

NLACRC Self-Determination Local Advisory Committee

Self-Governance and Standards of Conduct, Attendance and Participation

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Adoption and Purpose: These Self-Governance Rules and Standards of Conduct, Attendance, and Participation were reviewed during the May and June 2023 SDLAC meetings and adopted by a majority vote on August 17, 2023. The rules were revised and adopted by a majority vote on April 16, 2026. These rules ensure the committee remains effective in its legal role of providing oversight and sharing best practices for the Self-Determination Program (SDP) as required by law and state directives. These standards apply to all appointed members during meetings, trainings, and community events.

1. Legal Authority and Purpose (WIC 4685.8 (w)(1))

To ensure the Self-Determination Program (SDP) is implemented effectively and to share best practices and training, local and statewide advisory committees are established. Each regional center must create a local volunteer advisory committee (SDLAC) to provide oversight of the SDP and name a regional center liaison to the committee.

The committee's role is to:

- **Review Progress:** Monitor the development and ongoing progress of the SDP to ensure it follows the law and advances the principles of self-determination.
- **Make Recommendations:** Provide ongoing advice for improvement to the regional center and the Department of Developmental Services (DDS).
- **Reporting:** Every year, the regional center must confirm in writing that the committee meets legal requirements and provide DDS with a list of members, their positions, and who appointed them.

2. Membership and Diversity

- **Appointments:** The Regional Center and the State Council on Developmental Disabilities (SCDD) each appoint half of the committee members.
- **Composition:** Members include the regional center clients' rights advocate, consumers, family members, advocates, community leaders, and a representative from a family focus resource center.

- **Representation:** A majority of the committee must be consumers and their family members. The group must reflect the multicultural diversity and geographic profile of the local area.
- **Vacancies:** Appointing agencies are encouraged to fill empty seats quickly to keep the committee effective.

3. Committee Responsibilities

- **Oversight:** The committee reviews the progress of the SDP to ensure it follows the law and advances self-determination principles.
- **Recommendations:** Members provide ongoing advice for improvement to the RC and the Department of Developmental Services (DDS).
- **Outreach:** The committee helps ensure the program reaches a diverse group, with a focus on underserved communities.
- **Training:** The committee collaborates on training for staff and families regarding SDP mechanics and consumer rights.
- **Funding:** The committee and the RC must agree on local needs before spending available SDP implementation funds.

4. Leadership: Election and Roles of Chair and Co-Chair

- **Elections:** Any member can nominate themselves or another member for Chair or Co-Chair. Regular elections are announced in August and held in September of even-numbered years. Anyone running for Chair or Co-Chair must submit a statement explaining their goals and qualifications. This statement will be shared with all members and included in the September meeting agenda.
- **Voting Process:** Elections are held by a roll-call vote, requiring a majority of a quorum to pass. If no candidate receives a majority, a runoff is held between the top two. The election will stay on the agenda every month until a **quorum** (a majority of filled positions) is present to vote and elect the new leaders.
- **Terms:** Leaders serve two-year terms, which continue until the next election is finished.
- **Vacancies and Removal:**
 - If a leader resigns, a special election is held to fill the balance of the term. If the Chair resigns, the **Co-Chair will serve as acting Chair** until a special election is held. The Co-Chair may run for the Chair position; if they are

not elected, they keep their current Co-Chair role for the rest of the term. If the Co-Chair is elected as the new Chair, the committee will hold a separate election for a new Co-Chair as soon as possible. Anyone elected during a special vote serves until the **next regular September election** in an even-numbered year

- At any public meeting, a member can request to add the removal of the Chair or Co-chair to the next meeting's agenda. A leader can be removed by a majority vote if the request is placed on a public agenda 10 days in advance.

- **Roles and Authority:**

- **Statewide Representation:** The Chair (or a designee) represents the local committee on the Statewide Self-Determination Advisory Committee.
- **Meeting Management:** Leaders work together to set agendas, run meetings, and manage the committee's email.
- **Subcommittees:** They serve on all subcommittees (like Best Practices) and select volunteers for special assignments.
- **Collaboration:** Leaders represent the SDLAC when speaking with RC senior staff and participate in reviewing grant applications. They collaborate with the Regional Center to review grant proposals (RFPs) and select grantees in accordance with the full committee's priorities.
- **Appoint Volunteers:** They select which members will work on subcommittees or special assignments.
- **Control Communications:** They manage the committee email list and approve all messages and publications sent from it.
- **Member Oversight:** They have the authority to monitor and address member conduct, attendance, and participation
- **Set Agendas:** They collect input from members and the public to lead committee meetings.
- **Appoint Liaisons:** The Chair is responsible for appointing a Liaison to the Board.

5. Meeting Guidelines (DDS Directive 10/31/23)

- **Public Notice:** Agendas and meeting notices must be posted on the regional center website and sent to members/the public at least **10 days before** the meeting.
- **Agenda Content:** Agendas must include the physical location (if any), remote login info, and instructions for requesting disability accommodations or language interpreters.
- **Public Access:** All meetings must be open and accessible to the public, allowing for participation either in person or through remote technology.
- **Voting and Quorum:**
 - A **quorum** is more than half of the members currently filling positions (vacancies are not counted).
 - The committee should only take formal actions or vote when a majority of members are present.
 - Without a majority, the committee may still meet to share information or hear public comments.

6. Standards of Conduct and Attendance-All Members

- **Conduct:** Members must act professionally, respectfully, and honestly. Rude or disrespectful behavior toward others is not permitted.
- **Attendance:**
 - Members should notify the Chair if they cannot attend. Members are expected to avoid two consecutive unannounced absences. If this occurs, the SDLAC Chair or Co-Chair may contact the member to discuss their ongoing availability to assist the committee in achieving its goals and fulfilling its oversight responsibilities. Missing **four consecutive meetings** or **four meetings in a calendar year** may result in a referral to the appointing agency for removal.
- **Confidentiality:** Members on subcommittees (like Best Practices) must keep specific case details confidential, though general committee meetings remain public.
- **Self-Review:** Every September, members must complete a written self-review to confirm they are actively contributing to the committee's goals.

- **Addressing Violations of Conduct Standards:** Members who repeatedly violate conduct standards may face the following actions:
 - **Counseling:** The Chair or Co-Chair (or someone they choose) may counsel the member.
 - **Meeting Suspension:** Leadership can suspend a member for the rest of a meeting if they break conduct rules.
 - **Agency Support:** Leadership can ask the member's appointing agency for help before a vote for removal.
 - **Agency Referral:** A member can be referred back to their appointing agency for counseling or removal.
 - **Removal Recommendation:** With a majority vote (where a quorum is present), the committee can recommend to the appointing agency that a member be removed and replaced. This must be listed as a public agenda item 10 days before the meeting

7. Member Standards of Participation

- **Active Involvement:** To help the committee succeed, all members must do more than just attend; they are expected to actively participate in carrying out the committee's roles and functions.
- **Ways to Contribute:** During meetings or subcommittees, members can participate by sharing resources, telling stories of program successes or challenges, or welcoming community members.
- **Networking and Volunteering:** Members can contribute by connecting with outside groups and reporting back, volunteering for trainings, organizing resource fairs, or researching program information.
- **Flexible Communication:** Participation in meetings can be done directly by speaking or through the meeting chat and postings.
- **Individual Perspective:** Each member decides how to best share their unique perspective and resources to move the committee's goals forward.

8. Amending the Code

The committee can update these rules with a majority vote, provided the proposed change was listed on the public agenda 10 days in advance.