

MULTNOMAH COUNTY INTELLECTUAL & DEVELOPMENTAL DISABILITIES ADVISORY COUNCIL BYLAWS

Revised, June 25, 2026

[MULTNOMAH COUNTY INTELLECTUAL & DEVELOPMENTAL DISABILITIES ADVISORY COUNCIL BYLAWS](#)

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ARTICLE I - NAME

The name of this organization shall be the Multnomah County Intellectual & Developmental Disabilities Advisory Council.

ARTICLE II - PURPOSE

The Intellectual & Developmental Disabilities Advisory Council advises Multnomah County staff and administration responsible for planning and implementing services for children and adults experiencing intellectual and developmental disabilities, along with their families and support networks in Multnomah County.

ARTICLE III - DUTIES & RESPONSIBILITIES

The duties and responsibilities of the Council shall include, but not be limited to:

- Keeping updated on division policies and procedures, while providing feedback and opinions to the Multnomah County Intellectual & Developmental Disabilities Services

Division program (MCIDDSD) staff, along with the Department of County Human Services at Multnomah County (DCHS), and the MultCo Board of Commissioners.

- Providing a link to the community through advocacy, public information, educational activities, and networking.
- Identifying needs and establishing priorities for the IDDSD service delivery system in Multnomah County.
- Reviewing current services for effectiveness and quality to ensure the needs of the I/DD community are addressed.

ARTICLE IV - MEMBERSHIP

Section 1: Representation

- Membership shall not exceed 15 individuals.
- Members must represent advocates, professionals in the field, key referral sources, people experiencing an intellectual or developmental disability, and lay citizens in a balanced representation.
- Membership shall reflect the age, sex, ability, ethnic, cultural, and socioeconomic makeup of Multnomah County.
- Current employees and representatives of the Multnomah County Intellectual & Developmental Disabilities Division are ineligible for appointment to the advisory council.
- Individuals associated with contracted providers to MultCo DCHS are ineligible for appointment unless nominated by a provider association to represent the provider group.

Section 2: Appointment and Terms

- Members are appointed by and serve alongside members of the MCIDDSD executive leadership team.
- Members must belong to the residential or business community of Multnomah County.
- Terms are up to three years, beginning July 1 and expiring the last day of June.
- No person shall serve more than six consecutive years without a recommended exemption from the Department of County Human Services at Multnomah County.
- Vacancies due to resignation, expiration of term, or otherwise, shall be reported to the Multnomah County Intellectual & Developmental Disabilities Services Division for recruitment in the next term.
- New members shall receive an initial orientation in which they will review the MCIDDSD Advisory Council bylaws, required policy training, County values, public official ethics and responsibilities, and expectations of their role as a member of the advisory council. Members will review policies and disclose any conflicts of interest; this review will occur once per term of appointment, or as needs arise. Members must still abstain from voting on specific items where a conflict exists.
- In the event a Council member violates Multnomah County policy, MCIDDSD Executive Leadership will address the issue by notifying the member, requesting correction, or may

recommend resignation of the member. If resignation is the recommended resolution, the determination of MCIDDSD Executive Leadership will be final.

Section 3: Absences

- Members must endeavor to attend each meeting and alert the Council Chairperson and Multnomah County staff liaison in advance if attendance is not possible for a specific meeting.
- Upon three (3) consecutive or four (4) total absences in a year, a member may be requested to resign by MCIDDSD Executive Leadership.
- Failure to resume participation following notification results in an effective resignation at the conclusion of the next regularly scheduled meeting of the advisory council.

ARTICLE V - OFFICERS

Section 1: Officers

- Officers include a Chairperson, Chairperson Elect, and Secretary.

Section 2: Duties

- **Chairperson:** Presides over advisory council meetings, acts as a liaison to other councils, County staff and public agencies; they appoint work groups and assign tasks to work groups.
- **Chairperson Elect:** Performs duties in the Chairperson's absence.
- **Secretary:** A designated Multnomah County IDDSD staff liaison serves as a non-voting Secretary to assist with agenda development and ensure minutes are taken at all meetings and all records comply with Oregon Public Records Laws.

Section 3: Elections

- **Elections:** Officers are elected by a majority vote of those present at the meeting for one-year terms beginning July 1, expiring the last day of June or until their successors are elected, whichever is later.
- **Succession:** The Chairperson Elect will become Chairperson in the next term. If the Chairperson or Chairperson Elect become vacant between elections, the advisory council shall elect a successor to the vacant office at its next regular meeting. The successor shall hold the office for the remainder of the term.

ARTICLE VI - RULES OF PROCEDURE

Section 1: Quorum, Voting, and Recommendations

- **Quorum:** A simple majority of currently appointed members constitutes a quorum. If a quorum is not met, items may be discussed but not formally voted upon until a subsequent meeting or virtual poll for the members of the Advisory Council transpires.
- **Voting:** Will be conducted by voice vote called by the Chairperson; a majority vote of the quorum approves an item. Ties result in no approval. Conflicts of interest must be declared by a member prior to a vote. Upon disclosure, the Chairperson shall ask the member to abstain from voting.
- **Recommendations:** The Council may vote to refer matters to MCIDDSD Executive Leadership with or without a recommendation.

Section 2: Public Meetings Law

- All council meetings shall be conducted per Oregon Public Meetings Law (ORS 192.610 to 192.690); the Committee shall conform to the Open Meeting Law of the State of Oregon.

Section 3: Regularly Scheduled Meetings

- **Schedule:** Meeting intervals will be scheduled on a regular, approximate quarterly basis by Multnomah County IDSD staff. The day, time, and place may be determined by the council membership resulting from a majority vote of those present at a meeting. A required annual meeting every June must occur for the current Council members to vote in new officers and review new members. Any additional special meetings may be called as needed with one week's notice given by phone or email.
- **Agenda Formation:** The agenda will provide reasonable notice of the principal subjects to be considered during any regular, special, or emergency meetings of the Council. Issues of substance will be brought before the council members. Preliminary agenda formation for the next meeting will be developed through a process decided by the Council.

Section 4: Conflict of Interest

- There will be open discussion of situations which might involve conflict of interest on the part of council members. Members must abstain from voting on issues where there is a potential for direct benefit to themselves or their agency.

Section 5: Public Statements

- Members may not speak on behalf of the Council until a formal position is taken by the council.

Section 6: Robert's Rules of Order

- Procedures will be governed by [Robert's Rules of Order](#).

ARTICLE VII - AMENDMENTS

These bylaws may be amended by a majority vote of a quorum, provided members were notified 30 days prior and received the proposed amendments at least seven days before the meeting.