

Aging and Disability Resource Center Advisory Committee Bylaws

- A) Name of the Committee.** The name of the committee is the Aging and Disability Resource Center Advisory Committee (ADRCAC).
- B) Applicable Statutes.** The ADRCAC is established by the Executive Commissioner (EC) of the Texas Health and Human Services Commission (HHSC) under Texas Government Code §531.012. The Administration on Aging, an agency of the US Department of Health and Human Services, under 42 United States Code §3012(b)(8) and (c)(1), assists states in establishing aging and disability resource centers (ADRCs) and encouraging volunteer groups to participate and become involved in supportive and civic engagement programs.
- C) Purpose and Tasks.** The ADRCAC assists the Texas Department of Aging and Disability Services, or HHSC (In this document, both agencies are referred to as HHSC.) in developing and implementing an ADRC program in Texas, and advises the HHSC on ADRC program and policy development, including designing and operating ADRCs, obtaining stakeholder input, and achieving the goals and vision of the ADRC program. The tasks of the ADRCAC include:
1. supporting HHSC to develop and implement the mission, vision and values statements to support the ADRC and the "no wrong door" system of access to long-term services and supports;
 2. assisting HHSC to identify ADRC target populations and establish meaningful goals and objectives for those populations;
 3. assisting HHSC to develop and implement a service delivery model supported by appropriate administrative and management information systems and information technology resources;
 4. assisting HHSC to position ADRCs to take advantage of current and future initiatives; and
 5. supporting the Texas health and human services system to use ADRCs as a point of access to long-term services and supports.
- D) Composition of the ADRCAC.** The ADRCAC is composed of a maximum of 15 members appointed by the EC or designee. The 15 appointed members consists of:
1. thirteen ADRCAC members who represent organizations that provide services to individuals served by the ADRC program, governmental and non-governmental agencies affected by the ADRC program and individuals who represent the populations served by the ADRC program, including individuals who have a disability or a chronic condition requiring long-term services and supports; a minimum of two members must represent the populations served by the ADRC program, including individuals who have a disability or a chronic condition requiring long-term services and supports; and
 2. two members who are nominated by the ADRC coalition.

- E) Appointment of Committee Members.** An ADRCAC member is appointed, per HHS Circular C-022 or its successor, for a two-year term with an automatic reappointment for an additional two-year term unless the committee member notifies the Chair, in writing, of the intent to no longer serve as a committee member. The EC or designee will solicit applications through GovDelivery, from eligible organizations, including posting the opening on the HHSC website for a minimum of 10 business days. At the discretion of the EC or designee, the posting may stay on the HHSC website for longer than 10 business days.
- F) Honorary Members.** Honorary members of the ADRCAC are Texas state employees. The employees are designated by the highest ranking official of that state agency. Honorary members are non-voting members of the ADRCAC. The EC or designee reserves the right to limit the number of honorary members that serve on the ADRCAC and to approve the honorary members that serve on the ADRCAC.
- G) Chair.** A member of the committee will be designated as the Chair of the committee. The committee members will select the Chair annually.
1. The Chair presides at all committee meetings. If the Chair will be absent from a meeting, and will not participate by telephone, the Chair appoints a temporary Chair to carry out the duties of the Chair.
 2. The Chair may serve on any subcommittee of the ADRCAC.
 3. The Chair may not vote, except in instances of a tie, as noted in Section N.
 4. The Chair ensures required reports and communications, including the biannual report, committee recommendations and meeting minutes, are submitted to the designated Department staff person.
 5. An honorary member may not serve as Chair.
- H) Resignations.** An ADRCAC member may resign from the committee by notifying the Chair or designee by mail or email.
- I) Removal.** An ADRCAC member may be removed from the committee at the discretion of the Chair if the member cannot discharge the ADRCAC duties because the member:
1. is absent from at least two meetings during a calendar year;
 2. violates a provision of the ADRCAC bylaws; or
 3. commits another form of misconduct that impairs the member's effectiveness as a committee member.

To remove a member, the Chair or designee must send the member a letter by First Class mail or e-mail informing the member of the removal and the reasons for the removal. The removal is effective seven calendar days after postmark of the letter or timestamp of the e-mail.

Honorary members may not be removed by the Chair and are exempt from the attendance requirements.

J) Filling Vacancies for Unexpired Terms on the Committee. Vacancies will be filled using the procedures in Section E. If an ADRCAC member resigns or is removed before the member's term has expired, the successor member appointed to fill the vacancy serves for the duration of the unexpired term.

K) Meetings. The ADRCAC meets quarterly:

1. The committee may meet more frequently as determined by the Chair.
2. The EC or designee determines the time and place of the meetings.
3. For the purpose of transacting business, a quorum of the ADRCAC consists of five ADRCAC members.
4. The ADRCAC conducts meetings in compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551 and applicable HHSC policy.

L) Attendance. An ADRCAC member may attend ADRCAC meetings in person or by telephone. An ADRCAC member must notify the Chair and the designated Department staff person no later than 24 hours in advance of the scheduled meeting if the member is unable to attend the meeting. Missing a meeting will still count as an absence under Section I. If an ADRCAC member is unable to attend a committee meeting, the member may designate a representative to observe the meeting in the place of the member, after notifying the Chair and the designated HHSC staff person. The representative is not permitted to vote on behalf of the ADRCAC member and the representative's presence at the meeting does not count towards a quorum.

M) Compensation. HHSC does not compensate ADRCAC members for conducting ADRCAC business. HHSC reimburses, as funding allows, the travel expenses of ADRCAC members for attendance at ADRCAC meetings if the expenses are reasonable, approved by HHSC and documented. The expenses must not be reimbursable by another person or entity.

N) Procedures.

1. The ADRCAC uses Robert's Rules of Order, Newly Revised, as the basis of parliamentary decisions, except when otherwise provided in the ADRCAC bylaws.
2. The ADRCAC makes decisions by a simple majority vote, after a quorum has been obtained.
3. The Chair facilitates the discussion of issues, formulates a decision proposal on the issue, and calls for a motion to vote.
4. In the event of a tie, the Chair will call for a second vote. If the second vote results in a tie, the Chair will cast the deciding vote.
5. The Chair ensures that notes of the meeting are taken and provided to the committee members for review.
6. The notes will be posted on the HHSC website.

O) Subcommittees.

1. The Chair may establish subcommittees as necessary to assist the ADRCAC in carrying out its duties.
2. The Chair appoints members of the ADRCAC to serve on subcommittees and to serve as subcommittee Chairs.
3. Subcommittees meet when called by the subcommittee Chair or when directed by the ADRCAC Chair.
4. The subcommittees post meeting notices as required by the Open Meetings Act, Texas Government Code, Chapter 551, and applicable HHSC policy.
5. A subcommittee Chair makes regular oral reports to the ADRCAC at a scheduled ADRCAC meeting or submits interim written reports to the Chair as needed. The reports must include a summary of each subcommittee meeting.

P) Activities of Members.

1. The ADRAC is not bound by any statement or action on the part of any committee member except when a statement or action is authorized by the ADRAC Chair and ADRCAC.
2. The ADRCAC and individual committee members may not, on behalf of the committee, influence or attempt to influence the passage or defeat of any legislative measure or the outcome of any election. However, the ADRCAC or an individual committee member may inform and educate legislators and others about matters within the ADRCAC's purview. ADRCAC members are not prohibited from representing themselves in a personal capacity in the legislative process; however, ADRCAC members must not appear to represent the ADRCAC when acting in a personal capacity through written communication, oral communication or other forms of communication.
3. An ADRCAC member cannot disclose confidential information acquired through his or her committee membership.
4. An ADRCAC member who has a personal or private interest in a matter pending before the ADRCAC must publicly disclose the interest in an ADRCAC meeting. The member is prohibited from voting or otherwise participating in decisions regarding the personal or private interest. For purposes of this section, the phrase "personal or private interest" means the ADRCAC member has a direct pecuniary interest in a matter pending before the ADRCAC but does not include the member's engagement in a profession, trade, or occupation when the member's interest is the same as all others similarly engaged in the profession, trade, or occupation.

Q) Adoption of Bylaws and Amendments to Bylaws. In accordance with HHSC Circular C-022 or its successor, HHSC maintains bylaws for use in providing operational guidance to the ADRCAC.

Bylaws are effective on June 3, 2016.