

## California Assistive Technology Advisory Committee

Bylaws of the Assistive Technology Advisory Committee (ATAC):

### Purpose:

- A.** The purpose of the Committee shall be to provide advice and guidance to the California Assistive Technology System (CATS) and assure that it is in compliance with the provisions of the Technology Related Assistance for Individuals with Disabilities Act (AT Act) of 1998 as amended.
- B.** Specifically, the committee will provide advice and guidance on the following:
- California's three year State Plan for Assistive Technology that will be submitted to the federal Rehabilitation Services Administration (RSA).
  - Monitoring the ongoing progress of the CATS program according to the three-year State Plan for Assistive Technology.
  - Collaborations with other agencies, organizations, and entities providing AT services and devices throughout the State.
  - Program reporting and evaluation of success.
  - Advising the Director of the Department of Rehabilitation in recommending changes in policy, regulations, procedures, and practices to improve the delivery of AT services and devices throughout California; monitor and evaluate the implementation of changes and provide feedback to the Director on the effectiveness of those changes.

### Committee Composition Guidelines:

- A.** The Committee shall be composed of no fewer than 9 and no more than 13 members.
- B.** Four members of the Committee shall be appointed per the guidelines of the AT Act. These are representatives from:
- California Department of Education
  - California Department of Rehabilitation
  - Workforce Investment Board
  - Independent Living Centers

The Committee will accept the appointee of the aforementioned bodies as an appropriate representative of that organization.

At least 51 percent of the membership of the Committee shall be persons with disabilities who use assistive technology or family members of persons with disabilities who use assistive technology. Of the consumer representatives, the Committee will strive for representation from the following disability groups:

- Blind and Visually impaired
- Deaf and Hard of Hearing
- Developmental disabilities
- Physical disabilities
- Other disabilities

In addition, Committee membership will strive for consumer membership representing the following populations of people using assistive technology:

- Representative of people age 60 and older
- Representative of people ages 17 to 23
- Representative of a person with a disability, such as a family member or guardian of a person with a disability who uses assistive technology

The Committee is open to membership of community members who are interested in assistive technology services in California.

- C.** The lead and implementing agency representatives shall be ex-officio, non-voting members of the Committee. All other members are voting members
- D.** Membership on the committee will seek to have representation that is geographically, culturally, racially, and gender representative of the state of California.

### **Committee Membership:**

- A.** The Department will solicit nominations from ATAC members and individuals who reside in the State of California who represent the wide and diverse interests of people with disabilities. The nominations will be forwarded to the Director of the Department of Rehabilitation for review and appointment.
  - 1.** Interested candidates will submit the following documentation to the CATS office of the Department of Rehabilitation.
    - a. Committee application form
  - 2.** Recommended appointments will be made to the Director of the DOR through the ILATS Section Chief.
  - 3.** Committee members will serve three year terms.
    - a. Terms will be randomly staggered for the Committee into two and three year terms.
    - b. Committee members will serve no more than two terms, consecutive or otherwise.
    - c. Term limits apply to all Committee members.
- B.** Vacancies will remain open until an appropriate candidate is appointed or nominated and approved by the Director of DOR. Consumer applications for joining the ATAC will be accepted at all times and maintained by the CATS Project Coordinator.
- C.** Responsibilities of Committee members:

Members are expected to regularly attend meetings and subcommittee meetings (if any) of the ATAC, to advise the Department on matters pertaining to assistive technology; to develop, in conjunction with stakeholders, a three year plan to identify and address areas for improvement in assistive technology for persons with disabilities.

The ATAC members will provide input on the overall vision of the California Tech Act Project as well as specific recommendations on which “state-level” and “state leadership activities” should be implemented to meet the AT needs of consumers in California. In addition,

Advisory Committee members may be requested to serve on subcommittees and workgroups to focus on specific needs/project and report back to the ATAC.

State-Level Activities

State financing programs  
Device Reutilization programs  
Device Loan Programs  
Equipment demonstration programs

State Leadership Activities

Public Awareness  
Information and Referral  
Training and Technical Assistance  
Coordination and Collaboration

Members are expected to fully disclose to the Department and the Chairperson any matters of private interest or gain to themselves, their employers, or organizations in which they may have a fiduciary responsibility.

**D. Termination**

The ATAC Chairperson shall notify the Director of Rehabilitation and request the termination of ATAC membership when either of the following situations occurs:

1. When a member ceases to belong to the group the member was selected to represent in accordance with Committee Composition Guidelines.
2. When a member does not attend three consecutive meetings except when absences occur at special meetings which have been called with less than thirty days' notice.

**E. Officers**

Officers are elected by a plurality vote of the ATAC as the beginning of each term and shall serve for a period of two years. Officers may succeed themselves in office for a maximum of one term, but may subsequently be elected to that office after another person has served in that position. Officers include Chairperson and Vice Chairperson. The Chairperson shall preside over all meetings of the ATAC. The Vice Chairperson shall preside in the absence of the Chairperson and keep a record of all action items.

Election of officers shall be held at the first meeting of the odd numbered year. If any officer vacancies occur at any time during the two-year terms, the vacancy shall be filled by special election at the next following meeting. To be eligible for officer positions, an individual shall have been a member of the ATAC for a minimum of 1 year.

**F. Operating Parameters**

**1. Rules of Order**

All ATAC meetings shall be conducted according to the most current edition of Robert's Rules of Order.

**2. Frequency of Meetings**

The ATAC will meet at least two times a year. Meetings will be scheduled at least 30 days in advance. Additional general, special, and subcommittee meetings may be called by the Director, the officers, or a majority of the members.

### **3. Communication Accessibility**

All ATAC meetings are fully accessible through the provision of appropriate services and technologies as requested.

### **4. Public notice of all meetings will be made in accordance with the Bagley-Keene Act.**

### **5. Decisions of the ATAC shall be made by the majority vote of members present. Any vote taken shall be recorded in the minutes of the meeting.**

- a. No decisions of the ATAC may be acted on unless a quorum is present. A simple majority of the current members of the ATAC shall constitute a quorum.
- b. Proxy votes are not allowed. Members may attend and vote at meetings by conference call in accordance with the Bagley-Keene Open Meeting Act. Each member will be entitled to exercise one vote.

### **6. Reimbursement.**

Subject to available State funds, reimbursable expenses shall include: intra-state transportation to and from meetings (including mileage, parking, and toll charges), lodging, and meals in accordance with the applicable state allowable per diem rates. Receipts for all expenses shall be submitted to the DOR within thirty days following each meeting.

### **7. Subcommittees**

Subcommittees may be established or dissolved only by a directive of the Chair or by the majority of the ATAC members present. Subcommittee recommendations are brought to the committee as a whole for subsequent action.

### **8. Amendment of operating procedures**

These Operating Procedures may be amended at any regular meeting of the ATAC by a two-thirds vote of those present and voting, provided that the amendment has been submitted at the previous regular meeting or by written notice to all members 30 days in advance of the meeting.

**END OF BYLAWS ATAC**