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Article I. Name, Authorization, and Purpose

Established by the federal 21st Century Assistive Technology Act, the Virginia Assistive Technology System’s AT Advisory Council (ATAC) has a consumer-majority advisory council (51% majority) that provides consumer-responsive, consumer-driven advice to the state for planning of, implementation of, and evaluation of the activities carried out through the grant, including setting measurable goals through the development of a three-year State Plan. This advisory council is geographically representative of the State and reflects the diversity of the State with respect to race, ethnicity, types of disabilities across the age span, and users of types of services that an individual with a disability may receive. The council is comprised of “Mandated” and “At Large” members, both of which have full voting privileges.

Article II. Powers, Duties, and Responsibilities

ATAC has the following responsibilities delineated by the AT Act:

- 1) To help plan for and review AT Act program activities provided by VATS.
- 2) To share assistive technology resources among council members.

Article III. Membership Composition

- 1) The VATS AT Advisory Council (ATAC) is composed of “Mandated Representatives” and “At-Large” members
- 2) The majority of the membership (>51%) of the advisory council is required to be individuals with disabilities who use assistive technology (AT), their family members or guardians. Members of mandated representative

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agencies shall not count toward the (>51%) majority membership requirement.

3) In accordance with the 21st Century Assistive Technology Act, the council is required to have seven mandated representatives:

- A representative of the designated State agency, as defined in section 7 of the Rehabilitation Act of 1973 (29 U.S.C. 705)
 - Example: DARS vocational rehabilitation program
- A representative of the State agency for individuals who are blind (within the meaning of section 101 of that Act (29 U.S.C. 721));
 - Example: DBVI vocational rehabilitation program
- A representative of a State center for independent living described in part C of title VII of the Rehabilitation Act of 1973 (29 U.S.C. 796f et seq.);
 - Example: member/staff/representative from a Center for Independent Living (CIL) or the State Independent Living Council (SILC).
- A representative of the State workforce investment board established under section 111 of the Workforce Investment Act of 1998 (29 U.S.C. 2821);
 - Example: member/staff/representative of a Workforce Investment Board (WIB), Workforce Development Board, Workforce Councils etc.
- A representative of the State educational agency, as defined in section 9101 of the Elementary and Secondary Education Act of 1965
 - Example: Virginia Department of Education
- A representative of an alternative financing program for assistive technology

- One or more representatives of: 1) State Medicaid Program; 2) State Developmental Disability Councils; 3) Agency on Aging; 4) Organization representing disabled veterans; 5) UCEDD; 6) Protection and Advocacy System

Section 2. Appointments and Terms

- A. Membership appointment requests are determined by the Commissioner of the Department for Aging and Rehabilitative Services.
- B. Each member's term will be for three (3) years, with the option of an additional three (3) years. Membership may continue after the two terms and does not automatically expire.
- C. The Council, with support from the VATS staff, will be responsible for soliciting new members.
- D. There is no minimum or maximum number of members.

Section 3. Resignations and Terminations

- A. Members may resign at any time verbally or in writing.
- B. The DARS Commissioner can terminate appointments at any time as needed.

Article IV. Procedures

Section 1. § 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

- A. All meetings of ATAC are open to the public and notice of the date, time, and place of such meetings shall be posted publicly.
- B. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of ATAC shall be made available for public inspection at the same time such documents are furnished to council members
- C. Minutes shall be recorded at all open meetings. Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or

decided, and a record of any votes taken. All minutes shall be reviewed and approved at subsequent meeting.

Section 2. Meetings

- A. ATAC will schedule meetings two times per year. Face-to-face meetings are generally held at the DARS Central Office in Richmond. Virtual meetings will be scheduled a maximum of one time per year per electronic meeting policy. Meeting times are generally 10am – 2pm to allow travelers the opportunity to safely travel to and from the meeting. Meetings generally comprise of VATS program updates, assistive technology trainings/presentations/demonstrations, ATAC business, resource sharing, and member updates. Travel related expenses (lodging, mileage etc.) are reimbursed using the DARS travel reimbursement voucher.
- B. Electronic participation by ATAC members shall be governed by the DARS Electronic Meeting Policy.
- C. The most recent edition of Robert’s Rules of Order Newly Revised shall govern meetings of the Council and its committees in all cases to which the Rules are applicable and when they are not inconsistent with these Bylaws.
- D. All members shall abide by the public meeting requirements established by FOIA.
- E. Non-members and members of the public shall be afforded an opportunity to provide input during meetings. Depending on the amount of public comment as well as meeting agenda and timing, public comments may be time limited. Written public comments will also be accepted by the committee. The receipt of written comments shall be noted verbally by the chair during the meeting and in the minutes.

Section 3. Quorum

- A. A two-thirds majority of voting members is required for a meeting quorum. In the absence of a quorum, the present members may continue to meet to hear informational items and minutes shall be recorded, but ATAC shall not take any official action.

- B. A majority of voting members shall be required for any official action or vote of ATAC.

Section 4. Voting

- A. ATAC is composed of Mandated Representatives, At Large members and VATS staff. Only Mandated Representatives and At Large members have voting privileges.
- B. Members present at a scheduled meeting may vote.

Section 5. Attendance

- A. Meeting attendance is required in person, by phone or virtually. Regular meeting attendance is required.
- B. If a member is unable to attend two consecutive meetings, the Chair person can request that the individual be removed from the council. Member appointments can be terminated at any time by the member or DARS Commissioner. Termination due to attendance will be provided by the Chair person or Commissioner in the form of a written letter or email.
- C. Members should confirm attendance or absence as requested by staff in advance of the meeting

Section 6. Conflict of Interest

- A. All appointed members shall annually complete a Conflict of Interests Statement which is submitted to the Secretary of the Commonwealth and shall participate in training on the Virginia Conflict of Interests Act as required by §2.1-3130 of the *Code of Virginia*.

Section 7. Staff Support, Compensation, and Expenses

- A. The Department for Aging and Rehabilitative Services (DARS) shall provide staff support as required to conduct the business of ATAC.
- B. Compensation – other compensation as required.
 - A. ATAC members shall serve without compensation.
 - B. Travel related expenses (lodging, mileage etc.) are reimbursed using the DARS travel reimbursement voucher.

Section 8. New Member Orientation

- A. Newly appointed members will receive a copy of these Operational Guidelines and other information pertinent to their duties, including information on the Virginia FOIA and the Virginia Conflict of Interests Act.

Article V. Officers and Committees

Section 1. Officers

- A. ATAC shall have a member elected Chair, Vice-Chair and Secretary.
- B. Sub-committees may be formed at any time at the discretion of the Chair. Sub-committees are on a voluntary basis.
- C. Only mandated Representatives and AT Large members can be elected as officers.
- D. Officer Terms- Three years.
- E. The duties of the Chair are:
 - a. To preside at all scheduled meetings;
 - b. Sign and/or authorize all letters, reports, and official communications of ATAC;
 - c. Coordinate with staff to develop meeting agendas;
- F. The duties of the Vice-Chair are:
 - a. Perform the duties of the Chair in the absence of the Chair;
 - b. Assist the Chair as requested;
 - c. If the Chair does not complete his/her term, the Vice Chair will complete the remainder of the term.
- G. The duties of the Secretary are:
 - a. Review meeting minutes submitted by VATS staff.

Section 2. Elections and Terms

- A. The ATAC chair shall appoint a nominating committee composed of members of the ATAC to identify and recommend the candidates for Chair and Vice Chair.

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- B. The Chair and Vice-Chair shall be elected by a vote of the full ATAC at the summer/fall meeting before the beginning of the term of office on October 1.
- C. The term of the Chair and Vice Chair is 3 years.
- D. If the Chair does not complete his/her term, the Vice Chair will complete the remainder of the term.
- E. If the Vice Chair cannot complete his/her term, the ATAC will elect a new Vice Chair to fill the remainder of the current term at the next regularly scheduled meeting.

Section 3. Standing Committees & Ad-Hoc Committee

- A. Ad Hoc Committees
 - a. The Chair has the discretion to appoint ad hoc committees as needed.
 - b. The Chair may form any task groups and special Committees for a particular purpose or to perform a specific assignment. The task groups and special committees may request advice and consultation from outside parties who shall not be deemed members and who shall not have voting privileges.

Article VI. Operational Guideline Amendments

- A. These Guidelines may be amended by two-thirds vote of the members present at any properly noticed meeting providing that the proposed amendments are submitted to the ATAC in writing at the meeting immediately preceding the meeting at which the vote is to be taken, and that notice of the proposed amendments shall have been included in the notice of such meeting.
- B. These Guidelines shall become effective on the date they are adopted.