

POLICY AND PROCEDURE CONCERNING REGIONAL ADVISORY COMMITTEE

I. PURPOSE

This policy and procedure is implemented to assure compliance with Regulations NAC Chapter 4 004.10. The functions of the Regional Advisory Committee are as follows:

- The Regional Advisory Committee provides recommendations to the agency and to the Governing Board which aid in service delivery.
- The individual committee members act as ambassadors for the agency.
- The Regional Advisory Committee assists the agency in taking action on supporting legislation endorsed by the Governing Board or taking action on legislation opposed by the Governing Board. The Chief Executive Officer is authorized to represent the agency on legislative matters.

II. AUTHORITY

This policy and procedure has been implemented with the approval of the agency's Governing Board and/or its designee.

III. PROCEDURAL DIRECTIVES

A. MEMBERSHIP

Membership of the Committee must adhere to the following guidelines:

1. A minimum of 1/3 of the Committee membership is persons with developmental disabilities or family members of persons with developmental disabilities.
2. County commissioners or other locally elected officials (no more than 1/3 of the membership)
3. Persons who are not elected officials, not persons with developmental disabilities, or not family members of persons with developmental disabilities (no more than 1/3 of the membership).

B. OPERATION

1. The Regional Advisory Committee shall meet at least twice a year. (It is recommended that the meetings occur quarterly.)
2. Members shall serve for one year and may choose to be re-appointed annually.
3. The Committee shall choose a chairperson and vice-chairperson annually. This shall occur during the first meeting of the calendar year.

C. OFFICERS

1. The offices of the Regional Advisory Committee shall be the Chairperson and Vice-chairperson.
2. Administrative staff of the agency shall not be voting members of the Regional Advisory Committee.

D. ELECTION OF OFFICERS

1. Election of officers shall take place at the first regular meeting of each calendar year.
2. Officer terms of service will begin immediately following election.

E. DUTIES OF OFFICERS

1. The Chairperson shall schedule all meetings with the assistance of the Program Specialist or his/her designee and shall preside at all meetings.

The Chairperson shall serve as a liaison between the agency Regional Advisory Committee and the Executive Committee and/or the Governing Board.

The Chairperson shall report to the Executive Committee quarterly if the Regional Advisory Committee has recommendations or comments to be given to the Governing Board.

2. The Vice-chairperson shall assume the duties of Chairperson in the absence of the Chairperson.

F. MEETINGS

1. Regular meetings will be held quarterly, or as deemed appropriate by the Chairperson and the Program Specialist. (With no fewer than two meetings per year)
2. A quorum shall be a simple majority of the membership of the Regional Advisory Committee.
3. The membership and Chairperson of the Governing Board shall receive one week prior notice of all scheduled meetings.

G. FORMAT OF MEETINGS

1. Meetings shall be conducted using Robert's Rules of Order as a guide.

H. MINUTES

1. A list of current members shall be maintained.
2. Meeting minutes will be maintained and available upon request to individuals served by the agency, representatives of individuals served, staff persons, and the Health and Human Services System - Developmental Disabilities System.

I. AREA ADVISORY COMMITTEE

An Area Advisory Committee is optional and will be maintained based on the interests of the area program, persons supported by the agency and family members (see Appendix A).

1996
7/98
9/05

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Appendix A
Area Advisory Committee

The Area Advisory Committee is optional and will be maintained based on the interests of the area program, persons supported by the agency and family members.

FUNCTIONS

1. To provide recommendations to the area program, which aid in service delivery.
2. To act as ambassadors for the agency.
3. To promote and support true community integration.

MEMBERSHIP

Membership may include:

1. Persons supported by the agency
2. Family members of persons supported by the agency
3. Community members interested in the agency

ORGANIZATION

The Area Advisory Committee will determine:

1. Officers
2. Election of Officers
3. Duties of Officers
4. Meetings
5. Minutes

1994
1998
9/05