

**BYLAWS
of the
TEXOMA INFORMATION & ACCESS ADVISORY COUNCIL**

Article I - Name of Organization

The name of this organization shall be the Texoma Information & Access Advisory Council.

Article II - Authority

The creation of the Texoma Information & Access Advisory Council of the Texoma Council of Governments (TCOG) is authorized by the Texoma Council of Governments on August 17, 2000 as a necessary component to enable the Texoma Council of Governments to initiate comprehensive areawide health and human service access planning.

Article III - Function

The function of the Texoma Information & Access Advisory Council shall be to fulfill the mandate of House Bill 2596 which establishes a single point of coordination for statewide information and referral for health and human services, and Senate Bill 374, with particular emphasis on the following excerpt from Section 531.02481(3) "develop a local system of access and assistance to aid clients in accessing the full range of long-term care services.," as outlined in the following sections:

Section 1:

Plan, coordinate and implement local and regional information and access services;

Section 2:

Bring together representatives of local public and private organizations which serve persons of all ages with disabilities and elderly persons, persons with disabilities, and caregivers of persons with disabilities;

Section 3:

Act as a transition agency when programs are expanded or retrenched in disabilities and funds are affected;

Section 4:

Educate the population on the merits, benefits and aims of the programs serving individuals of all ages with disabilities;

Section 5:

Function as an advisory council to the Texoma Council of Governments (TCOG);

Section 6:

Stress the truth that health and longevity, quality of life, and competence are not inherent rights, but are privileges carrying the obligation to earn them;

Section 7:

Offer the people with disabilities opportunities for individual self-appraisal and for planning a way of life designed to attain the maximum amount of self-realization and enrichment in the years ahead.

Article IV - Membership

Section 1:

Council membership shall be determined by majority vote of the Texoma Information & Access Advisory Council and shall be confirmed by the Texoma Council of Governments.

Section 2:

The Council membership shall consist of no fewer than fifteen (15) and no more than thirty (30) voting members from the public, private and voluntary sectors and service receivers and their caregivers within the Cooke, Grayson, and Fannin counties. Staff members from the Area Information & Access Center shall serve in a non-voting capacity. Minority representation shall be no less than the appropriate percentage as mandated by law.

Section 3:

Membership on the Texoma Information & Access Advisory Council shall be for a three-year period and members shall be allowed self-succession as determined by the Council. The first Council shall be divided into three classes. One (1) class shall be elected for one (1) year, one (1) class for two (2) years, and one (1) class for three (3) years. Thereafter each member shall serve a three-year term.

Section 4:

Provision shall be made for ex-officio membership to assist with representation, education, and communication. Effort will be made to replace vacancies in the voting membership with current ex-officio members.

Section 5:

There shall be no discrimination in any respect.

Article V - Meetings

Section 1:

The Texoma Information & Access Advisory Council shall meet at least once each quarter, or at other times as the chairperson deems necessary, or upon written request of not less than 25 percent of the Texoma Information & Access Advisory Council.

Section 2:

- A. The Texoma Information & Access Advisory Council shall meet once each quarter. Notification as to the day of the week, time and place shall adhere to the policies and procedures of the Texas Open Meetings Law and Roberts Rules of Order. Notices thereof shall be mailed by the secretary to each member and the area news media not less than seven (7) days prior to a regular meeting.
- B. The quarterly meetings of the Texoma Information & Access Advisory Council will be held in accessible, barrier-free location identified in the monthly meeting notices.

Section 3:

- A. Written requests for special or called meetings shall be acted upon within seven (7) days by the Texoma Information & Access Advisory Council chairperson.
- B. Notice of any special or called meeting in matters of urgent business shall be distributed at least 24 hours prior to any special or called meeting by the Texoma Information & Access Advisory Council chairperson.

Section 4:

All meetings of the Texoma Information & Access Advisory Council and committees shall be open to the public.

Section 5:

Texoma Information & Access Advisory Council members are expected to attend all regular meetings. Absence from more than one (1) consecutive regular meeting, without cause, shall be reason for removal or replacement from the Texoma Information & Access Advisory Council, upon recommendation of the TIAAC and approval by the Texoma Council of Governments Board.

Section 6:

A quorum at any Texoma Information & Access Advisory Council meeting will be a majority of the members present. An act of majority of the TIAAC members present, will be the act of the TIAAC unless otherwise specified by the Bylaws.

Section 7:

The Director of the Texoma Area Information & Access Center and/or a designated staff person shall serve as a non-voting member of all committees, and a staff person shall

attend each Texoma Information & Access Advisory Council meeting and each committee meeting.

Article VI - Officers

Section 1:

The officers of the Texoma Information & Access Advisory Council shall be a chairperson, a vice-chairperson and a secretary who shall be elected by the TIAAC subject to ratification by the Texoma Council of Governments Executive Committee. The TIAAC shall elect other persons as the TIAAC deems necessary to assist activities of the TIAAC. Officers shall serve for two years or until successors have been chosen.

Section 2:

Two consecutive terms are permitted. The election of officers shall be held at such times as determined by the Texoma Information & Access Advisory Council.

Section 3:

The chairperson shall preside at all meetings of the Texoma Information & Access Advisory Council. The chairperson shall be an ex-officio member of all committees. The chairperson shall represent the TIAAC in presentations to the Texoma Council of Governments unless such responsibility is delegated by the chairperson.

Section 4:

The vice-chairperson shall perform all the duties of the chairperson in the case of absence or disability and such other duties as may arise, from time to time, when required or requested by the Texoma Information & Access Advisory Council.

Section 5:

The secretary shall review and approve the minutes of all meetings prior to their presentation to the Texoma Information & Access Advisory Council. The secretary shall perform all the duties of the chairperson in the case of absence or disability of the chairperson and vice-chairperson. The secretary shall perform such other duties as may arise, from time to time, when required or requested by the Texoma Information & Access Advisory Council.

Section 6:

In case the chairperson, vice-chairperson, and secretary are all absent or unable to perform their duties, the Texoma Information & Access Advisory Council may appoint a chairperson, pro tem.

Section 7:

The Area Information & Access Center Director shall keep or supervise the keeping of the minutes of all Texoma Information & Access Advisory Council meetings and shall perform such other and further duties as may be required or requested by the TIAAC.

Article VII - Committees

Section 1:

One month prior to the last quarterly meeting of each year, the chairperson of the Texoma Information & Access Advisory Council shall appoint a nominating/membership committee of at least five (5) members of the TIAAC.

- A. In even-numbered years, the committee shall prepare a list of officer nominees from among the members of the council. The list of nominees shall be mailed to each member of the council at least ten days prior to the last quarterly meeting. The officers shall be elected in this meeting and installed in the first quarterly meeting of the following odd-numbered year. Additional nominations may be made from the floor.
- B. Each year, the committee shall review membership and attendance records and shall recommend action regarding attendance of membership with respect to Article V. Section 5. They shall also provide assurance that TIACC membership complies with Article IV of the Bylaws.
- C. Each year, the committee shall review membership terms and shall recommend action regarding expiring membership terms and desires to self-succeed with respect to Article IV. Section 3. They shall also provide assurance that TIAAC membership complies with Article IV of the Bylaws.

Section 2:

Other ad hoc or standing committees may be appointed by the chairperson with approval of the Texoma Information & Access Advisory Council. Special committees shall serve for special purposes to comply with special needs under Article III.

Section 3:

Members of the committees may request the inclusion of persons from outside the Texoma Information & Access Advisory Council in order to bring more information and expertise to bear on matters. Such persons shall have full voting privileges to the committee on which they have been included.

Section 4:

Terms of membership on committees shall be established to achieve the purpose for which the committee was created.

Section 5:

The method for calling committee meetings shall be the same as that for calling council meetings or at the discretion of the special committee membership to discharge their responsibility. Public notices shall not be required.

Section 6:

The committee leader shall be selected by the membership of the committee.

Article VIII - Amendments to Bylaws

Section 1:

The Bylaws of this Texoma Information & Access Advisory Council may be altered, amended or repealed and new Bylaws may be adopted by action of two-thirds of the total membership at any regular or called meeting if at least ten days written notice is given of intent to alter, amend, repeal or adopt new Bylaws at such meeting including such proposed changes as may be considered. Signed mail-in comments and/or ballots may be used in the event a member cannot physically attend the meeting.

Section 2:

Any formal action by the Texoma Information & Access Advisory Council which alters, amends, or repeals the Bylaws of the TIAAC shall be subject to confirmation by the Texoma Council of Governments.

These Bylaws are here and now certified to as Bylaws adopted by the Texoma Information & Access Advisory Council on the 17th day of November, 2000.

Chairperson

Secretary