

**Kentucky
Statewide Independent Living Council
Bylaws**

Introduction -

The Kentucky Statewide Independent Living Council (SILC) is established under authority of the Rehabilitation Act Amendments of 1998, Title IV to the Workforce Investment Act of 1998 P.L. 1-5-220, 29 USC Section 792. Unless otherwise noted, all citations to Section and title refer to that authority.

Article I – Name

The name of the Council shall be the Kentucky Statewide Independent Living Council, hereinafter referred to as “the SILC”.

Article II – Purpose

The SILC shall –

- A. Promote a philosophy of independent living (IL) including a philosophy of consumer control, peer support, self-reliance, self-determination, equal access, and individual and system advocacy, maximize leadership empowerment, independence, and productivity of individuals with significant disabilities, and promote and maximize the integration and full inclusion of individuals with significant disabilities into the mainstream of American society;
- B. Jointly develop, in conjunction with the Office for the Blind and the Department of Aging and Independent Living, the State Plan for Independent Living (SPIL) required in Section 704:

- c. Sign, monitor, review and evaluate the implementation of the Independent Living State Plan;
- d. Coordinate activities with the Department for Aging and Independent Living and the Office for the Blind established under Section 105 and other councils that address the needs of specific disability population and issues under other federal law;
- e. Ensure that all meetings of the SILC are open to the public and that sufficient advance notice is provided in all appropriate formats;
- f. Submit to the Administration on Community Living (ACL) Administrator such periodic reports as the ACL may reasonably request, and request and keep such records, and afford access to such records, as the ACL Administrator finds necessary to verify such reports; and
- g. Authorize hearings and forums as determined to be necessary to carry out the duties of the SILC.

Article III - Membership

Section A. Composition:

The SILC shall be composed of no more than sixteen (16) individuals who are knowledgeable about centers for independent living and independent living services, and also meet the following criteria:

- (1) At least fifty-one per cent (51%) of members shall be individuals who have a disability as described in Section 7 (20)(B); and not employed by any State agency or Center for Independent Living.
- (2) Members shall represent all geographic areas of the state; and represent a broad range of disabilities from diverse backgrounds.
- (3) At least one (1) director of a Center for Independent Living chosen by the directors of Centers for Independent Living with the state;
- (4) As ex-officio, nonvoting members-
 - (a) One (1) representative from the designated state unit, or the Department of Aging and Independent Living, as applicable, and
 - (b) One (1) representative from the Office for the Blind; and
- (5) Additional voting members may include-
 - (a) Other representatives from Centers for Independent Living;
 - (b) Parents and guardians of individuals with disabilities;
 - (c) Advocates of and for individuals with disabilities
 - (d) Representatives from private businesses;
 - (e) Representatives from organizations that provide services for individuals with disabilities; and
 - (f) Other appropriate individuals.

Section B. Appointment of Members

1. The Governor shall appoint all members of the SILC. Appointees shall be officially notified of their selection in writing.
2. Appointees shall become full standing members once they have taken the Oath of Office, administered by the Chair.
3. The Nominating Committee shall be responsible for recommending appointments for all vacancies to the SILC in accordance with the requirements for the SILC members as outlined in Article III of the Bylaws.

Section C. Length of Term

1. Appointments shall expire on May 20 in the respective year of membership expiration.
2. A full term shall be for three (3) years following the initial appointment unless the appointment fills a vacancy.
3. No member shall serve more than two (2) consecutive full terms. A member appointed to fill a vacancy, which is less than three (3) years, may still serve two (2) consecutive full terms if so appointed.

Section D. Termination of Membership

The SILC shall recommend termination of membership for any member who does not adhere to both the SILC Code of Ethics and the SILC Conflict of Interest policies and procedures, and/or has two (2) or more unexcused absences from regular meetings per year. Members shall send a written request for an excused absence to the Chair prior to the regularly scheduled meeting for determination of excuse. If the Executive Committee finds a member not in good standing, the Executive Committee shall send written notice to the member that the member is no longer in good standing and further request the member's resign.

Section E. Resignation

Any member may resign by filing a written resignation with the Chair.

Article IV – Officers

Section A. The Chair

1. The Chair shall preside at all meetings of the SILC and of the Executive Committee.
2. The Chair or a designee shall serve on the Office of Vocational Rehabilitation Council and the Office for the Blind Council as liaison for the SILC.
3. The Chair shall appoint all members and all Chairs of all standing and special committees, with advice of the Executive Committee and further shall be an ex-officio member of all committees.
4. The Chair or a designee shall represent the SILC at meetings or before other groups where SILC representation is desired or required.

Section B. The Vice-Chair

1. The Vice Chair shall serve in the Chair's.
2. The Vice-Chair shall assist the Chair in performing duties and activities of the SILC.
3. The Vice-Chair shall serve out the term of the Chair, if the Chair is unable or unwilling to serve or resigns prior to the end of the Chair's term.
4. The Vice Chair becomes Chair upon the conclusion of the Vice-Chair's term as Vice-Chair.

Section C. At-Large Members

1. Two (2) At-Large Members nominated by the Nominating Committee shall be voted on by the full SILC;
2. Shall solicit from SILC members issues and concerns either in writing or verbally; and
3. Shall relay those to the Executive Committee by attending all Executive Committee meetings.

4. The Chair shall appoint one (1) of the At-Large Members to serve as Vice-Chair in the event that the Vice Chair leaves for any reason prior to the end of that term.

Section D. Term of Office

1. All Officers shall be elected by written ballot, the counting of which shall be overseen by non-SILC members.
2. The Vice-Chair shall fill the role of Chair upon the end of the Vice Chair's term as Vice-Chair.
3. The Vice-Chair and one (1) At-Large Member shall be elected each year.
4. The At-Large Members shall serve a two (2) year terms, with elections held in alternate years.
5. Each term of office shall begin at the close of the meeting at which officers are elected.

Section E. Removal of Officers

Any officer shall be removed from office, after recommended action by a SILC member in good standing; and only after a two-thirds (2/3) written vote of all SILC members in good standing. The basis for said removal of an officer shall only be for good cause, including failure to perform the duties of office, violation of the SILC Bylaws, policies or procedures, or similar major infraction.

Article V – Executive Committee

Section A. Composition

The Executive Committee shall be composed of the officers of the SILC and the Chairs of all standing committees.

Section B. Duties:

1. The Executive Committee shall meet one (1) month prior to regularly scheduled SILC meetings and at other times as deemed necessary.
2. It shall act as an advisor to the Chair and advise on appointments to standing and special committees and on the appointment of committee Chairs.
3. It shall have general supervision over and conduct the affairs of the SILC between meetings.
4. The Executive Committee shall report at each regularly scheduled meeting of the SILC on the actions taken between meetings.

Article VI – Standing and Special Committees

Section A. General

1. Standing committees shall be established to attend to critical ongoing tasks, responsibilities and objectives of the SILC and shall be identified in the Bylaws.
2. Special committees shall be established to address specific tasks or projects of limited scope and duration, and must expire within two years, although the SILC Chair with the advice of the Executive Committee may renew a special committee for one additional two-year term.
3. The Chair of each committee shall be a member of the SILC and appointed by the SILC Chair with advice from the Executive Committee.
4. The SILC Chair, with the advice of the Executive Committee, may appoint non-SILC members to serve on standing or special committees, and to advise the SILC on special matters. Non-members of the SILC may serve as committee members having a

vote in all committee activities, but shall not have a vote on the SILC.

5. Non-SILC members may not exceed the number of SILC members on any committee.
6. Non-SILC members will be eligible for reimbursement of expenses incurred while fulfilling their responsibilities on these committees based upon the current state rates and availability of funds, but will not be eligible for an honorarium.

Section B. Nominating Committee shall:

1. Be composed of at least twenty-five percent (25%) of all SILC members representing statewide geographic distribution to the extent possible, in addition to the Committee Chair;
2. Present a written slate of nominations for all SILC membership vacancies at least annually and any time there is a vacancy in the SILC membership;
3. Present a slate of officers at the March meeting, including taking nominations from the floor; and
4. Conduct a written ballot to elect SILC officers each year, which balloting shall be counted by non-SILC members.

Section C. Public Awareness Committee shall:

1. Be composed of at least 25% of all SILC members representing statewide geographic distribution to the extent possible, in addition to the Committee Chair;
2. Regularly review and propose content and changes to the SILC website;
3. Collect and present feedback from public speaking engagements in which the SILC has participated; and

4. Engage with the DSE/DSU and propose content and changes to any printed or electronic public awareness materials used by SILC members.

Article VII – Meetings and Procedures

Section A. Regular Meetings

The SILC shall schedule at least four (4) regular meetings each year in places it determines to be appropriate to conduct SILC business, and:

1. Shall conduct forums or hearings, as appropriate.
2. Meetings, hearings and forums shall be accessible and publicly announced.
3. Meetings shall be open to the general public unless there is a valid reason for a closed session;
4. The March meeting shall include election of officers.

Section B. Special Meetings

Special meetings may be called in accordance with Kentucky's Open Meeting Law.

Section C. Notice

1. SILC members shall be notified in writing of all regular and special meetings at least ten (10) calendar days in advance.
2. Written notification shall consist of a notice, an agenda and the minutes of the previous meeting.

Section D. Quorum

The presence in person of at least fifty-one percent (51%) of all voting members in good standing shall constitute a quorum at a duly called and noticed meeting.

If a quorum is present when a duly called and noticed meeting is convened, the voting members present may continue to transact business until adjournment even though the withdrawal of voting members originally present leaves less than the number otherwise required for a quorum.

Section E. Conflict of Interest

No member of the SILC shall cast a vote on any matter that would provide a direct financial benefit to the member or the member's family or otherwise give the appearance of a conflict of interest under state law or under the SILC's bylaws, policies or procedures.

Each SILC member shall annually review and sign the SILC Conflict of Interest Policy, and shall make the necessary disclosure addressed in the SILC Conflict of Interest Policy as the potential conflicts arise.

Section F. Decisions

All decisions of the SILC shall be made only after an affirmative vote of a quorum of members in attendance. The Chair shall vote only in order to break a tie.

Section G. Place of Meeting

The SILC shall hold regular meetings at an accessible location.

Section H. Support Services

Interpreters and other necessary or individualized services shall be provided on request, as provided under Kentucky law, rule, and regulation.

Section I. Compensation and Expenses

1. The SILC may reimburse its members for reasonable and necessary expenses associated with attending meetings and performing duties.
2. SILC may compensate a SILC member if the member is not employed or must forfeit wages from other employment for each day the member is engaged in performing SILC duties, provided the expenditures are in accordance with state law and regulations.
3. Compensation shall be limited to the lesser of an honorarium approved by the SILC or reimbursement for lost wages.

Section J. Conduct of Meetings

1. SILC meetings shall be guided by the most current version of Roberts Rules of Order.
2. The SILC may vote to suspend and/or reinstate Roberts Rules of Order at any meeting for the duration of that meeting.

Section K. Policies and Procedures

The SILC shall abide by all approved policies and procedures established by the SILC.

Article VIII – Amendment

Proposed amendments to these Bylaws may be presented for at the September SILC meeting for action at the December SILC meeting regarding any amendments or changes. Changes shall be made with a majority vote of SILC members in attendance.

Adopted: July 1, 1993
Revised October 14, 1993
March 9, 1995
November 9, 1995
September 10, 2002
September 9, 2003
December 2, 2003
May 15, 1997
November 6, 1997
December 2011
June 6, 2006
July 14, 2009
July and December 2013
September 2016