

# Commission on Autism Spectrum Disorder By-Laws

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## Article I Definitions

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1. The Term "Commission" refers to the Nevada Commission on Autism Spectrum Disorder.
2. The term "ADSD" refers to Aging and Disability Services Division.
3. The term "ASD" refers to Autism Spectrum Disorder.

## Article II Creation

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1. The Commission is created by Executive Order XX in 2008.

## Article III Purpose

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1. The purpose of the Commission is to address issues across the lifespan for people with ASD and their families. The Commission functions within the framework of the following vision, mission, and guiding principles.

Vision: All Nevadans living with Autism Spectrum Disorder will achieve optimal outcomes to reach their full potential.

Mission: The Nevada Commission on Autism Spectrum Disorder's mission is to provide leadership, oversight and legislative advocacy in support of Nevadans living with Autism Spectrum Disorder and their families.

Guiding Principles:

- A. Community Support: Nevada's communities will increase safety, acceptance and accessibility while being responsive to the needs of individuals with ASD and their families.
- B. Equal Access: Nevadans deserve equal access to comprehensive services across their lifespan so that they achieve optimal outcomes and a better quality of life for themselves and their families.
- C. Empowerment: Nevadans should be empowered to make informed decisions and take an active role in their outcomes through education on programs, services, advocacy and evidence-based treatments.
- D. Early Intervention: Nevadans found to be at risk for ASD deserve to start treatment and receive services at the earliest possible age.
- E. Self-Determination: All Nevadans with ASD have the right to self-determination and to choose their own home, community, employment, social and recreational activities, caregivers, direct support professionals and

goals, with the support of family and friends.

F. Applied Behavior Analysis: Applied Behavior Analysis (ABA) is a fundamental component of comprehensive services and should be implemented as recommended by the Behavior Analyst Certification Board (BACB) Guidelines.

G. Workforce: A sufficient, statewide, competent workforce is crucial to support optimal outcomes and quality of life for individuals with ASD.

H. Evidence-Based Practices: Professionals should utilize evidence-based practices with fidelity and regularly monitor the effectiveness of treatment to promote better outcomes and quality of life for the individual, family and Nevada's communities.

I. System of Care: The system of care must be comprehensive, responsive to the needs of individuals and families living with ASD, and ensure that the most effective treatment models and screening tools are utilized in Nevada.

J. Person-Centered Framework: Primary and secondary providers should deliver a coordinated, comprehensive and standardized system of care that embraces a person-centered framework throughout their lifespan.

## Article IV Duties

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1. The Commission shall:

A. Continue the work of the Autism Task Force by developing strategies to implement, to the extent possible, the recommendations made by the Task Force.

B. Submit to the Governor an annual report on or before December 31.

C. Advise and make recommendations to state agencies and the state legislature regarding needs across the lifespan of individuals with Autism Spectrum Disorder or other pervasive developmental disorders and their families, and the availability, delivery and coordination of resources meeting those needs.

D. Review available data from agencies in regard to Autism Spectrum Disorder.

E. Monitor programs serving individuals with Autism Spectrum Disorder and their families.

F. Participate in the development of policies affecting individuals with Autism Spectrum Disorder and their families.

G. Provide oversight to ensure evidence-based practices are being effectively implemented with fidelity by programs serving individuals with Autism Spectrum Disorder and their families.

## Article V Membership

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1. Voting Members - The Commission is comprised of 7 members who are appointed by the Governor, of which 5 are voting members.
  - A. Voting Members must consist of parents and professionals.
2. Non-Voting Members - The Commission is comprised of 7 members who are appointed by the Governor, of which 2 are non-voting members. The Commission may include non-voting members on any subcommittee the Commission may establish.
  - A. Non-Voting Members consist of the 2 members that are representatives of the state school districts.
3. Term of Appointment - The term for each member of the Commission is 3 years. After the initial term, a member may be reappointed.
4. Chairperson - The Governor designates the Chair and Vice Chairperson from the voting members of the Commission annually.
5. Subcommittees
  - A. The Commission shall establish subcommittees that focus on specific subject matters and make findings and recommendations to the full Commission.
  - B. The Commission chairperson selects the chairpersons and Commission members to serve on subcommittees.
  - C. The Commission may select non-commission members from interested individuals in the community, including subject matter experts, to serve on the subcommittee.

## Article VI Meetings

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1. The Commission will meet at least 8 times each year and at other times on the call of the Chairperson or a majority of the voting members.
2. The Chairperson of the Commission will approve the date and place of the meetings.
3. The meetings, including subcommittee meetings, are open to the public and subject to the requirements of the Nevada Open Meeting Law.
4. Commission and Subcommittee meeting attendance is mandatory unless excused prior to the meeting. If two unexcused absences occur per calendar year the voting members of the Commission will vote to remove the unexcused member and seek re-appointment by the Governor.

## Article VII Minutes

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1. The minutes will be kept by the Autism Commission support staff under the advisement of the Aging and Disability Service Division.

2. Preparation of Minutes - Minutes of the previous meeting are transcribed and made available for inspection by the public within 30-working days after the adjournment of the meeting.
3. Minutes of each meeting of the Commission are considered public record and will be maintained in the Offices of the Aging and Service Division.
4. Copies of the minutes of the previous meeting will be made available to Commission members prior to the next meeting.

## Article VIII Financial Reimbursement

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1. Members of the Commission serve without compensation and are not entitled to the per diem and travel expenses provided for state officers and employees generally.

## Article IX Rules of Order

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1. The Commission will generally follow, as a guide, the Roberts Rules of Order where such rules do not conflict with NRS and these bylaws.
2. The order of business at meetings will generally follow the sequence listed:
  - A. Call to order
  - B. Approval of minutes
  - C. Presentation of special reports
  - D. Reports of standing committees
  - E. Old business
  - F. New business
  - G. Announcements
  - H. Public input
  - I. Adjournment
3. Voting
  - A. There are 5 voting members on the Commission with each member having one vote.
  - B. A simple majority of the voting members of the Commission constitutes a quorum of the transaction of all business.
  - C. A majority of the voting members, in any matter within the scope of their duties, is required for the determination of any action to be taken.
  - D. The Chairperson will count and announce the results of the vote.
  - E. A vote is not effective until it is announced and may be changed up to the time of the announcement.
  - F. Proxy voting is prohibited.
4. Amendments to the Bylaws - The Bylaws may be amended or changed at any regular meeting by a majority of the voting members

of the Commission, if the proposed amendment or change was submitted, in writing, to members of the Commission and the Chairperson, at least 14-days before the meeting.