

BYLAWS – DRAFT

Washington Traumatic Brain Injury Strategic  
Partnership Advisory Council

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**Article I: Name/Authority**

The name of the organization governed by these bylaws is the Washington Traumatic Brain Injury Strategic Partnership Advisory Council also known as the TBI Council or, in these bylaws, as the Council. Authority for the Council lies in [RCW 74.31](#)

**Article II: Mission**

The mission of the Council is to advise and work in collaboration with the Washington State Department of Social and Health Services (DSHS) and other stakeholders to advise the Governor, the Legislature, and the Secretary of the Department of Social and Health Services on the best ways to create and provide an array of coordinated, accessible services and supports that promote optimal quality of life for all individuals with traumatic brain injury and their families. This mission will be initiated through the design and implementation of a Comprehensive Statewide Plan and pursued through ongoing comprehensive reports to the Legislature and Governor.

**Article III: Purpose**

The Council functions in accordance with RCW 74.31. Prevention and provision of appropriate supports and services in response to traumatic brain injury are consistent with the governor’s executive order No. 10-01, “Implementing Health Reform the Washington Way”, which recognizes protection of public health and the improvement of health status as essential responsibilities of the public health system. The Council provides advocacy, recommendations, and leadership to the DSHS to:

- A. Advise DSHS in the development of a comprehensive statewide plan to address the needs of individuals with traumatic brain injuries.
- B. Collaborate with DSHS to conduct a public awareness campaign.
- C. Provide recommendations to DSHS on the criteria in the selection of support groups for individuals with traumatic brain injuries, their families, and caregivers.
- D. Consult with DSHS to improve the statewide response to traumatic brain injuries incurred by domestic violence survivors.

## **Article IV: Membership and Size**

All members of the Council are appointed in accordance with WA State RCW 74.31 and include appointments by the Governor of the State of Washington and various Washington State Department Agency Secretaries, Directors, or their designees.

### Section 1. Size

The governing body of the Council is composed of no more than 25 members. Of those 25 members, 14 members are appointed by the Governor of Washington State based on recommendations provided by the Council after a review process. The remaining 11 members are appointed by designated State Department Secretaries or Directors.

### Section 2. Composition

The Council Shall include:

- A. Among the Governor appointed members (14), these are the designated positions:
  - a. A representative from a Native American tribe located in WA State.
  - b. Two representatives from nonprofit organizations serving individuals with traumatic brain injury.
  - c. An individual with expertise in working with children with traumatic brain injuries
  - d. A physician who has experience working with individuals with traumatic brain injuries.
  - e. A neuropsychologist who has experience working with person with traumatic brain injuries.
  - f. A social worker or clinical psychologist who has experience in working with person who have sustained traumatic brain injuries.
  - g. A rehabilitation specialist, who has experience working with person with traumatic brain injuries.
  - h. Two persons who are individuals with a traumatic brain injury.
  - i. Two persons who are family members of individuals with traumatic brain injuries.
  - j. Two members of the public who have experience with issues related to the causes of traumatic brain injuries.
- B. Among the Agency Members (11): The Secretary, Director or designee:
  - a. Department of Social and Health Services (DSHS)
  - b. Health Care Authority, Behavioral Health and Recovery
  - c. DSHS, Aging and Long-Term Support Administration
  - d. DSHS, Division of Vocational Rehabilitation

- e. Department of Health
- f. Department of Corrections
- g. Department of Children, Youth, and Families
- h. Department of Commerce with expertise in housing
- i. Washington Department of Veterans Affairs
- j. WA State National Guard
- k. Disability Rights Washington

### Section 3. Terms of Appointment

- A. The terms of Governor appointed Council Members shall be three years.
- B. The terms of Agency appointed Council Members shall be five years.
- C. The new appointee will begin at the time of appointment by the appointing authority.
- D. If a Council Member is Governor appointed to fill a vacancy, they can serve two consecutive full terms unless the appointment was made within six months after the position's designated start term date.
- E. If a Council Member is Agency appointed to fill a vacancy, they can serve two consecutive full terms.
- F. No member may serve more than two consecutive terms. All members can re-apply for another term before the expiration of their current term if they have not exceeded the terms limits.

### Section 4. Recruitment

In accordance with RCW 74.31, the Council shall be composed of members who provide statewide representation; who are from diverse backgrounds including but not limited to; ethnicity, LGBTQ+, socio-economic status, geographical, and are knowledgeable about traumatic brain injury.

- A. Council members are encouraged to reach out to their communities and networks to recruit potential council members.
- B. DSHS TBI staff will provide information on how to apply for Council membership on the TBI website and other appropriate materials such as monthly emailer and educational and awareness materials.

### Section 5. Vacancies

- A. Vacancies are created when a member of the Council completes a full term, resigns, or is removed from appointment. Any vacancy occurring in membership of the Council shall be filled in the same manner as the original appointment. The vacancy shall not affect the power of the remaining members to execute the duties of the Council.

- B. Governor-appointed members serve at the governor's pleasure and could be subject to removal by the Governor.
- C. Members resigning from their appointment should provide a written notice to the Governor's office and the Council.

## **Article V: Duties of the Council**

### Section 1: Duties

- A. The Council will bring their expertise to all council meetings and functions in the spirit of a shared vision of advocacy, engagement, and promotion of furthering the Council's mission.
- B. Council Members agree to abide by the bylaws, policies, procedures of the Council and Robert's Rules of Order, and the Governor's Board and Commission's Handbook.
- C. In partnership with DSHS staff, the Council will develop the bi-annual TBI Council Statewide Comprehensive Plan.
- D. The Council will review, advise, and provide recommendations to DSHS on functions related to RCW 74.31.
- E. Inability of Council Members to regularly attend Council meetings will result in recommendations to the Governor, State Department Agency Secretaries, or Directors for their removal from the Council. The Council written Attendance Policy provides additional guidance on meeting attendance.

### Section 2. Compensation and Expenses

- A. The Council is a volunteer council. Members of the Council may be reimbursed for the necessary expenses incurred in the performance of Council duties while appointed as a member of the Council, consistent with state law.
- B. Council member's travel, per diem, and stipends to related approved Council duties shall be reimbursed according to State policies and law.

## **Article VI: Executive Committee**

### Section 1. Executive Committee

- A. The Executive Committee is made up of Officers.
- B. Members of the Executive Committee shall comprise the following Officers (1) Chairperson, (2) Two Vice Chair positions: Vice Chair One and Vice Chair Two (3) non-voting Immediate Past Chairperson, and (4) non-voting TBI designated Staff person.

- C. Terms of Officers shall be completed at the conclusion of the last Council meeting of the calendar year, ending in the even year.
- D. The election of all three (3) Council Officers will occur at the last Council meeting of the calendar year ending in the even year.
- E. Officers shall serve a maximum of two terms (partial or full).
- F. Vacancies will be filled at the first Council meeting after the vacancy occurred.
- G. A Council Member elected to fill a vacancy shall serve until the end of the vacating Officer's term.

## Section 2. Executive Committee Duties

- A. A simple majority of the voting members of the Executive Committee shall constitute a quorum.
- B. In coordination with the TBI designated staff person, prepare agendas for all regular Council meetings.
- C. Act on issues requiring immediate attention which arise between meetings of the full Council and report actions taken at the next full Council meeting.
- D. Establish Committees as needed to complete activities.
- E. Assign Council members to serve on Committees.
- F. Monitor activity in all Committees and Council activities.
- G. Appoint non-Council members as needed to all Committees.

## Section 3. Officer Duties

- A. The Chairperson:
  - a. Will act as the official spokesperson of the Council.
  - b. Serves as ex-officio on all Committees.
  - c. Assign a Council member to be the Chair of any Committees.
  - d. Convene and preside at all Council meetings.
  - e. Convene and preside at all Executive Committee meetings.
  - f. Act as the liaison to the Governor's Office, DSHS, and all other State and local entities.
- B. The Vice Chairpersons shall:
  - a. Vice Chairperson will assume the duties of the Chairperson when the Chair is unable to perform those duties.
  - b. Vice Chairperson One will assume the office of the Chairperson for an unexpired term should the Chairperson be unable to complete their term.
  - c. Assist the Chairperson in coordinating various functions of the Council at the request of the Chairperson.
- C. The Immediate Past Chairperson may participate as:

- a. A member of the Executive Committee as a non-voting member for two years upon completion of term.
- b. Will generally act in an advisory capacity to the new Chairperson and Executive Committee.
- c. Assist with special projects and advise as needed.

#### Section 4. Succession of Officers

In the event that the Chairperson can no longer fulfill their duties, then the Vice Chairperson One replaces the Chairperson, Vice Chairperson Two will become Vice Chairperson One and the Council shall elect a Council member to fill the Vice Chairperson Two's vacancy at the next Council meeting. The same process applies if a Vice Chairperson can no longer fulfill their duties.

#### Section 5. Nomination, Election and Term of Office

- A. The Nomination Committee shall present a slate of Officer Nominees at the last Council meeting of the calendar year, ending in the even year.
- B. If there is a vacancy on the Executive Committee, the Nomination Committee shall present a slate of nominees for the vacant position at the next full Council meeting.
- C. The Nomination Committee shall make a reasonable effort to include a TBI survivor or caregiver among its Officer nominees.
- D. Candidates interested will inform the Chair of the Nomination Committee via email or phone at least two weeks prior to the Council meeting.
- E. Nomination for the Officers shall also be accepted from the floor.
- F. An officer may be re-elected for office after one year's absence following the officer's two consecutive terms in office.

### **Article VII: TBI Council Meetings, Quorum, and Voting**

#### Section 1. Regular Meetings

- A. The Council shall conduct regular meetings at accessible locations and/or on an accessible virtual platform.
- B. Meetings will be held on a regular basis as determined by the Council.
- C. All regular meetings will be open to the public and advance notice of meeting times, places, platforms will be given according to open public meeting laws.

#### Section 2. Quorum

A quorum for the regular meetings shall be a simple majority of the voting membership of the Council. The presiding officer will be included in determining a quorum. This count will include those present in the room, by phone or other means of access to the meeting.

### Section 3. Voting

- A. Each voting member of the Council shall have one vote and must be present to cast their vote. Members may be present by any alternative interactive participation such as conference call or other telecommunication device which has been arranged upon the member's request.
- B. Passage of a motion shall require a simple majority of those present.
- C. The presiding officer shall not cast their vote except to break a tie.
- D. All votes must be cast in public.

### **Article VIII: Committees**

- A. The Council has Committees to support the ongoing work of the Council. The Council may create committees for one or more specific tasks (e.g. Governance, Pathway, Public Policy, Public Awareness, Cultural Diversity Outreach, Outreach to Veterans, Comprehensive Plan development, etc.) and may have limited duties and period of existence of such committees.
- B. There are two types of Committees: Standing Committees and Ad-hoc Committees.
- C. The Chairperson, in consultation with the Executive committee, will appoint Council members to the identified Committee and the Chairperson will appoint the Chair of the said committee.
- D. Council members can volunteer to be on any committee and/or the Executive Committee will reach out to Council members to serve on the committee.
- E. Committees will perform the duties included in the policy and procedures and/or authorization by the Executive Committee.
- F. Committees are advisory in nature with the primary responsibility of making recommendations to the Council for consideration by the Council. They cannot make final decisions on behalf of the Council and must act only as explicitly authorized by the Council.
- G. Committees may, depending on their authorization, include people who are not Council Members but who have skills, experience and/or viewpoints that may be of use on such committees, however, the Chair of each committee shall be a Council member.
- H. The Committee Chair must notify and request appointments of non-council members with the Executive Committee before their participation on a committee. The Chair shall consider and respond to all recommendations in a timely manner.
- I. The Executive Committee may disband committees, which it deems no longer necessary for the purposes of the Council.

## **Article IX: Conflict of Interest**

- A. Council members are expected to hold a high standard of ethics. They will adhere to the Governor's Boards and Commissions handbook on ethics. It is extremely important that Council members avoid conflicts of interest, or the appearance of a conflict of interest.
- B. Council members can avoid conflict of interest problems by being aware of statutory restrictions, adhering to such restrictions, and by using good judgement and maintaining an appearance of fairness.
- C. If there is a discussion and/or voting on an item that a council member is or perceived of having a monetary gain or involved with either personally or professionally they will recuse themselves and abstain from participating in the discussion, influencing other Council members, and voting on the item set forth.

## **Article X: Accommodation**

The Council shall provide all reasonable accommodation for Council members to participate fully in council duties. This shall include but not limited to; accessible materials both written and digital, accessible virtual meetings, accessible buildings for in-person meetings, and language and sensory accessibility. The Council may utilize Universal Design principles.

## **Article X: Method of Amending Bylaws**

- A. Bylaws may be amended at regular Council meetings, provided the proposed amendment shall have been delivered in writing and in an accessible format to each Council member no less than 14 calendar days prior to the next Council meeting.
- B. Voting on proposed amendments shall be by roll call of those present and shall require two-thirds of the voting membership for passage. Successful amendments shall take effect immediately after the meeting is adjourned.
- C. No amendment may be adopted which is inconsistent with state regulations.

## **Article XI: Parliamentary Authority**

The rules contained in the latest version of Robert's Rules of Order shall govern the Council in all cases to which they apply and in which they are not inconsistent with the bylaws of this Council.