Developmental Disabilities Council of Oklahoma

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Board Members
Sullivan Barbour, Broken Arrow
David Blose, Yukon
Margaret Bond, Broken Arrow
Jeromy Buchanan, Okla. City
Sherri Coats, Oklahoma City
Matthew Conner, Pryor
Brett Cunningham, Okla. City
Janie Fugitt, Oklahoma City
Shelly Greenhaw, Edmond
Heather Hancock, Okla. City
Laura Haney, Tulsa
Gina Richardson, Okla. City
Susan Rutledge, Broken Arrow
Beth Scrutchins, Okla. City
Melissa Sublett, Tulsa
Kodey Toney, Panama
Lori Wieder, Stillwater
Cynthia Wilkett, Tulsa
Valerie Williams, Okla. City
Bryce Wooten, Edmond

Council Staff
Administrative Assistant
Vacant

Planning & Grants Director
Jennifer Robinson

Advocacy Training Director
Dr. Bradley Mays

Self-Advocacy Training Director
Morgan Davis

Executive Director
Jenifer Randle

Join our meeting on Zoom

Meeting ID: 823 6073 3596 Passcode: 8675309

Executive Committee Meeting Agenda

Friday, October 30, 2026, 11:15 a.m.

Center for NonProfits, 701 N. Lindsay Ave, Oklahoma City

Board Member(s) attending via Teleconference
Bryce Wooten, 16905 Bedford Circle, Edmond, OK 73012

** = possible voting 👍 👎

I. Call to Order, Roll Call & Establish Quorum: Mr. Kodey Toney

II. July 24, 2026, Meeting Minutes: * Mr. Brett Cunningham

III. Discussion: Funding Request(s) *
- ☐ none

IV. Committee Updates *
- ☐ Advocacy, Training, and Outreach
- ☐ State Plan
- ☐ Finance

V. Old / New Business *
- ☐ Council Meeting Calendar for 2027
- ☐ Council Member and Staff updates
- ☐ Council Bylaws updates

VI. Announcements

VII. Adjournment *

Executive Committee Members: *Maggie Bond, Brett Cunningham, Janie Fugitt, Susan Rutledge, Kodey Toney, Lori Wieder, Bryce Wooten*

The mission of the Developmental Disabilities Council of Oklahoma is to advance communities where everyone has the opportunity to live, learn, work, and play where they choose. The Council builds partnerships to change systems to improve services, resources, and supports for Oklahomans with developmental disabilities and their families.

Executive Committee Minutes

Developmental Disabilities Council of Oklahoma

DATE: Friday, July 24, 2026 **TIME:** 11:15 a.m.
PLACE: Oklahoma Center for NonProfits, 701 N. Lindsay Ave., Oklahoma City, OK 73104

BE IT REMEMBERED that on Friday, July 24, 2026 at 11:15 a.m. the Executive Committee met in accordance with the Open Meetings Act.

NOTICE of the schedule for all regular and special meetings of the DDCO Executive Committee for the calendar year 2026 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Thursday, July 23, 2026 in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I. 🔨 **CALL TO ORDER:** Mr. Toney called the Executive Committee to order at 11:27 a.m.

II. 🙋 **ROLL CALL:**

Members Present: Maggie Bond, Susan Rutledge, Kodey Toney, Bryce Wooten
Members Online:
Members Absent: Brett Cunningham, Janie Fugitt, Lori Wieder
Staff:
Guests:

By roll call, there was quorum of committee members, so business was conducted.

III. 📝🗣️👍👎 MINUTES REVIEW

🗣️ **DISCUSSION**: The Executive Committee reviewed the April 24, 2026 meeting minutes.

🎬 **ACTION**: Mr. Wooten moved to approve the April 24, 2026 meeting minutes. Ms. Bond seconded the motion.

👍 **AYES**: Maggie Bond, Susan Rutledge, Kodey Toney, Bryce Wooten

👎 **NAYS:**

❌ **ABSTAIN:**

MOTION: 👍 **carried**

IV. 🗣️💰 **Discussion:** Funding Request(s):

There were no funding requests heard by the Executive Committee.

V. 🗣️👍👎 Discussion and Possible Voting: Committee Updates:

Full recording of the meeting is unavailable due to technology errors and minutes are from notes, including votes, that are recorded and saved on the Council's back up.

a. 🗣️ DISCUSSION: Advocacy, Training and Outreach (ATO) Committee:
Staff reported updates for Council advocacy training courses: YLF, PIP, Self-Advocacy.

b. State Plan Committee:
🗣️ DISCUSSION: Mr. Wooten and Ms. Robinson reported on the work of the State Plan Committee. The funding application for next fiscal year and an evaluation rubric is being created to support the work of council committees.
The Council will discuss funding requests from the Oklahoma State Fair and Tulsa State Fair. Both State Fairs are requesting support with accessibility initiatives such as providing Momentum Refresh, a mobile, universal restroom, for the duration of the fairs.

c. Finance Committee:
🗣️ DISCUSSION: Ms. Randle reported on Council financial information for the executive committee, including budget updates should the Council approve the two funding requests today.

🎬 ACTION: Mr. Wooten moved to approve the updated Council budget (increasing the council budget by $50,000). Ms. Bond seconded.

👍 AYES: Maggie Bond, Susan Rutledge, Kodey Toney, Bryce Wooten

👎 NAYS:

❌ ABSTAIN:

MOTION: 👍 carried

VI. 🗣️👍👎 Discussion and Possible Voting: Old / New Business

The committee reviewed and discussed potential bylaws updates. These updates and possible changes will be presented to the Council.

VII. 📢 **Announcements:** Full recording of the meeting is unavailable due to technology errors and minutes are from notes, including votes, that are recorded and saved on the Council's back up.

VIII. 🔨 **Adjournment:** With no objection, Mr. Toney adjourned the meeting.

Developmental Disabilities Council of Oklahoma

Finance Committee Financial Report
For the Month Ended June 30, 2026

Lori Wieder, Finance Committee Chair

Susan Rutledge, DDCO Parliamentarian
Brett Cunningham, DDCO Secretary
Margaret Bond, DDCO Vice Chair

Janie Fugitt, ATO Chair
Kodey Toney, DDCO Chair
Bryce Wooten, State Plan Chair

Finance Committee Reports

Expenditures & Funding - Page 1
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Developmental Disabilities Council of Oklahoma - Expenditures & Funding SFY26 - Through June 30, 2026

	2025						2026						Total
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
MONTHLY EXPENDITURES													
State Fund Year 2024	$ 2,709.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,709.00
State Fund Year 2025	102,000.00	20,071.00	5,122.00	18,674.00	3,023.00	27,425.00	140.00	276.00	384.00	133.00	21.00	1.00	177,270.00
State Fund Year 2026	6,365.00	46,588.00	44,386.00	40,923.00	125,129.00	50,383.00	59,887.00	45,748.00	61,296.00	50,722.00	75,403.00	(226,037.00)	380,793.00
Total Direct Expenditures	$ 111,074.00	$ 66,659.00	$ 49,508.00	$ 59,597.00	$128,152.00	$ 77,808.00	$ 60,027.00	$ 46,024.00	$ 61,680.00	$ 50,855.00	$ 75,424.00	$(226,036.00)	$ 560,772.00
Allocated, Rent, Postage, Etc.	7,992.00	9,016.00	8,945.00	7,899.00	8,322.00	14,074.00	10,744.00	7,482.00	7,663.00	9,106.00	7,342.00	(18,578.00)	80,007.00
Total Expenditures	$ 119,066.00	$ 75,675.00	$ 58,453.00	$ 67,496.00	$136,474.00	$ 91,882.00	$ 70,771.00	$ 53,506.00	$ 69,343.00	$ 59,961.00	$ 82,766.00	$(244,614.00)	$ 640,779.00
											12 Month Average Expenditures		53,398.25
FUNDING SOURCES											Annualized Expenditures		640,779.00
FFY-24 Federal Grant	$ 80,656.00	$ 24,536.00	$ 17,401.00	$ 14,949.85	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 137,542.85
FFY-25 Federal Grant	32,337.63	43,972.88	34,819.13	9,392.15	100,323.00	57,311.25	18,268.00	17,120.00	29,239.00	23,163.00	48,835.00	69,886.00	484,667.03
FFY-26 Federal Grant	-	-	-	35,374.38	30,316.25	27,136.10	44,561.75	30,782.38	34,347.25	30,569.00	28,595.38	(280,470.88)	(18,788.40)
Total Federal Grants	$ 112,993.63	$ 68,508.88	$ 52,220.13	$ 59,716.38	$130,639.25	$ 84,447.35	$ 62,829.75	$ 47,902.38	$ 63,586.25	$ 53,732.00	$ 77,430.38	$(210,584.88)	$ 603,421.48
State Funding	$ 6,072.38	$ 7,166.13	$ 6,232.88	$ 7,779.63	$ 5,834.75	$ 7,434.65	$ 7,941.25	$ 5,603.63	$ 5,756.75	$ 6,229.00	$ 5,335.63	$ (34,029.13)	$ 37,357.53
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	$ 119,066.00	$ 75,675.00	$ 58,453.00	$ 67,496.00	$136,474.00	$ 91,882.00	$ 70,771.00	$ 53,506.00	$ 69,343.00	$ 59,961.00	$ 82,766.00	$(244,614.00)	$ 640,779.00

Developmental Disabilities Council of Oklahoma - Federal Grant Reconciliation

For the Period Ended June 30, 2026

	FFY24	FFY25	FFY26	Total
Grant Award	$ 914,702.00	$ 912,522.00	$ 906,458.00	$ 2,733,682.00
Expenditures				
EOM October 2023	$ 32,675.25	$ -	$ -	$ 32,675.25
EOM November 2023	36,505.13	-	-	36,505.13
EOM December 2023	29,633.03	-	-	29,633.03
Adjust for Reconciliation	(0.01)	-	-	(0.01)
EOM January 2024	39,697.50	-	-	39,697.50
EOM February 2024	31,788.38	-	-	31,788.38
EOM March 2024	42,242.81	-	-	42,242.81
EOM April 2024	33,693.75	-	-	33,693.75
EOM May 2024	28,826.62	-	-	28,826.62
EOM June 2024	24,897.51	-	-	24,897.51
EOM July 2024	27,502.14	-	-	27,502.14
EOM August 2024	42,127.75	-	-	42,127.75
EOM September 2024	37,434.26	-	-	37,434.26
EOM October 2024	-	31,705.38	-	31,705.38
EOM November 2024	89,188.00	45,880.25	-	135,068.25
EOM December 2024	51,287.00	26,597.50	-	77,884.50
EOM January 2025	35,122.00	43,885.75	-	79,007.75
EOM February 2025	34,491.00	29,976.00	-	64,467.00
EOM March 2025	28,400.00	27,072.00	-	55,472.00
EOM April 2025	33,340.00	31,258.75	-	64,598.75
EOM May 2025	41,163.00	30,479.63	-	71,642.63
EOM June 2025	57,144.00	34,823.38	-	91,967.38
EOM July 2025	80,656.00	32,337.63	-	112,993.63
EOM August 2025	24,536.00	43,972.88	-	68,508.88
EOM September 2025	17,401.00	34,819.13	-	52,220.13
EOM October 2025	14,949.85	9,392.15	35,374.38	59,716.38
EOM October 2025 - Adjustment	0.03	-	-	0.03
EOM November 2025	-	100,323.00	30,316.25	130,639.25
EOM December 2025	-	57,311.25	27,136.10	84,447.35
EOM January 2026	-	18,268.00	44,561.75	62,829.75
EOM February 2026	-	17,120.00	30,782.38	47,902.38
EOM March 2026	-	29,239.00	34,347.25	63,586.25
EOM April 2026	-	23,163.00	30,569.00	53,732.00
EOM May 2026	-	48,835.00	28,595.38	77,430.38
EOM June 2026	-	69,886.00	(280,470.88)	(210,584.88)
Total Expenditures	$ 914,702.00	$ 786,345.66	$ (18,788.40)	$ 1,682,259.26
Grant Balance	**$ -**	**$ 126,176.35**	**$ 925,246.40**	**$ 1,051,422.75**

** ® Denotes Reconciled with OKDHS Finance CARE UNIT*

Developmental Disabilities Council of Oklahoma
Jan-June 2027 Committee & Council Meetings

2027 STATE FISCAL YEAR - QUARTER 3

Date	Time	Committee
JANUARY		
Fri., Jan. 29	10:30 AM - 11:00 AM	Finance Cmte
Fri., Jan. 29	11:15 - 11:45 AM	Executive Cmte
Fri., Jan. 29	12:00 - 3:00 PM	DD Council Board Mtg
FEBRUARY		
Fri., Feb. 19	10:00 - 11:30 AM	State Plan Cmte
Fri., Feb. 19	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Fri., Feb. 19	1:00 - 1:30 PM	Executive Cmte
MARCH		
Mar. 19 / Apr. 2	10:00 - 11:30 AM	State Plan Cmte
Mar. 19 / Apr. 2	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Mar. 19 / Apr. 2	1:00 - 1:30 PM	Executive Cmte

2027 STATE FISCAL YEAR - QUARTER 4

APRIL		
Fri., Apr 30	10:30 AM - 11:00 AM	Finance Cmte
Fri., Apr 30	11:15 - 11:45 AM	Executive Cmte
Fri., Apr 30	12:00 - 3:00 PM	DD Council Board Mtg: Budget Mtg
MAY		
Fri., May 21	10:00 - 11:30 AM	State Plan Cmte
Fri., May 21	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Fri., May 21	1:00 - 1:30 PM	Executive Cmte
JUNE		
Fri., June 25	10:00 - 11:30 AM	State Plan Cmte
Fri., June 25	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Fri., June 25	1:00 - 1:30 PM	Executive Cmte

Developmental Disabilities Council of Oklahoma
July - Dec 2027 Committee & Council Meetings

2028 STATE FISCAL YEAR - QUARTER 1

Date	Time	Committee
JULY		
Fri., July 30	10:30 AM - 11:00 AM	Finance Cmte
Fri., July 30	11:15 - 11:45 AM	Executive Cmte
Fri., July 30	12:00 - 3:00 PM	DD Council Board Mtg
AUGUST		
Fri., Aug. 27	10:00 - 11:30 AM	State Plan Cmte
Fri., Aug. 27	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Fri., Aug. 27	1:00 - 1:30 PM	Executive Cmte
SEPTEMBER		
Fri., Sept. 24	10:00 - 11:30 AM	State Plan Cmte
Fri., Sept. 24	11:45 AM - 12:45 PM	Advocacy, Training, & Outreach Cmte
Fri., Sept. 24	1:00 - 1:30 PM	Executive Cmte

2028 STATE FISCAL YEAR - QUARTER 2

OCTOBER		
Fri., Oct. 22	10:30 AM - 11:00 AM	Finance Cmte
Fri., Oct. 22	11:15 - 11:45 AM	Executive Cmte
Fri., Oct. 22	12:00 - 3:00 PM	DD Council Board Mtg
NOVEMBER		
Fri., Nov. 5	10:00 AM - 12:00 PM	State Plan Cmte
Fri., Nov. 5	12:15 - 1:15 PM	Advocacy, Training, & Outreach Cmte
Fri., Nov. 12	10:00 AM - 12:00 PM	State Plan Cmte
Fri., Nov. 12	12:15 - 1:15 PM	Executive Cmte
DECEMBER		
Fri., Dec. 3	10:00 AM - 12:00 PM	State Plan Cmte
Fri., Dec. 3	12:15 - 1:15 PM	Advocacy, Training, & Outreach Cmte
Fri., Dec. 3	1:30 - 2:30 PM	Executive Cmte

Developmental Disabilities Council of Oklahoma

BYLAWS

Article I. NAME

~~The name of this body shall be the Developmental Disabilities Council of Oklahoma, hereinafter referred to as the Council.~~

The Governor will recognize this body as the **Developmental Disabilities Planning Council**. In public settings, it will be known as the **Developmental Disabilities Council of Oklahoma**. In these bylaws, it may simply be called **"the Council."**

Article II. COUNCIL AUTHORIZATION

Section 1. ~~The formation of the Council is authorized under the Developmental Disabilities Assistance and Bill of Rights Act, P.L. 106-402 and as subsequently amended and numbered.~~

The Council is created under the Developmental Disabilities Assistance and Bill of Rights Act (P.L. 106-402), also called the DD Act in these bylaws, including any later updates or amendments.

Section 2. ~~State authorization of the Council is by Executive Order of the Governor, which names the Designated State Agency (DSA) to which the Council is assigned for assistance with administrative activities of the Council.~~

The Council is authorized by an Executive Order from the Governor. The Order also names the Designated State Agency (DSA) that will provide the Council with Administrative Support.

Section 3. ~~As provided in the Developmental Disabilities Assistance and Bill of Rights Act (Developmental Disabilities Act), the Council and its DSA may enter in an agreement that documents the rights and responsibilities of both the Council and the DSA.~~

As allowed under the DD Act, the Council and the DSA may enter into an agreement that outlines the rights and responsibilities of each.

Article III. COUNCIL PURPOSE

~~Individuals with intellectual and developmental disabilities and their families have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged. Any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual. The purpose of the Council is to promote activities that are consistent with these principles.~~

People with intellectual and developmental disabilities (I/DD) and their families have strengths, abilities, and personal goals that should be recognized, supported, and encouraged. Any help they receive should be tailored to their unique strengths, needs, priorities, and culture. The

Council's purpose is to support activities that follow these principles.

~~The goal is to achieve independence, productivity, and integration and inclusion into the community for individuals with intellectual and developmental disabilities. This is done through activities promoting systemic change, capacity building, and advocacy. Activities developed are intended to be person- and family-centered, comprehensive, coordinated and culturally competent in design and delivery of supports, services, and other assistance.~~

The goal is for people with I/DD to have independence, productivity, and full inclusion in their communities. The Council works towards this by supporting activities that promote systemic change, build capacity, and strengthen advocacy.

All activities are designed to be person and family-centered, comprehensive, coordinated, and culturally competent in how supports, services, and other assistance are planned and delivered.

Article IV. COUNCIL RESPONSIBILITIES

~~The Council, through Council members, staff, consultants, contractors, or sub-grantees, shall have the following responsibilities:~~
The Council, through members, Council Staff, consultants, or contractors, shall have the following responsibilities:

1. Systemic Change, Capacity Building, and Advocacy Activities:

~~The Council shall serve as an advocate for individuals with developmental disabilities, as defined in the Developmental Disabilities Assistance and Bill of Rights Act, and conduct programs, projects and activities that carry out the purpose of the Council.~~
The Council serves as an advocate for people with developmental disabilities, as defined in the DD Act. It carries out programs, projects, and activities that support the Council's purpose.

2. State Plan Development, Implementation, and Monitoring:

~~The Council, in consultation with its DSA, shall prepare the Developmental Disabilities Council Five-Year State Plan as described and required by federal law within the Developmental Disabilities Assistance and Bill of Rights Act. This plan will define programs, activities, and resources by which the Council will implement its systemic change, capacity building, and advocacy activities in selected areas of emphasis and will include information related to the Council's establishment and maintenance, identify its DSA, and provide a comprehensive review and analysis of programs and services available to Oklahomans with developmental disabilities and their family members. The state plan will also include assurances of compliance with the Developmental Disabilities~~

~~Assistance and Bill of Rights Act, as described within the Act.~~

The Council, consulting with its DSA, will prepare the Developmental Disabilities Council Five-Year State Plan as required by the DD Act. This plan will outline the programs, activities, and resources the Council will use to carry out its systemic change, capacity building, and advocacy work in selected areas of emphasis.

~~The Council will solicit public review and comment on the five-year plan before submission to the Governor or their designee for approval and submission to the Administration on Intellectual and Developmental Disabilities (AIDD).~~

The Council will ask the public to review and comment on the five-year plan before it is sent to the Governor or their designee for approval and then submitted to the Office of Intellectual and Developmental Disabilities (OIDD).

~~The Council will monitor, review, and evaluate the implementation of the State Plan not less than annually. When necessary, the Council will amend the plan using the same review and approval processes described above.~~

The Council will monitor, review, and evaluate the State Plan at least once each year. If changes are needed, the Council will amend the plan using the same review and approval process described above.

~~In addition to the Executive Order, federal law provides the Council must annually submit its original or amended State Plan, as defined in the Developmental Disabilities Assistance and Bill of Rights Act, to the Governor or their designee for approval.~~

In addition to the Executive Order, federal law requires the Council to submit its original or amended State Plan each year to the Governor or their designee for approval, as defined in the DD Act.

3. Reviewing and Reporting:

~~The Council shall submit to the AIDD or successor entity, the Governor, and/or the DSA such periodic reports on its activities as AIDD may reasonably request and will keep such records and afford access thereto.~~

The Council will submit any reports on its activities that the Office of Intellectual and Developmental Disabilities (OIDD), or its successor, reasonably requests. These reports will also be provided to the Governor and/or the DSA. The Council will keep the necessary records and make them available as required.

4. Administrative Activities:

~~The Council shall prepare and approve a budget of all monies, federal and state, allocated to and received by the Council prior to February 28 of the upcoming federal fiscal year.~~
The Council will prepare and approve a budget for all monies, federal and state, it receives before June 30, the start of the upcoming state and federal fiscal year.

~~The Council shall, consistent with federal and state laws, hire, supervise, and evaluate a Director of the Council. The Director will, consistent with federal and state laws, hire, supervise, and evaluate the staff of the Council.~~
The Council will hire, supervise, and evaluate the Executive Director in accordance with federal and state laws. The Director, following the same laws, will hire, supervise, and evaluate the Council's staff.

~~The Council shall inform the Governor or his designee of all Council member terms which will expire at least three months prior to the Council term expiration date, and support the Governor's office to identify and screen applicants for Council membership.~~
Council staff will notify the Governor or their designee at least three months before any Council member's term expires. The Council and Council staff will support the Governor and their staff in identifying and screening applicants for Council membership.

5. Other Activities

~~The Council will review and act on other matters as may be deemed by the Council that fall within the intent of the federal law, guidelines, and directives.~~
The Council will review and take action on any additional issues that the Council determines fall within the purpose and requirements of federal and state laws, guidelines, or directives.

Article V. MEMBERSHIP

Section 1. ~~The Council will comply with the requirements of the Developmental Disabilities Assistance and Bill of Rights Act.~~
The Council will follow all requirements of the DD Act.

Section 2. ~~All appointments to the Council shall be made by the Governor of the State of Oklahoma in accordance with the Developmental Disabilities Assistance and Bill of Rights Act, and upon the recommendation of the Council and/or other organizations, groups, and individuals.~~

All Council members are appointed by the Governor of Oklahoma, as required by the DD Act. Appointments may be based on recommendations from the Council, as well as from organizations, groups, or other people.

Section 3. ~~The maximum term of appointment, except for mandated representatives, shall be four years, and the appointments shall be staggered so that no more than one-third of the membership is appointed in any one year. Members may serve a maximum of eight consecutive years. After serving the maximum term, a member must have at least a one-year lapse in membership on the Council before he/she can be reappointed to the Council.~~

Council members (except those serving as mandated representatives) may be appointed for terms of up to four years. It should be attempted to stagger the member terms so that no more than one-third of the Council is appointed in any single year. Members may serve up to eight consecutive years. After reaching this limit, a member must take at least a one-year break before being eligible for reappointment.

~~Should a Council member's appointment lapse, the member will continue to serve until such time as the Governor renews the term or makes a new appointment to that position.~~

If a member's term expires and the Governor has not yet renewed the appointment or named a replacement, the member will continue to serve until the Governor takes action.

~~Council members who wish to resign during a current term must notify the Governor's office in writing and send copies of this correspondence to the Council office.~~

Council members who choose to resign before their term ends must submit a written resignation to the Governor's office and send a copy to the Council office.

Section 4. ~~Mandated representatives shall be appointed by the Governor. Agency representatives shall appoint a single designee to represent the agency/entity, should the appointee be unable to attend a meeting. Each agency/entity representative will inform the Council in writing of their designee. This designee will receive duplicate materials prior to Council meetings to assure their knowledge of timely Council issues and will be allowed to vote at Council meetings at which they represent their agency.~~

Mandated representatives are appointed by the Governor. If a mandated representative cannot attend a meeting, their agency or entity may select one or two designee(s) to attend in their place. Each agency or entity must notify the Council in writing about who their designee(s) is. The designee will receive the same meeting materials as the representative so they can stay informed about Council business. When attending in place of the representative, the designee may vote at Council meetings.

~~Should the persons filling these mandated positions, or their designees discontinue their affiliation with the agency/entity, immediate notice will be forwarded to the Governor's office for the naming of a replacement. The~~

~~agency/entity representative's designee will continue to serve as a voting member of the Council until such time as the agency's/entity's representative is replaced.~~

If a mandated representative or their designee leaves the agency or entity they represent, the Council must immediately notify the Governor's office so a replacement can be appointed. Until the Governor names a new representative, the designee may continue serving as the voting member for that agency or entity. To make sure the entity is represented, the designee may appoint a designee for them should they be unable to attend.

Section 5. ~~The Council staff will notify the Governor's Office immediately should a vacancy arise due to death or disqualification.~~

If a vacancy occurs because a member dies or is disqualified, Council staff will notify the Governor's office immediately.

~~Members are expected to attend in person or virtually. For a member to be a voting member, their attendance must be in person or abide by the Oklahoma Open Meetings Act. The Act requires virtual voting members to list their identity and specific location and telephone number from which the member shall be physically present and participating shall be listed on the Council agenda.~~

Members are expected to attend meetings in person. To vote, a member must attend in person or virtually and meet all requirements of the Oklahoma Open Meetings Act for virtual participation.

~~Members choosing to be a voting member virtually should notify the Council Chair and Executive Director five working days before said meeting via email. This email should include the public location and telephone number from which they will be present and participating to be listed on the Council Agenda.~~

~~Please remember no less than a quorum of the Council shall be present in person at the meeting site as posted on the meeting notice and agenda.~~

A quorum of the Council must always be present in person at the posted meeting site.

~~Disqualification shall be determined by Council vote as a result of a member's failure to attend three consecutive meetings.~~

A member may be disqualified by a vote of the Council if they fail to attend three consecutive meetings.

Article VI. COUNCIL OFFICERS, THEIR DUTIES, AND COUNCIL COMMITTEES

Section 1. ~~The Council shall have four officers: a Chair, Vice Chair, Secretary, and Parliamentarian. These four officers form the core of the Council's Executive Committee. Every member of the Council is eligible to serve as a Council officer.~~
The Council will have four officers: a Chair, Vice Chair, Secretary, and Parliamentarian. These four officers make up the Executive Committee. Any Council member is eligible to serve in one of these officer roles.

Section 2. ~~For the appointment of Chair and for the subsequent slating of the positions of Vice Chair and Secretary, a Nominating Committee shall be selected by consensus of the membership to serve a one-year term. The Nominating Committee will be composed of three members of the Council, at least one of whom shall be a person with a developmental disability.~~
A Nominating Committee will be chosen by consensus of the Council to serve for one year. This committee is responsible for recommending candidates for the position of Vice Chair, Secretary, and Parliamentarian.

The Nominating Committee will consist of at least three Council members, and at least one member of the committee should be a person with a developmental disability.

Section 3. ~~At the direction of the Governor's Office, or as a vacancy occurs in the office of Council Chair, the Nominating Committee may select three members who are qualified and willing to serve as Chair. These names shall be submitted to the Governor by the Council Chair and staff. The Governor will appoint the Chair. The Chair shall serve a two-year term and will be eligible for two consecutive two-year terms, consistent with the Chair's term limits as provided above.~~
As the Governor's Office requests it, the Nominating Committee may select three qualified Council members who are willing to serve as Chair. Council staff will submit these three names to the Governor, who will appoint the Chair.
The Chair will serve a two-year term and may serve up to two consecutive two-year terms, if this does not go over the overall member term limits.

Section ~~4~~. ~~Following appointment of the Chair, the Nominating Committee will nominate one person each for the offices of Vice Chair and Secretary. This slate will be presented to the Council Chair provided that the nominee's consent has been given. If the Chair accepts the slate, no voting of the Council is necessary. If the Chair rejects the slate, nominations from the floor for the offices of Vice Chair and Secretary will be taken at the subsequent Council meeting, and voting will take place consistent with the Open Meetings Act.~~

As needed, the Nominating Committee will recommend Members to serve as Council Vice Chair, Secretary, Parliamentarian. These nominations will be given to

the Council Chair, but only if each nominee has agreed to serve.

If the Chair accepts the Nominating Committee's recommendations, no Council vote is required. If the Chair does not accept the slate, the Council will take nominations from the floor for Council Vice Chair, Secretary, and Parliamentarian at the next Council meeting, and the Council will vote in accordance with the Open Meetings Act.

~~Section 5. Following the appointment or election of the Vice Chair and Secretary, the Parliamentarian will be appointed by the Council Chair.~~

Section 6. ~~The offices of Vice Chair, Secretary, and Parliamentarian are for one year. These officers may serve in the same office three consecutive years.~~
The Vice Chair, Secretary, and Parliamentarian each serve one-year terms. These officers may serve in the same role for up to three consecutive years.

Section 7. ~~The duties of the Chair shall include the following: to call and preside over Council meetings and Executive Committee meetings; to be an *ex officio*, voting member of all Council committees except the Nominating Committee; to appoint the Chair, Vice Chair, and members of all standing and *ad hoc* Council committees except the Nominating Committee; to submit such reports as are necessary to appropriate federal and state agencies; to serve as the official spokesperson of the Council; to work in concert with the Executive Director to ensure that the functions of the Council according to the Developmental Disabilities Act and its regulations are carried out; to supervise the Executive Director; to sign all official reports submitted by the Council; and to perform other duties as the Council may select.~~
The Chair's duties include:

- Calling and leading all Council meetings and Executive Committee meetings.
- Serving as an ex officio, voting member of all Council committees except the Nominating Committee.
- Appointing the Chair, Vice Chair, and members of all standing and ad hoc Council committees, except for the Nominating Committee.
- Submitting required reports to federal and state agencies.
- Serving as the official spokesperson for the Council.
- Working with the Executive Director to ensure the Council carries out its responsibilities under the Developmental Disabilities Act and its regulations.
- Supervising the Executive Director.
- Sign all official reports submitted by the Council.
- Carrying out any additional duties assigned by the Council.

Section 8. ~~The duties of the Vice Chair shall include the following: to carry out the duties of the Chair in their absence or through the remainder of their term if the office of Chair is vacated, and to carry out such other duties as the Chair may direct.~~
The Vice Chair's duties include stepping in to perform the Chair's responsibilities whenever the Chair is absent and completing the remainder of the Chair's term if the Chair's position becomes vacant. The Vice Chair will also carry out any additional duties assigned by the Chair.

Section 9. ~~The duty of the Secretary is to ensure minutes of each Council meeting and Council Committee meeting are written and approved by the Council or appropriate Council Committee. Minutes shall include a record of member attendance, documentation of all motions, seconds, and votes, and a narrative of all business conducted at the meeting.~~
~~The Secretary shall write a letter to any Council member who has missed two consecutive meetings to remind the member of the potential for disqualification if a third consecutive meeting is missed.~~

The Secretary will work with Council staff to ensure minutes are written for every Council meeting and every Council Committee meeting, and that these minutes are voted on by the Council or the appropriate committee.

Meeting minutes will include:

- A record of members and guests who attended
- All motions made, who seconded them, and the results of each vote
- A clear summary of business discussed and actions taken during the meeting

The Secretary will work with Council staff to ensure a letter to any Council member who has missed two consecutive meetings is sent, reminding them that missing a third consecutive meeting may result in disqualification from the Council.

Section 10. The Parliamentarian shall be responsible for ~~assuring~~ ensuring that all Council meetings are conducted in ~~accordance~~ compliance with the Oklahoma Open Meetings Act.

Section 11. ~~If neither the Chair nor Vice Chair of the Council is present to preside at a Council meeting, then the Council Director shall chair the meeting. Conduction of the meeting does not convey the right or privilege of making or seconding motions, or the right to vote to the Director.~~

If neither the Chair nor the Vice Chair is present to lead a Council meeting, the Executive Director will preside over the meeting. Serving in this role does not give the Director the right to make or second any motions or to vote.

Section 12. ~~The Council shall have five standing committees: the Executive Committee, the Finance Committee, the Nominating Committee, the State Plan Committee, and the Advocacy, Training and Outreach Committee. In addition to these committees, the Council chair may appoint *ad hoc* committees that shall be disbanded upon completion of the task to which the committee is assigned.~~

~~All Council members are encouraged to serve on at least one of the committees per year. At the Council's last meeting of the calendar year, all Council members will select the committee(s) he/she wishes to serve for the following year.~~

The Council will have five standing committees:

- Executive Committee
- Finance Committee
- Nominating Committee
- State Plan Committee
- Advocacy, Training, and Outreach Committee

The Council Chair may create ad hoc committees as needed. These temporary committees will be dissolved once they complete the task they were assigned.

All Council members are encouraged to serve on at least one committee each year. At the Council's last meeting of the calendar year, each member will choose the committee or committees they wish to serve on for the following year.

Section 13. ~~The Executive Committee shall consist of the four Council officers; and the chairs of the State Plan Committee; the Advocacy, Training and Outreach Committee; and the Finance Committee. Non-Council members are ineligible to serve on this committee.~~

The Executive Committee will be made up of four Council officers; and the chairs of the State Plan Committee; the Advocacy, Training and Outreach Committee; and the Finance Committee. Non-Council members are ineligible to serve on this committee.

~~The duties of the Executive Committee shall be as follows: approve requests for Consumer Involvement Fund, Professional Development Fund, and Conference Co-sponsorship funding; review and make recommendations to the Council for professional service contracts; provide day-to-day assistance to the Director and staff as requested; review and approve the Administrative Directions and Instructions to Staff; make decisions on behalf of the Council when deadlines prevent a meeting of the full Council; review the performance of the Executive Director; and other duties as assigned or delegated to the Executive Committee by the Council.~~

The Executive Committee will:

- Approve requests for the Consumer Involvement Fund, the Professional Development Fund, and/or Conference Co-Sponsorship funding.
- Review professional service contracts and make suggestions to the full Council.
- Provide day-to-day support to the Director and Council Staff when asked.
- Review and approve the Council's Administrative Directions and Instructions to Council Staff.
- Make decisions for the Council when deadlines do not allow time for a full Council meeting.
- Review the performance of the Director.
- Carry out any other duties the Council assigns or delegates to the Executive Committee.

~~Although information may be exchanged, no action shall be taken at any Executive Committee meeting unless a quorum is present; a quorum being defined as a simple majority of the committee's membership.~~
No decisions can be made at an Executive Committee meeting unless a quorum is present. A quorum means more than half of the committee members.

Section 14. ~~The Committee Chair, Vice Chair, and Committee members of all standing and *ad hoc* committees, with the exception of the Nominating Committee, shall be appointed by the Council Chair. Should the State Plan Committee or the Advocacy, Training and Outreach Committee wish to include non-Council members on these committees, committee members may forward such recommendations to the Council Chair. Non-Council member committee appointments shall be made by the Council Chair.~~

- The Council Chair appoints Committee Chairs, Council officers, Committee members including non-Council members for all standing and ad hoc committees, except for the Nominating Committee
- If the State Plan Committee or the Advocacy, Training, and Outreach Committee want to include people who are not Council members, they may recommend those people to the Council Chair.
- The Council Chair makes all appointments of non-Council members to committees.

~~Non-Council members serving on Council committees will not be permitted to vote within the committee, nor at any full Council meetings they may attend, nor may they serve as the Chair or Vice Chair of any Council committee.~~
Non-Council members who serve on Council committees:

- May participate in committee discussions and activities.
- May not vote in committee meetings.

- May not vote at any full Council meetings they attend.
- May not serve as a Committee Chair or Vice Chair.

Section 15. ~~The Finance Committee shall consist of current members of the Executive Committee, and one or two additional Council members to serve "at large," appointed by the Council Chair. The Council Chair shall appoint the Committee Chair from among the members of the Executive Committee or from the "at large" membership of the Finance Committee. If the appointed Chair is not already seated as a member of Executive Committee, the Finance Committee Chair will also be a member of the Executive Committee. Non-Council members are ineligible to serve on this committee.~~

- The Finance Committee includes all current members of the Executive Committee, plus one or two additional Council members who serve "at large." These at-large members are appointed by the Council Chair.
- The Council Chair appoints the Finance Committee Chair. The Chair may be chosen from the Executive Committee or from the at-large members of the Finance Committee.
- If the appointed Finance Committee Chair is not already a member of the Executive Committee, they will become a member of the Executive Committee as part of their role.
- Only Council members may serve on the Finance Committee. Non-Council members are not eligible.

~~The duties of the Finance Committee shall be as follows: work with the Executive Director and Staff to coordinate the development of the annual budget prior to the start of the state fiscal year; recommend the annual budget for approval by the Executive Committee and Council; review and preliminarily approve periodic changes to the annual budget for subsequent approval of the full Council; review and preliminarily approve periodic financial reports for subsequent approval of the full Council; serve as board representative to internal and external auditors; review and temporarily approve fiscal policies and guidelines for subsequent approval of the full Council; present and make recommendation to the Council for the approval of preliminarily approved actions; and other duties as assigned or delegated to the Finance Committee by the Council.~~

The Finance Committee will:

- Work with the Executive Director and Council Staff to help develop the annual budget before the start of the state fiscal year.
- Recommend the annual budget to the Executive Committee and the full Council for approval.
- Review and give preliminary approval to periodic changes to the annual budget, before those changes go to the full Council for final approval.
- Review and give preliminary approval to periodic financial reports, before they go to the full Council for final approval.

- Serve as the Council's representative to internal and external auditors.
- Review and temporarily approve fiscal policies and guidelines, before they go to the full Council for final approval.
- Present and make recommendations to the Council on all items the Finance Committee has preliminarily approved.
- Carry out any other duties the Council assigns or delegates to the Finance Committee.

~~Although information may be exchanged, no action shall be taken at any Finance Committee meeting unless a quorum is present; a quorum being defined as a simple majority of the committee's membership.~~
No decisions can be made at a Finance Committee meeting unless a quorum is present. A quorum means more than half of the committee members.

Section 16. ~~The duties of the Nominating Committee are to slate the Vice Chair and Secretary on an annual basis, with the slate being presented to the Council at the fourth quarterly meeting each year. In addition, the Nominating Committee will meet as necessary to appoint Council representatives to outside committees, such as the Group Homes Advisory Committee and the Advisory Committee on Services to Persons with Developmental Disabilities. Non-Council members are not permitted to serve on the Nominating Committee.~~
The Nominating Committee will:

- Prepare a slate of candidates for the positions of Vice Chair, Secretary, and Parliamentarian each year.
- Present this slate to the Council at the fourth quarterly meeting.
- Meet as needed to appoint Council representatives to outside committees, such as:
  - the DDS Advisory Committee on Services to Persons with Developmental Disabilities
  - any similar external committees that require Council representation.

Only Council members may serve on the Nominating Committee. Non-Council members are not eligible.

Section 17. ~~The duties of the State Plan and Advocacy, Training and Outreach (ATO) Committees are to: meet at least quarterly to review progress of current and planned Council activities in each committee's workplan; approve any project scope of work to be done, work with staff to develop new agreements or invitations to bid as necessary; and develop and refine the Goals, Objectives and Activities in the State Plan and in the committee's workplan.~~

~~Although information may be exchanged, no action shall be taken at any State Plan or ATO Committee meeting unless a quorum is present; a quorum being~~

~~defined as a simple majority of the committee's membership.~~
The State Plan Committee and the Advocacy, Training, and Outreach (ATO) Committee will:

- Meet at least once each quarter to review progress on current and planned Council activities in their workplans.
- Approve the scope of work for any projects and work with Council Staff to develop new agreements or invitations to bid as needed.
- Develop and refine the Goals, Objectives, and Activities in the State Plan and in each committee's workplan.

No decisions can be made at a State Plan Committee or ATO Committee meeting unless a quorum is present in person. A quorum means more than half of the committee members.

Section 18. ~~Properly appointed Agency designees are authorized to participate and vote on the Council or Council committees on which their respective Agency representative is appointed, should that representative not be in attendance. Agency designees may not serve as the Chair or Vice Chair of a Council committee.~~
A properly appointed Agency designee may participate and vote in place of their Agency's representative at Council meetings or on Council committees where that representative is appointed. Agency designees may serve as the Chair or Vice Chair of any Council committee.

~~Should an Agency designee wish to serve on a Council committee that is not the committee to which their Agency representative is appointed, an appointment to a committee may be made by the Council Chair, consistent with these Bylaws. If such appointment is made, these Agency designees serve as non-Council members of a Council committee and thus may not vote within the committee, nor may they serve as a Committee Chair or Vice Chair.~~

- If an Agency designee wants to serve on a Council committee other than the one their Agency representative is appointed to, the Council Chair may appoint them, following these Bylaws.
- When serving in place of their agency representative, an Agency designee is considered a Council member for that committee.
- When appointed to a different committee, the Agency designee serves as a Non-Council member of that committee.
    - As non-Council members, they may not vote in that committee.
    - They may not serve as the Committee Chair or Vice Chair.

Article VII. COUNCIL STAFF

~~In accordance with federal law, the Council may hire staff sufficient to properly support~~

~~the implementation of the State Plan. Staff shall serve in the unclassified service and shall be consistent employees of the State of Oklahoma, at the pleasure of the Council.~~

~~At a minimum, the Council staff shall include an Executive Director, hired by the Council. The Executive Director, working with the Council, shall determine other staff positions necessary for the implementation of the State Plan and shall hire and supervise staff.~~
In line with federal law, the Council may hire staff as needed to support the implementation of the State Plan.

- The Council will hire an Executive Director.
- Working with the Council, the Executive Director will determine what additional Council Staff positions are needed to carry out the State Plan.
- The Executive Director is responsible for hiring, supervising, and managing all Council staff.
- All Council staff serve in the unclassified service and are employees of the State of Oklahoma. Staff serve at the pleasure of the Council.

ARTICLE VIII. COUNCIL MEETINGS

Section 1. ~~Regular and special Council meetings are called by the Council Chair, or, in their absence, the Vice Chair. Any eight Council members acting together may call a special Council meeting. Notice must be given to Council members in writing at least 48 hours before the scheduled time of the meeting and in such manner as to comply with the Oklahoma Open Meetings Act.~~

- Regular and special Council meetings may be called by the Council Chair or, if the Chair is unavailable, by the Vice Chair.
- Any eight Council members acting together may call a special meeting.
- Written notice must be provided to all Council members at least 48 hours before the meeting.
- All notices must comply with the Oklahoma Open Meetings Act.

Section 2. ~~The Council shall meet at least quarterly, and at such other times as the need arises in order to carry out its responsibilities. In addition to the quarterly meetings of the Council, the Council may meet over the course of a weekend annually for a planning retreat, at which time the State Plan will be written or amended. Council member attendance at all meetings is expected. Members are strongly encouraged to attend all regular and special meetings and the Council retreat. Members who fail to attend three consecutive meetings of the Council may be immediately disqualified by vote of the Council. Should a member be disqualified, the Governor's office will be notified and a replacement sought.~~

- The Council will meet at least once each quarter.
- Additional meetings may be held whenever needed to carry out the Council's responsibilities.

- The Council may also hold an annual weekend planning retreat, where the State Plan may be written or amended.
- Council members are expected to attend all meetings, including regular meetings, special meetings, and/or an annual retreat.
- Members who miss three consecutive Council meetings, in-person or virtual, may be disqualified by a vote of the Council.
- If a member is disqualified, Council staff will notify the Governor's office so a replacement can be appointed.

Section 3. ~~Although information may be exchanged, no business shall be transacted at a Council meeting unless a quorum is present; a quorum being defined as one-half of the current membership of the Council. Unfilled positions will not be considered part of the current membership. Within this quorum there must be at least one member with a developmental disability or an immediate family member or guardian of a person with a developmental disability.~~
No business can be conducted at a Council meeting unless a quorum is present in person. A quorum means one-half of the current Council membership. Unfilled positions are not counted when determining this number.

Within that quorum, there must be at least one member who has a developmental disability or an immediate family member or guardian of a person with a developmental disability.

Council members attending virtually do not count towards the quorum requirement.

Section 4. ~~All regular quarterly and special meetings of the full Council shall be open to the public in accordance with Oklahoma law. The Council retreat and most Council committee meetings are planning functions of the Council and will be held in accordance with the Oklahoma Open Meetings Act.~~
All regular quarterly and special meetings of the full Council are open to the public, as required by Oklahoma law.

A Council retreat and most Council committee meetings are planning functions of the Council and will be held in accordance with the Oklahoma Open Meetings Act.

Section 5. A simple majority of Council Members will determine the results of any vote taken in a meeting of the Council or Council Committee.

Section 6. ~~In accordance with the Developmental Disabilities Act, a Council member who does not represent a required state agency may designate, in writing, an authorized representative to attend a Council meeting if unable to attend. Such representatives should meet the same membership qualifications of the Council~~

~~member he/she will represent. The privilege of voting is not extended to these representatives. Authorized representatives do not count toward a quorum.~~
A Council member who does not represent a required state agency may, in accordance with the DD Act, designate an authorized representative in writing if they are unable to attend a Council meeting.

Authorized representatives must meet the same membership qualifications as the Council member they are representing.

These representatives may not vote and do not count toward a quorum.

Article IX. COUNCIL'S OPERATING YEAR

~~The operating year of the Council shall correspond to the Federal Fiscal Year, October 1 - September 30, or other fiscal year as established by the federal government.~~
The Council's operating year follows the federal fiscal year, which runs from October 1 through September 30, or any other fiscal year established by the federal government.

Article X. ROLE OF THE DESIGNATED STATE AGENCY (DSA)

The DSA provides administrative support to the Council as required by the DD Act and Oklahoma law.

Section 1. Council Contracts:

~~In implementing its State Plan, the Council, with the assistance of the DSA, may enter into contracts with public or private agencies or organizations according to purchasing and contracting laws and regulations of the State of Oklahoma. A majority vote of the Council or designated Council Committee is necessary to pursue such contracts.~~
To carry out its State Plan, the Council may, with help from its DSA, enter contracts with public or private agencies or organizations. All contracts must follow Oklahoma's purchasing and contracting laws and regulations.

A majority vote of the Council, or of a designated Council committee, is required before pursuing any such contract.

Section 2. Funding Controls:

~~All expenditure of funds under the Basic State Plan Grant shall be in compliance with the State Plan, written with the support of the DSA, and in compliance with the Developmental Disabilities Act. The DSA will assure compliance with state law and regulations pertaining thereto.~~

All expenditures under the Basic State Plan Grant must comply with the State Plan, which is developed with support from the DSA and must follow the requirements of the DD Act.

Section 3. Agreement between the DSA and the Council:

~~As permitted by federal law, the Council may enter into agreement for specific delineation of roles and responsibilities of both the DSA and the Council. Such agreement shall be signed by the Council Chair and the Director of the DSA.~~
As permitted by federal law, the Council may enter into a written agreement with its DSA that outlines the specific roles and responsibilities of both parties. This agreement must be signed by the Council Chair and the Director, or agency liaison, of the DSA.

Section 4. The Director of the DSA will appoint an official agency liaison to the Council. Such liaison shall have the authority to authorize action on behalf of the agency as requested by the Council.

Article XI. COUNCIL ADMINISTRATIVE DIRECTIONS AND INSTRUCTIONS TO COUNCIL STAFF

~~In addition to the Bylaws of the Developmental Disabilities Council of Oklahoma, the Council has several Administrative Directions and Instructions to Staff, including, but not limited to, staff positions, non-solicited proposals, grants, the preclusion of conflict of interest, contracting and payments procedure, cost reimbursement for Council members, travel assistance for non-council members, and conference sponsorship. These Administrative Directions and Instructions to staff provide further guidance for staff and Council members relative to Council business.~~
In addition to these Bylaws, the Council maintains Administrative Directions and Instructions to Council Staff. These documents cover topics such as Council Staff positions, unsolicited proposals, grants, conflict-of-interest requirements, contracting and payment procedures, cost reimbursement for Council members, travel assistance for non-Council members, and conference sponsorship.

These Administrative Directions and Instructions provide additional guidance to Council members and Council Staff on how Council business is carried out.

Article XII. ~~AMENDMENTS~~ CHANGES TO THE BYLAWS

~~These Bylaws may be altered, amended, or repealed and new Bylaws adopted by the Council at any regular or called Council meeting by a 2/3 majority vote of the Council members present, provided a quorum has been established. Proposed amendments to the Bylaws shall be sent to the members at least thirty business days prior to the meeting at which the proposed revisions will be considered.~~

These Bylaws may be changed or replaced at any regular or special Council meeting by a two-thirds vote of the Council members present, if a quorum has been established. Proposed changes must be sent to all Council members at least thirty business days before the meeting where the changes will be considered.

~~Approved July 28, 2023~~
Approved _____

_____
~~AJ Griffin, Chair~~
Kodey Toney, Chair