

## Operating Rules Self-Advocates Advisory Committee (SAAC)



### Rule I – Committee Name

## "Self-Advocates Advisory Committee (SAAC)"

### Rule II – Mission (Purpose)



#### Key Words

- Promote independence
- Inclusion
- Increase council member involvement
- Be a voice for all Californian's with developmental disabilities
- Advocate with peers through policy making

#### Mission Statement

Be a voice for all Californians with disabilities by promoting State Council participation and peer advocacy that advances independence and inclusion.

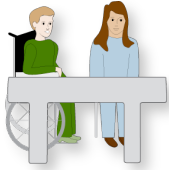
### What we do

- Speak up for people with disabilities.
- Learn about issues important to people with disabilities.
- Advise State Council and staff on issues that affect us.
- Share information about our rights.
- Assist people with disabilities to be on boards and committees.
- Participate in and lead regional and statewide advocacy groups/networks.



### **Rule III - Membership**

The SAAC consists of adults with developmental disabilities who are members of the California State Council on Developmental Disabilities.



### **Rule IV - Officers and Elections**

SAAC officers will be Chair and Vice-Chair.

The SAAC will nominate and vote for their officers. The nominated member receiving the most votes will hold the office for a term of one year. An officer is limited to serving only two (2) times in the same office.

If an officer cannot complete a term, another member will be elected by the SAAC. That member can run for any office and be elected 2 times.

#### **Duties of the Chair:**

1. Plan SAAC meetings with Vice-Chair and State Council staff.
2. With Vice-Chair and SCDD staff, prepare SAAC meeting agendas.
3. Know SAAC operating rules and lead meetings.
4. Represent the SAAC in the community.
5. Create subcommittees to work on specific projects or events.
6. Present SAAC reports at State Council meetings.
7. Follow-up on issues brought up at SAAC meetings.
8. Explain and demonstrate duties to the Vice-Chair.
9. Conduct new SAAC member orientation.
10. Contact SAAC members in-between meetings, when necessary.
11. Demonstrate leadership qualities.
12. Communicate regularly with State Council Chair. (SAAC Chair is

also a member of the State Council Executive Committee).

### **Duties of Vice-Chair**

1. Plan SAAC meetings with Chair and State Council staff.
2. With Vice-Chair and State Council staff, prepare SAAC meeting agendas.
3. Lead SAAC meetings when Chair is not available.
4. Present SAAC reports at State Council meetings when Chair is not available.
5. Communicate with Chair before each meeting.
6. Assist Chair to follow up on issues brought up at SAAC meetings.
7. Demonstrate leadership qualities.

### **Requirements of Chair and Vice-chair**

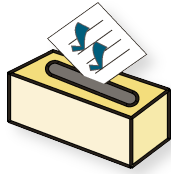
1. Attends SAAC meetings regularly.
2. Is a leader and mentor for members.
3. Has previous work and/or leadership experience.
4. Knows SAAC operating rules and meeting procedures.
5. Has volunteer experience in the community (Advocacy organizations or other neighborhood groups/community associations).



## **Rule V - Meetings**

The SAAC will meet every two months. Meetings will be held the day before the regularly scheduled SCDD meeting. The SAAC may call special meetings to discuss important issues or presentations.

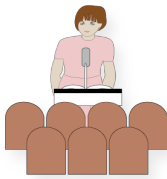
The SAAC annual meeting and officer elections will be held in May.



## **Rule VI - Voting**

Each member has one (1) vote and has authority to vote on issues presented SAAC meetings.

A majority (51%) vote of the membership of the Self-Advocates Advisory Committee shall be necessary to take action on business.



## **Rule VII – Membership**

New members will participate in a SAAC orientation.

Members are expected to attend all meetings and inform the Chair and State Council staff if they must miss a meeting (example: doctor's appointment, sickness, work commitment or transportation problems).