

WYOMING ACQUIRED BRAIN INJURY TASK FORCE BYLAWS

ARTICLE I - NAME

The name is the Wyoming Acquired Brain Injury Task Force. The Task Force is an active statewide advisory board that represents all stakeholders in the acquired brain injury (ABI) service system, reflecting and responding to the diverse needs of ABI survivors and their families.

ARTICLE II - PURPOSE

1. MISSION: Wyoming Acquired Brain Injury Task Force is dedicated to advocacy for improving the systems of care for persons with brain injury in Wyoming.
2. These Bylaws define the immediate role of the Wyoming Acquired Brain Injury Task Force.
 - Advocate for services for persons with brain injury.
 - Promote prevention and public awareness of brain injury.
 - Identify stakeholders that will benefit from the Task Force
 - Increase the expertise of the Task Force.
 - Define the most strategic way to implement a statewide plan for ABI services.
 - Adopt best practices of development, education, and involvement with consideration of cultural differences and special needs of the Task Force.
 - Establish the framework, composition, and mission of an ABI Advisory Board.

ARTICLE III - MEMBERSHIP

1. Eligibility: Membership shall be open to individuals whose professional, public or private lives have demonstrated their willingness to contribute to the mission of the Task Force.
2. Limit of Membership: There shall be a maximum of twenty (20) voting members, and an unlimited number of non-voting members. The voting members shall approve new voting member applicants through review of Letters of Interest.
3. Proxy Voting: Voting members may designate a representative among voting or non-voting members to act as their proxy on all voting matters before the Task Force. The proxy must be put in writing or in an email with this notice being given in advance of the meeting. The Task Force coordinator must be notified of the proxy before the start of the meeting.
4. Application for Voting Membership: When openings exist for voting members, candidates shall submit a letter of interest (application) to the Task Force Coordinator.

Membership will be solicited from a broad range of individuals and organizations with an interest in the goals and objectives of the Task Force. Applications will be taken from a statewide representation.

- Individuals with brain injury and family members.
- Providers of brain injury services.
- Cultural and ethnic groups.
- Consumer and survivor groups including but not limited to support groups
- Other groups as appropriate i.e. State agencies, other interested parties

The Task Force will review applications and candidates will be elected by a majority of those voting members present. All applicants will receive a written notification of confirmation from the Task Force Coordinator.

4. Composition of Voting Members: The Wyoming ABI Task Force voting membership includes:

- Individuals with brain injuries, families and caregivers,
- Lead agency representative, Department of Health Division of Developmental Disabilities,
- Protection and Advocacy,
- Brain Injury Association of Wyoming,
- Providers of brain injury services,
- Other interested parties i.e. DVR, Department of Education, VA, medical providers etc.
- Effort will be made to have representation from across the state.
- Effort will be made to limit each family or organization to a single voting position.

5. Paid Staff: The Task Force Coordinator is not an elected position and is a non-voting Task Force member, hired and paid by the Brain Injury Association of Wyoming to provide service to the Task Force. Duties of the Coordinator will include:

- Act as secretary to the Task Force.
- Accept letters of interest from Task Force applicants.
- Accept letters of resignation from Task Force members.
- Provide education and training to Task Force members.
- Assist the Task Force to strategically implement a statewide plan for ABI services.
- Other duties as assigned by the Task Force Chairperson.
- Other duties as assigned by the BIAW Executive Director.

6. Terms: Voting members of the Task Force may serve an indefinite number of years. As the purpose of the current Task Force is transitory in nature, membership will be redefined with the formation of the ABI Advisory Board.

7. Required Participation: The Task Force values its members' expertise and commitment to serve. Regular participation in Task Force activities is imperative for conducting business.

It is recognized that some circumstances may necessitate an occasional absence from meetings and activities. Voting members are expected to attend all meetings, and to contact the Coordinator if unable to do so. Furthermore, voting members are expected to participate, to the extent possible, in the activities of the Task Force. Chronic unexcused absences impede progress of the Task Force. Therefore, an unexcused absence from three (3) consecutive meetings within any given twelve month period without just cause will be considered grounds for dismissal. A voting member missing two consecutive meetings without just cause will be counseled by the Chairperson.

8. Vacancies: Vacant voting positions shall be filled at the next regular meeting of the Task Force in the same manner as original appointments.

9. Resignation: A written resignation shall be submitted to the Coordinator.

10. Removal for just cause: The Task Force as a group will determine a consistent pattern of absences, or other violations of the bylaws of the Task Force, on an individual basis, to determine just cause for removal from the Task Force.

11. Unexcused Absence: An absence from a scheduled Task Force meeting, without notification to the Task Force Coordinator, in advance of the meeting. Exceptions will be made for exceptional

circumstances beyond the control of the Task Force Voting Member. i.e. weather, medical emergency etc.

ARTICLE IV - OFFICERS

1. Officers: The officers of the Task Force shall be the Chairperson, Vice-Chairperson and Treasurer.
2. Election of Officers: The officers shall be elected by a majority vote of the Task Force and seated at the first regular meeting of the Task Force each year.
3. Terms of Office: The terms of all elected officers shall be for two (2) years. After leaving office for one year, a voting member may be re-elected for an additional term as an officer according to the regular election procedures.

4. Duties of Officers:

The Chairperson shall:

- Be a brain injury survivor or a survivor's family member.
- Preside at all meetings of the Task Force.
- Carry out the duties as may be assigned within these Bylaws.
- Serve in conjunction with the Task Force Coordinator as official spokesperson.
- Assign duties to Vice-Chairperson, Treasurer, Coordinator and Task Force members.
- Appoint committee leaders and assign duties to committees with Task Force Approval.

The Vice-Chairperson shall:

- Serve as Chairperson-elect in the event of the resignation or removal of the Task Force Chairperson, until the next voting meeting.
- Preside at all meetings of the Task Force not attended by the Chairperson.
- Solicit Letters of Interest for new Task Force voting members.

The Treasurer shall:

- Keep those financial records for the Task Force, which are not governed by the Department of Health Division of Developmental Disabilities.
- Report the Task Force's financial status at each Task Force meeting.
- Perform other duties as assigned by the Task Force Chairperson.

5. Secretarial duties for the Task Force shall be performed by the Task Force Coordinator.
6. Removal of Officers: Officers may be removed from office by a two-thirds (2/3) affirmative vote of the total Task Force voting membership. Proxy votes are allowable for such a vote. Voting for removal from office shall be based upon just cause. Just cause for removal of an officer might include: abandonment of duties, failure to attend the required number of meetings, conflict of interest, or for other reasons as brought to a vote by the membership at large.

ARTICLE V - MEETINGS

1. Meetings: The Board shall have at least 4 meetings per calendar year. Additional meetings are held as deemed necessary by the Chairperson. All meetings are open to the public and announced in advance. Meeting dates, time and locations will be agreed to by the Task Force members at large. Meetings may be held in person, via telephone, or by videoconference.

2. Minutes: The Task Force members at large will receive minutes of the previous meeting, an agenda and other materials for the next meeting at least ten (10) days before a scheduled Task Force meeting. The Coordinator must receive materials or agenda items 15 days before the scheduled meeting.
2. Special Committees: Ad hoc committees may be appointed by the Chairperson as appropriate.
3. Committee Membership: Standing committees and ad hoc committees will be appointed by the Chairperson with Task Force approval. General members and any other interested persons may be included on committees.
4. Removal of a committee Chairperson: Chairpersons of committees may be removed from office by the Task Force Chairperson with a majority vote of the voting members present at a full Task Force Meeting.
5. Quorum: A minimum of five (5) voting members must be present in order to conduct business. A quorum may be met with voting members present via telephone or video conferencing. A vote of a member by proxy, or a vote by telephone or video conferencing will be included in any count confirming a voting quorum.
6. Reimbursement: Task Force members at large may be reimbursed for reasonable and necessary expenses incurred in attending Task Force meetings or performing Task Force duties. Travel costs, including lodging, mileage, meals and incidental expenses, may be reimbursed at the rate set by the State for Wyoming employees, pending funding availability. Members at large will be notified in advance of meetings about reimbursement options for each meeting, so that they may plan accordingly.

ARTICLE VI - CONFLICT OF INTEREST

A Task Force voting member shall recuse him/herself from voting on any Task Force matter that would provide direct or indirect compensation to that member or his/her organizational affiliations.

An affiliation exists when a voting member, or close relative, is an officer, director, trustee, partner or employee, who owns shares or controlling interest, or receives any other substantial financial benefit.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended or repealed, and new Bylaws may be adopted, at any regular or special meeting of this Task Force by the affirmative vote of two thirds (2/3) of total voting members.

The proposed amendment or repeal must have been generally described in the notice of such meeting, which was disseminated to the Task Force at least 10 days in advance of the meeting date.

Any such changes, amendments or repeal become effective immediately upon approval by the voting members.

Date of adoption of Bylaws: _____

Voting Members Approving Adoption:

Title/Organization or Affiliation:
