

**Texas Council on Autism**  
**and**  
**Pervasive Developmental Disorders**

**POLICIES AND PROCEDURES**

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# TABLE OF CONTENTS

	Page
INTRODUCTION.....	3
ARTICLE I - GENERAL MISSION & PURPOSE	
SECTION 1 - NAME .....	3
SECTION 2 - AUTHORITY AND PRIMARY PURPOSES .....	3
SECTION 3 - GOALS OF THE COUNCIL .....	4
ARTICLE II - COUNCIL RESPONSIBILITIES AND DUTIES	
SECTION 1 - RESPONSIBILITIES AND DUTIES .....	5
SECTION 2 - STATE PLAN.....	6
ARTICLE III - COUNCIL MEMBERSHIP AND STRUCTURE	
SECTION 1 - COMPOSITION OF THE COUNCIL .....	7
SECTION 2 - PUBLIC MEMBERS.....	7
SECTION 3 - AGENCY EX-OFFICIO MEMBERS .....	8
SECTION 4 - CONDUCT OF COUNCIL MEMBERS.....	8
A. ALL MEMBERS.....	8
B. MEMBERS WHO REPRESENT AGENCIES .....	9
C. PUBLIC MEMBERS APPOINTED BY THE GOVERNOR.....	10
SECTION 5 - ABSENCES OF COUNCIL MEMBERS .....	10
SECTION 6 - GROUNDS FOR RECOMMENDING REMOVAL .....	10
ARTICLE IV - OFFICERS OF THE COUNCIL	
SECTION 1 - CHAIR.....	11
SECTION 2 - VICE-CHAIR.....	11
SECTION 3 - VACANCIES IN POSITION OF CHAIR .....	11
SECTION 4 - DUTIES AND RESPONSIBILITIES OF CHAIR .....	11
SECTION 5 - DUTIES AND RESPONSIBILITIES OF VICE CHAIR.....	12
SECTION 6 - CHAIRS AND VICE-CHAIRS OF COMMITTEES AND TASK FORCE .....	12
ARTICLE V - COMMITTEES AND ADVISORY TASK FORCE	
SECTION 1 - COUNCIL COMMITTEES.....	12
A. COUNCIL COMMITTEE CRITERIA.....	12
B. STANDING COMMITTEES.....	13
C. AD HOC COMMITTEES .....	13
SECTION 2 - REGIONAL COMMITTEES .....	13
SECTION 3 - STATEWIDE ADVISORY TASK FORCE.....	14
ARTICLE VI - CONDUCT OF COUNCIL MEETINGS	
SECTION 1 - REQUIRED MEETINGS .....	14
SECTION 2 - ADDITIONAL MEETINGS.....	15
SECTION 3 - QUORUM .....	15
SECTION 4 - APPLICABILITY OF TEXAS OPEN MEETINGS LAW .....	15
SECTION 5 - MEETING AGENDA .....	15
SECTION 6 - NOTICE OF MEETINGS.....	16
SECTION 7 - TRANSACTION OF BUSINESS .....	16
SECTION 8 - PUBLIC ACCESS .....	16
SECTION 9 - MINUTES.....	17
SECTION 10 - AMENDMENT OF POLICIES .....	17
ARTICLE VII - COMPENSATION AND EXPENSES	
SECTION 1 - NO COMPENSATION FOR MEMBERS.....	17
SECTION 2 - REIMBURSEMENTS.....	17
ARTICLE VIII - MISCELLANEOUS PROVISIONS	
SECTION 1 - CHARGES FOR ACCESS TO PUBLIC RECORDS .....	18
SECTION 2 - ENDORSEMENTS AND VALIDATION OF ISSUES.....	18
SECTION 3 - INTERNET AND WEB SITE ISSUES .....	18
SECTION 4 - ROUTINE ADMINISTRATIVE MATTERS.....	20

## **INTRODUCTION**

The 70th Texas Legislature created the Texas Interagency Council on Autism and Pervasive Developmental Disorders to address the issues arising with the growing population of persons diagnosed with Autism Spectrum Disorders, including Autism, Asperger's Syndrome, and other pervasive developmental disorders (Chapter 114, Human Resources Code). The 77th Legislature altered the scope of the Council's functions by changing its membership to include seven public members appointed by the Governor and redefining the six agency representatives as "ex-officio members" (as amended by 77(R) SB 361). The 79th Legislature further defined the Council's duties and reporting requirements in 79 (R) SB 882. It is the intent of the Council to refer to the population of people with autism spectrum disorders in "people first language" where legislative language is not directly paraphrased. The Council's collaborative efforts on behalf of these populations, hereinafter called "people with autism spectrum disorders", are designed to identify more cost and programmatically effective options for research, education, intervention, prevention and services supports.

## **ARTICLE I**

### **GENERAL MISSION & PURPOSE**

#### **Section 1. Name**

The Council is established in state statute as the Texas Council on Autism and Pervasive Developmental Disorders (hereinafter referred to as "The Council") (Texas Human Resources Code section 114.003).

#### **Section 2. Authority and Primary Purposes**

The Texas Council on Autism and Pervasive Developmental Disorders is a creation of the Texas Legislature (70th Session Ch. 956 Sec. 9.01, eff, Sept.1, 1987). The authority, powers, duties, and membership of the Council are prescribed by the Texas Legislature in Chapter 114 of the Human Resources Code. The Council is responsible for establishing the policy framework through which the Council carries out its statutory responsibilities.

The Council sees its mission as provide providing a formal process for making recommendations, promoting services, and directing funds to the health and human service system and to other related organizations and state agencies. Its mission is to also communicate and coordinate policy, legislative, and programmatic issues affecting people with autism spectrum disorders and their families. The statutory duties of the Council are to:

- A. provide recommendations to state agencies responsible for providing services to people with autism spectrum disorders (Sec. 114.007 (a));
- B. address contemporary issues affecting services available to persons with autism spectrum disorders (Sec. 114.007 (b));
- C. develop and recommend legislation or comment on pending legislation that affects person with autism spectrum disorders (Sec. 114.007 (c));
- D. identify and monitor apparent gaps in currently available services from various state agencies for persons with autism spectrum disorders and advocate for improvements on behalf of those persons (Sec. 114.007(d)); and
- E. develop and publish the state plan and updates on autism spectrum disorders (Sec. 114.006 and 114.008).

### Section 3. Goals of the Council

The goals of the Council are to:

- A. facilitate the enhancement, development and implementation of state of the art community-based intervention alternatives for people with autism spectrum disorders that can be replicated across the state;
- B. collaborate on the development of an integrated continuity of care system for people with autism spectrum disorders in Texas;
- C. identify system-wide barriers to services for people with autism spectrum disorders and their families, and make recommendations for overcoming those barriers;
- D. identify, describe and develop strategies for studying autism and pervasive developmental disorders; and
- E. facilitate quality research and evaluation of effective program strategies for people with autism and pervasive developmental disorders and to disseminate such findings to local and state educational and human services systems professionals who deal with autism and pervasive developmental disorders and to those responsible for legislative and policy development.

## ARTICLE II

### **COUNCIL RESPONSIBILITIES AND DUTIES**

#### **Section 1. Responsibilities and Duties**

The Council has the following statutory duties:

- A. With the advice of the advisory task force and input from people with autism and other pervasive developmental disorders, their families, and related advocacy organizations, address contemporary issues affecting services available to persons with autism or other pervasive developmental disorders in Texas, including:
  - 1. successful intervention and treatment strategies, including transitioning;
  - 2. personnel preparation and continuing education;
  - 3. referral, screening and evaluation services;
  - 4. day care, respite, and residential care services;
  - 5. vocational and adult training programs;
  - 6. public awareness strategies;
  - 7. contemporary research;
  - 8. early identification strategies;
  - 9. family counseling and case management; and
  - 10. recommendations for monitoring autism service programs.
- B. When grant funding is available, provide recommendations to the Texas Department of Aging and Disability Services (DADS) Health and Human Services Commission and other appropriate state agencies relating to the use of funds appropriated to provide services to persons with autism and pervasive developmental disorders.
- C. Distribute funds appropriated to the Council by the legislature to be used for the development, operation, evaluation, or delivery of programs for people with autism and pervasive developmental disorders, as it is made available.
- D. With the advice of members of the advisory task force and input from people with autism and other pervasive developmental disorders, their families, and related advocacy organizations, advise the legislature on legislation that is needed to develop further and to maintain a statewide system of quality intervention and treatment service for all persons with autism or other pervasive developmental disorders.
- E. Develop and recommend legislation to the legislature or comment on pending legislation that affects persons with autism or other pervasive developmental disorders.

- F. Identify and monitor apparent gaps in service currently available from various state agencies and advocate for improvements on behalf of persons with autism and pervasive developmental disorders.

The Council believes that accomplishing these statutory duties also requires the Council to:

- A. Determine trends, needs, and status of people with autism and pervasive developmental disorders in the state of Texas.
- B. Develop a state plan for research and for meeting the intervention, treatment, rehabilitative, and educational needs of people with autism and pervasive developmental disorders in Texas.
- C. Coordinate the activities of represented agencies for the effective provision of services for people with autism and pervasive developmental disorders.
- D. Evaluate programs for people with autism and pervasive developmental disorders and recommend methods of improving services to these individuals.
- E. Collect information about available programs and services for people with autism and pervasive developmental disorders and disseminate to educational and medical professionals, policy makers, legislators, providers of human services or treatment, and the public.
- F. Apply for and receive money made available by the federal or state government or by any other public or private source to be used by the council to perform its duties.
- G. Develop and implement pilot projects to identify, evaluate, manage and deliver services and programs for people with autism spectrum disorders and their families, as funds are available.
- H. Assess the need for demonstration projects and provide management for approved projects, when appropriate.
- I. Facilitate and make recommendations regarding research in the field of autism spectrum disorders including prevention and treatment.

## Section 2. State Plan

The Council is required by law to develop a state plan to provide services to persons with autism or other pervasive developmental disorders and to prepare an annual report summarizing its recommendations. The annual report is due not later than November 1 of each year. To meet these requirements, the

Council shall develop a state plan biennially during even-numbered years and an update on results during odd-numbered years due November 1. The state plan must ensure that:

- A. The needs of those persons and their families are addressed statewide and that available resources are coordinated to meet those needs;
- B. Within existing resources, the full range of services that are available through existing state agencies is offered to those persons throughout their lives to the maximum extent possible;
- C. Personnel training needs are assessed statewide and strategies are developed to meet those needs;
- D. Incentives are offered to private sources to encourage the sources to maintain present commitments and to assist in developing new programs; and
- E. Procedures are developed for reviewing individual complaints about services.

These documents shall be prepared and delivered to the executive Commissioner of the Health and Human Services Commission, the governor, and lieutenant governor, and the speaker of the house of representatives.

The goals and rationale for the State Plan are noted in detail in the Human Resources Code, Section 114.006.

### **ARTICLE III**

#### **COUNCIL MEMBERSHIP AND STRUCTURE**

##### **Section 1. Composition of the Council (Chapter 114.003)**

The Texas Council on Autism and Pervasive Developmental Disorders is composed of thirteen (13) members.

##### **Section 2. Public Members**

The Governor shall appoint, with the advice and consent of the Senate, seven public members, four of whom must be family members, each serving staggered two year terms with the terms of three or four members expiring on February 1 of each year. Public members may be reappointed.

### Section 3. Agency Ex-Officio Members

The commissioner or executive head of each of the following entities shall appoint one representative of their agency to serve as an ex-officio member of the Council:

- Texas Education Agency (TEA)
- Department of Aging and Disability Services (DADS)
- Health and Human Services Commission (HHSC)
- Department of State Health Services (DSHS)
- Department of Assistive and Rehabilitative Services (DARS)
- Department of Family and Protective Services (DFPS)

A representative designated by the executive head of a state agency must be the person in the agency who is most familiar with and best informed about autism and other pervasive developmental disorders. The agency representative may not vote or hold the position as Chair of the Council.

### Section 4. Conduct of Council Members

Council membership is comprised of a diverse group of family members, as well as a variety of health and human service, policy, education and regulatory representatives. As a collective body, the membership addresses procedural, programmatic, statutory or administrative issues affecting people with autism and pervasive developmental disorders. To facilitate the full Council's efforts, the Council asks individual members to meet the following expectations:

#### A. All Members:

1. The legislative mandates, as outlined in Article I of this document, describe the general scope of responsibility of the Council as a whole. For the Council to achieve or respond to these mandates, the individual Council members must be informed about the Council's mandates. To accomplish this, each member of the Council should complete an orientation regarding the Council, including but not limited to training on the following:
  - i. role and purpose of the Council;
  - ii. statutory mandates;
  - iii. historical background; and
  - iv. review of Council operating policies and procedures.
2. For the Council to perform its functions, each member needs to attend and actively participate in the Council's activities. Members should also provide ongoing input and guidance on the efforts of the Council. The

Council wants all of its members to be involved in developing and implementing policies.

3. To effectively address issues affecting people with autism spectrum disorders, the Council must rely on the expertise and experience of its individual members. The Council wants its members to offer technical assistance and personal insights on matters about which they possess expertise or experience.
4. To be effective, the Council needs outside persons and organizations to be aware of its activities and provide input. Accordingly, the Council wants its members to disseminate information about Council activities to persons and organizations that would benefit from knowledge about the Council or be able to facilitate the Council's goals. However, the individual Council members also need to ensure that information is accurately and fairly communicated to others. A Council member should be cautious in representing the Council's positions and should only represent as the Council's positions those positions that have been agreed to by the Council.

B. Members Who Represent Agencies:

1. For the Council to meet its legislative mandates, the Council needs to know about the policies and activities of the agencies represented on the Council. Accordingly, the Council needs its members who represent agencies to inform the Council about their agencies' policies and activities as they related to people with autism and other pervasive developmental disorders.
2. If a member who represents an agency cannot attend a Council meeting, the Council wants that member to send an alternate representative of the agency if possible.
3. Members who represent agencies need to act as liaisons between the Council and their agencies. These members should communicate Council activities to their agencies' administrative, operational, and governing personnel and communicate relevant activities of their agencies to the Council. This type of communication should be routine to allow the other Council members to provide input regarding the activities of the agencies and the agencies to provide input regarding the activities of the Council.

C. Public Members Appointed by the Governor:

1. All public members of the Council are required by state law to complete training regarding the Texas Open Meetings Act within 90 days after taking the oath of office.
2. Although the public members of the Council do not officially represent any constituency, they are the public face of the Council in their communities. Accordingly, the Council wants its public members to collect information from their communities regarding the Council's activities and report it to the Council.
3. The public members of the Council have various personal and professional interests in the Council's activities. However, the public members also need to remember that their duties extend beyond their unique interests. They need to remain cognizant of the needs and interests of all citizens of Texas and ensure that the Council's policies are sound public policies for all.

Section 5. Absences of Council Members

- A. The Council requests that members notify the Chair of any necessary absence from a meeting at least five workdays before the meeting, except in emergencies. In an emergency, the member should notify the Chair about the absence as soon as possible.
- B. The Council Chair may ask the Council to review the attendance record and reasons for absences of any public member who has been absent for more than two consecutive Council meetings or from more than half of the meetings during a calendar year. With the Council's concurrence, the Chair may provide written notice of a public member's absences to the Governor.
- C. The Council Chair may ask the Council to review the attendance record and reasons for absences of any agency representative who has been absent for more than two consecutive Council meetings or from more than half of the meetings during a calendar year. With the Council's concurrence, the Chair may provide written notice to the executive head of the agency represented.

Section 6. Grounds for Recommending Removal

It is grounds for recommending the removal of a member from the Council if that member:

- A. does not have, at the time of taking office, the qualifications required by Chapter 114;
- B. does not maintain, during service on the Council, the qualifications required by Chapter 114;
- C. exhibits behavior that is illegal or unethical as a member of the Council;
- D. cannot, because of illness or disability, discharge the member's duties for a substantial part of the member's term
- E. is absent from more than half of the Council meetings that the member is eligible to attend during a calendar year without providing notification to the Council prior to such absences;
- F. is absent from more than two consecutive regularly scheduled council meetings that the member is eligible to attend; or
- G. consistently fails to meet the expectations contained in these policies and procedures.

## **ARTICLE IV**

### **OFFICERS OF THE COUNCIL**

#### **Section 1. Chair**

The Governor shall designate a public member of the Council as the presiding officer of the Council to serve in that capacity at the pleasure of the Governor (Sec. 114.003 (e)).

#### **Section 2. Vice-Chair**

The Vice-Chair will be selected annually by a vote of the public members. The Vice-Chair shall serve renewable one-year terms, and shall be chosen from the public members of the Council.

#### **Section 3. Vacancies in Position of Chair**

In the event of a vacancy for the position of Chair, the Vice-Chair shall serve as interim Chair until such time the Governor appoints a new Chair.

#### **Section 4. Duties and Responsibilities of the Chair**

The Chair shall preside at all meetings of the Council. The Chair, in consultation with the Vice-Chair, shall appoint the Chairs of any Council committee and of the

Statewide Task Force. The Chair shall exercise general supervision over the work of the other Council members to assure that the mission, goals, and policies of the Council are adhered to. The Chair is responsible for ensuring that all duties and directives set forth in the Council's authorizing legislation are adhered to by the Council. The Chair will be responsible for ensuring that a biennial State Plan is prepared and submitted to the Governor's Office and the legislature detailing the Council's activities regarding its legislative mandate and administrative directives. The Chair shall be the official representative of the Council and, unless an alternate is authorized by the Council, shall present testimony, conduct negotiations, approve changes or submissions to the web site, represent the Council at public meetings and conferences, and participate in formal deliberations on behalf of the Council.

The Chair may officially represent the Council and may carry out actions authorized by the Council in a properly convened open meeting.

#### Section 5. Duties and Responsibilities of the Vice Chair

The Vice-Chair will assist the Chair in planning and maintaining the Council's operations, responding to legislative mandates and assisting in the selection of Task Force and Committee Chairs. The Vice-Chair shall preside at Council meetings in the absence of the Chair.

#### Section 6. Chairs and Vice-Chairs of subcommittee and Task Force

Committee and Task Force Chairs are responsible for ensuring that their committee or task force responds to all issues that fall under the oversight of that specific entity. Chairs will be responsible for providing regular reports to the Council. Regional Committee Chairs will serve as members of the State Task Force on Autism. Vice-Chairs for Committees and the Statewide Task Force shall be chosen by the memberships.

## **ARTICLE V**

### **COMMITTEES AND ADVISORY TASK FORCE**

#### Section 1. Council Committees

The Council may establish standing, special, ad hoc, and interim committees of Council members to expedite the work of the Council. Council members and Chairs of such committees shall be appointed by the Chair.

##### A. Council Committee Criteria:

1. The Chair in consultation with the Vice-Chair shall appoint the Chairs of any committees.

2. A committee shall transact business in any manner calculated to expedite its work.
3. The Chairs of each committee are responsible for presenting any findings or recommendations made by their members to the full Council.
4. Written notice of each committee meeting shall be provided to all Council members at least 10 days prior to each meeting. Such notice shall include the time, date, place, and items to be discussed at that meeting.

B. Standing Committees:

The Council has the following standing committees:

1. Administration;
2. Education;
3. Outreach and Community Education; and
4. Legislative.

C. Ad Hoc Committees

An Ad-hoc Committee may be appointed on a temporary basis by the Chair to address a specific issue or problem that includes a clear charge of duty and an established date of completion. Ad-hoc Committees will keep the Chair apprised of their work and submit final recommendations to the Council for its consideration and review.

Section 2. Regional Committees

- A. There shall be regional Committees established in regions to be identified by the Council that are determined to be appropriate and efficient. The Committee Chairs from each of those regional committees will make up a Statewide Task Force that will advise the Council.
- B. Regional Committee Chairs will be appointed by the Chair of the Council. The appointment process of regional Committee members AND Vice-Chairs (if needed) may be delegated to the respective Committee Chairs, but all committee participant names will be submitted to the Council and kept in an accurate and timely fashion, updated at least quarterly by input of the local Chair.
- C. Regional Committees will serve as local informational and advisory resources. While free to explore issues that the local community feels is important, the Regional Committees will also be responsive to the specific needs and questions of the Council. The findings and reports of each

Regional Committee will be presented to the statewide Task Force by the respective Regional Chairs. Regional Committees should not represent themselves as members of the Texas Council on Autism or as designated spokespersons for the Council. No expenses for the activities of the Regional Committee will be reimbursed.

- D. Regional Committee Chairs serve at the pleasure of the Council Chair.

### Section 3. Statewide Advisory Task Force

The Statewide Advisory Task Force structure and function will be as follows:

- A. The Statewide Advisory Task Force on Autism and PDD will be comprised of the Chairs of the Regional Committees. An additional ten members on the Statewide Advisory Task Force may be appointed by the Chair of the Council so as to assure representation by people with autism spectrum disorders and their family members, advocacy groups, and professionals (i.e. higher education, research, allied organizations, etc.).
- B. The function of the Statewide Advisory Task Force is to collect and coordinate input from the various regions, and then translate that regional input into a report to the Council. The Task Force will meet a minimum of one time per year, coordinating with the process and reporting needs of the Council.
- C. Members of the Task Force shall not receive reimbursements for travel incurred in the performance of their duties as members of the Statewide Advisory Task Force.
- D. The Council chair will appoint the Chair of the Task Force.
- E. A member of the task force may be removed without cause by a majority vote of the public members of the council present at a council meeting.

## **ARTICLE VI**

### **CONDUCT OF COUNCIL MEETINGS**

#### Section 1. Required Meetings

The Council shall meet at least four times a calendar year.

## Section 2. Additional Meetings

The Council may meet at other times at the call of the Chair or as provided by Council motion or rule.

## Section 3. Quorum

A quorum of the Council consists of a majority of appointed public members of the Council. A quorum for committee and Task Force meetings shall be a simple majority of the active members of the committee or Task Force.

## Section 4. Applicability of Texas Open Meetings Law

The Council in all meetings is subject to the requirements of the Texas Open Meetings Act, Texas Government Code, chapter 551. The Council's records are subject to the Public Information Act, Texas Government Code, chapter 552.

- A. The official minutes of all Council, Task Force, and committee meetings are kept in the office of the appropriate agency which offers administrative support for the Council, and are available for public review as authorized by the Open Meetings Act.
- B. A committee or Task Force may meet by teleconference call providing that the entity is only making recommendations to the full Council.

## Section 5. Meeting Agenda

- A. The Chair shall prepare the agenda for each Council meeting. The Chair should give due consideration to all Council members for placement of items on the Council's agenda.
- B. The Texas Open Meetings Law requires a subject to be placed on the Council's agenda before the Council consider that subject.
- C. Any individual or organization, not represented on the Council, that desires to have a subject placed on the agenda of a Council meeting shall make a request to do so by contacting the Chair of the Council.
- D. The request to have a subject placed on the agenda of a Council meeting shall:
  - 1. state the subject to be placed on the agenda;
  - 2. state the time required to provide presentation at the full Council meeting; and

3. be made at least fourteen days before the date of the Council meeting at which the requestor wants the subject discussed.

Any request made too late to get on the agenda for one Council meeting will be considered for the agenda of the next Council meeting.

#### Section 6. Notice of Meetings

- A. Written notice of time, place, and subject of each Council meeting shall be made as required.
- B. Notice to the Texas Register for posting shall be submitted seven (7) full 24-hour periods prior to an impending meeting excluding the day of posting and the day of the meeting.
- C. A copy of the notice of each Council meeting shall be sent to each member at least eight (8) days prior to the meeting except in emergency cases; as determined by the Chair.

#### Section 7. Transaction of Business

- A. All meetings of the Full Council shall be conducted according to Robert's Rules of Order, Revised, except as provided in these policies and procedures.
- B. An Ex-Officio member serves in an advisory capacity only and may not:
  - Vote
  - Serve as the Council Chair
- C. The Chair of the Council shall be a voting ex-officio member of all committees.
- D. All Council actions taken must be approved by a simple majority vote of the members present.

#### Section 8. Public Access

Opportunities to provide public comments are provided at each Council, Committee or Task Force meeting. The Chair of the Council, Committee or Task Force may limit each person presenting public comments or public testimony on any agenda item to a certain number of minutes by announcing the period when comments or testimony are given.

Section 9. Minutes

The Chair shall be responsible for the minutes of the Council. The Chair shall assure that approved minutes are distributed to the members of the Council and to such others as the Council may direct.

Section 10. Amendment of Policies

Council policies may be adopted or revised by a majority of the members present at a regular or called Council meeting providing a quorum is present at that time. Written notice of the proposed amendment(s) must be provided to Council members at least 10 days prior to any such action.

Amendments may be proposed by a recommendation of the Chair or by written request of any three (3) members of the Council.

**ARTICLE VII**

**COMPENSATION AND EXPENSES**

Section 1. No Compensation for Members

Members of the Council shall not receive compensation for the performance of their duties on the Council.

Section 2. Reimbursements

- A. Members of the Council shall receive reimbursements for travel incurred in the performance of their duties at the same rate provided for State employees in the General Appropriations Act of the current biennium and chapter 660 of the Texas Government Code and in accordance with Committee Policy.
- B. Members of the Council and its employees shall conserve State funds by maximizing economy and efficiency when planning travel and by ensuring that expenses for transportation, lodging, meals, and incidental expenses are the lowest possible within relevant circumstances.

## ARTICLE VIII

### MISCELLANEOUS PROVISIONS

#### Section 1. Charges for Access to Public Records

The charge to any person requesting copies of any public record of the Council will be the charge established by the Office of the Attorney General at 1 T.A.C. sections 70.1-70.11.

#### Section 2. Endorsement and Validation of Issues

The Council, from time to time, may take actions such as making recommendations regarding funding, legislation, policy development, and agency strategy which reference a particular strategy, approach, or priority. It is the responsibility of the Council to promote research, program development, and legislation and, as a result, will from time to time identify certain issues, interventions, or strategies as worthy of exploration. The Council may publish the results of its studies regarding "Best Practices" in the field of autism spectrum disorders. However, it is not the responsibility of the Council to endorse one strategy, approach or priority over another, or to validate claims of success or cure on behalf of certain strategies, approaches or interventions.

The Council shall be vigilant in its discussion and representation of the various theories and positions on the cause of autism spectrum disorders, claims for efficacy regarding the many approaches and interventions in preventing or treating autism spectrum disorders, and promotions of the many medications, supplements, and other such marketed products. The Council will take no position of one over another and cautions those reading Council publications or hearing Council presentations that in no way should the Council be seen as endorsing or supporting one product, approach, theory or strategy over another. Even the provision of internet links will be presented merely as information which should be individually and independently assessed by others. No implicit or explicit endorsement or validation of any strategy, theory, treatment or service should be assumed from Council publications or communications.

#### Section 3. Internet and Web Site Issues

- A. The Council shall establish an internet capacity to provide the following:
1. offer to the public a central internet connection with the Council for communication and information sharing;
  2. establish an internet source of information regarding Council activities, legislative and governmental activities, and initiatives related to Council responsibilities;

3. provide a directory of links to sites related or important to autism spectrum disorders;
  4. publish reports, studies, and announcements so that timely information is available to the public;
  5. announce training activities, workshops, seminars and initiatives related to Council interests;
  6. publish in a timely manner the records of the Council (i.e. minutes, agendas, etc.);
  7. conduct surveys and studies related to autism spectrum disorders;
  8. report news and timely publications related to autism spectrum disorders; and
  9. perform other functions as needed or directed by the Governor or the Executive Commissioner of HHSC.
- B. The publication and maintenance of a web site requires strict adherence to responsible and ethical standards of conduct. Therefore, the following policies will apply to the development, maintenance, and conduct of an official web site for the Council.
1. The development, maintenance, construction, and timely updating of the web site will be under the direction and oversight of the Council.
  2. No web site design, submission of material, or content development will be considered without the approval of the Chair of the Council.
  3. The ultimate authority and approval for web site design and publication will remain with the Executive Commissioner of HHSC or his designee under the authority of the Governor.
  4. Article VIII, Section 3 of these Policies and Procedures outlines the cautions regarding any position or communication made by the Council. These cautions apply to the maintenance, development, or ongoing management of the Web-site. No element of the web site is to be assumed to endorse, or validate, or promote any theory, strategy or belief about autism spectrum disorders or their management and treatment. This does not preclude or prevent the publication of a "Best Practices" reference, guide or listing.

Adopted November 7, 2007

5. Complaints and objections to web site content, construction, management or publications shall be submitted in writing to the Chair. Report problems with the web site to [webmaster@dads.state.tx.us](mailto:webmaster@dads.state.tx.us).

#### Section 4. Routine Administrative Matters

The Council shall follow the standard policies and procedures of DADS for routine administrative matters.