) to encourage attendance and participation by interested residents of King County.

- 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 Executive Committee members.
- B. Standing committees shall meet at least twice a year.
- C. Ad-hoc committees shall meet as needed.
- D. Committee meetings that constitute more than a quorum of the Board are open to the public and are to be scheduled and announced in accordance with the Washington State OPMA to encourage attendance and participation by interested residents of King County.
- E. Special meetings shall be called by the Chairperson or one-third of the membership with at least three business days' notice. Special meetings may be conducted by a conference call or in-person. 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.

**X. QUORUM**

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

## **XI. MINUTES**

The Chairperson shall ensure that minutes of Board Meeting are kept and distributed by designated staff of the King County Developmental Disabilities and Early Childhood Supports Division. Committee meeting minutes are only required to be taken when the meeting constitutes more than a quorum of the Board. All minutes should follow plain language guidelines.

## **XII. AMENDMENTS**

These bylaws may be amended at any regular meeting of the King County Board for Developmental Disabilities by at least a two-thirds vote of members present.