

BYLAWS of the Utah Brain Injury Council

April 11, 2016

ARTICLE I NAME

The name of this organization shall be **The Utah Brain Injury Council**, referred to in these Bylaws as **UBIC**.

ARTICLE II MISSION

The mission of UBIC is to advocate for, facilitate, educate and guide the implementation of a permanent and sustainable statewide traumatic brain injury system.

ARTICLE III MEMBERSHIP

UBIC will be comprised of 25 to 35 members representing multiple constituencies. UBIC will strive for membership of at least 30% adults with TBI and family members of persons with TBI and at least 20% representation of diverse populations.

Members are expected to serve on UBIC for a term of 12 months. There is no limit on the number of terms an individual may serve on UBIC.

Members are required to serve on a UBIC Work Committee as defined in Article 6, Section 1.

ARTICLE IV MEETINGS

Section 1 **Number of Meetings**

UBIC shall meet at least four (4) times during the year during the months of January, April, July and October or as deemed necessary by the Chairperson of UBIC and agreed to by a majority of the membership.

Section 2 **Attendance at Meetings**

The UBIC Executive Committee will review meeting attendance. Any member of UBIC unable to participate without just cause will be contacted by a member of the Executive Committee regarding their interest to continue on UBIC.

ARTICLE V

OFFICERS

Section 1 Titles

UBIC shall have three (3) officers known as the Chairperson, Chairperson-Elect, and Secretary.

Section 2 Duties of Officers

A. Chairperson

The Chairperson shall be the principal executive officer of UBIC.

The Chairperson shall preside at all meetings of UBIC, as well as the UBIC Executive Committee meetings. The Chairperson will set the agenda items and approve the draft minutes prior to final approval by the remaining UBIC members.

The Chairperson or their designee(s) will report to the Coordinating Council for People with Disabilities at least annually.

The Chairperson will act as the spokesperson for UBIC, sign all documents as may be authorized by UBIC, and perform all other duties incidental to the office of Chairperson as prescribed by UBIC.

B. Chair-Elect

In the absence of the Chairperson, or in the event of the Chairperson's inability to serve, the Chairperson-Elect shall be empowered to perform the duties and functions of the Chairperson.

C. Secretary

The Secretary shall provide support to UBIC by attending Executive Council and UBIC meetings.

The Secretary will assist in the development of meeting agendas, take meeting minutes, and store agendas and minutes on the UBIC website.

The Secretary will be responsible for disseminating information to UBIC members, and assisting in the process of Officer Elections.

Section 3 Terms of Office

The Chairperson of UBIC shall serve for a term of one year.

The Chairperson-Elect shall be elected to serve for a term of two years. The first year the Chairperson-Elect will serve in that capacity as the Chairperson-Elect. The second year they will assume the full responsibilities of Chairperson.

The Secretary shall be elected for a term of one year.

Section 4 Elections

Elections shall be held at the last UBIC meeting of each calendar year (January through December) and the elected officers shall take office January 1ST of the next calendar year.

The Executive Council will serve as an election committee. The election committee will be charged with obtaining names of nominees from UBIC members during the month of October. The nominee names will be given to the Secretary who will electronically send the names to UBIC members. UBIC members are to submit their choice for officer no later than Dec. 15th to the secretary. Votes will be compiled by the Secretary and results given to the UBIC Chairperson. Results of elections will be stored for a period of one year by the Secretary.

Section 5 Voting

Election of UBIC officers shall be made by a simple majority of votes cast by the UBIC membership electronically.

Cast votes will be tallied by the UBIC secretary and results kept for one year.

Section 6 Vacancies

If a vacancy occurs in the office of Chairperson, the Chairperson-Elect shall immediately assume the office of Chairperson for the duration of the unexpired term and will have option to resume that office for the following calendar year. In the event that the Chairperson declines to serve in the capacity of Chairperson, the Chairperson-Elect will assume that office.

If a vacancy occurs in the office of Chairperson-Elect the Executive Council will appoint a temporary Chairperson-Elect to carry out the term of office if the remaining term to serve is less than 5 months. In the event the term of office is over 5 months an election for Chairperson-Elect will be conducted. The process for electing a new Chairperson-Elect under these circumstances will follow standard procedure.

If a vacancy occurs in the office of Secretary, a new Secretary shall be appointed prior to the next meeting. The person appointed shall serve out the unexpired term and has the option of serving the succeeding full year as Secretary. In the event the Secretary declines to serve in the succeeding year the Executive Council will appoint a Secretary.

Section 7 Removal of Officers

Officers may be removed from office by a three-fourths (3/4ths) affirmative vote of the UBIC membership during a scheduled meeting. Voting for removal from office shall be based upon just cause.

ARTICLE VI

COMMITTEES

Section 1 Committees

Standing committees will be responsible for forwarding the work of UBIC. The purpose of each committee shall be one of advice and recommendation to UBIC and shall have no power independent of UBIC.

Standing Committees may include, but not be limited to:

A. Executive Committee:

Composition:

The Executive Committee of UBIC, shall consist of the Chairperson, Chairperson-Elect, Secretary, and committee Chairpersons.

Duties:

The Executive Committee shall be charged with the responsibility of making recommendations and carrying out directives of UBIC. Any recommendations made, or directives carried out in good faith by the Executive Committee without prior approval of UBIC, shall be subsequently discussed at the next UBIC meeting to sustain the recommendation.

B. Work Committees

1. Education and Training:

The committee shall increase awareness and knowledge of brain injury, promote practices to decrease incidence of brain injury, and develop specialized training for professionals working with individuals with brain injuries through activities such as:

a. Increase access to rehabilitation and other services through expanded signs and symptoms of brain injury, and access to resource facilitation.

b. Provide Support to organizations such as Head Start, Utah Department of Education, Primary Children’s Medical Center, to embed TBI training into their training programs such as in-service training, and new employee trainings and encourage them to provide TBI information to staff and consumers.

c. Create uniform brain injury training for use throughout Utah. Create a statewide professional brain injury course that offers credentials on completion of the course, to increase the level of professional knowledge and working skills.

d. Gather TBI resources including current statistics to be used in trainings and reference materials.

e. Work collaboratively with the other sub-committees to support public awareness and community events.

2. Information and Resource:

The committee shall disseminate information and resources to the appropriate audiences through activities such as:

a. Increase the availability of employment rehabilitation, supported employment, and employment opportunities for individuals with brain injury through training supported employment providers, job coaches, employment counselors, and human resources directors for large employers.

b. Expand the number of community-based social, recreations, and support opportunities for children, adolescents, and adults with brain injury.
Increase access to rehabilitation and other services by coordination efforts with Utah’s Health Centers and their outreach and enrollment strategies to inform the public of available health insurance option through the Health Insurance Marketplace.

c. Website development, Social networking, development of a virtual resource center etc.

3. Sustainability & Community

The committee shall promote community and legislative initiatives that will provide for the support of a state wide brain injury system through activities such as:

a. Establish a Center of Excellence for Brain Injury- point of entry

- b. Improve and enhance the brain injury service delivery system through the State of Utah in the areas of 1) Information and Referral 2) Screening 3) Education and training 4) Resource facilitation with a focus on rural community needs.
- c. Provide education and training for policy makers, funding organizations, and other interested parties, by ensuring that brain injury issues are included in the agendas of existing statewide groups who educate policy makers and funding organizations.
- d. Identify and obtain additional fiscal support for the TBI fund and for the sustainability of the brain injury infrastructure, community supports, and services.
- e. Develop functional relationships that include Action Agendas with at least 10 agencies/entities providing services to Native American and Latino populations in Utah for individuals with brain injury and provide any requested information, training and technical assistance.
- f. Meeting with Legislative leadership, Identifying a “legislative champion” to sponsor an appropriation request, meeting with members of the Social Services Appropriations Committee or members of the Health and Human Services Standing Committee, Meeting with members of the Executive Appropriations Committee, Testifying before a legislative, and meeting with others as appropriate.

Section 2 Work Committee Chairpersons

Each committee shall have a chairperson or two co-chairpersons who are members of UBIC. The chairperson(s) of each committee shall be appointed by the UBIC Chairperson as needed with approval by UBIC members.

Section 3 Work Committee Membership

The size of each committee shall be determined by the committee’s chairperson(s). It is not necessary that members of the committees, other than the committee chairperson(s), be members of UBIC.

Section 4 Committee Term of Appointment

The term of appointment for each chairperson and member of a committee shall be a term of one year. Chairpersons and committee members may be re-appointed. There will be no limit on number of terms a committee chair may serve.

Section 5 Committee Meetings

The chairperson(s) of each committee shall develop an agenda and conduct committee meetings as necessary.

Section 6 Committee Meeting Minutes

Committees shall maintain written summaries of meetings and report to UBIC at each meeting or as requested.

Section 7 Removal of a Subcommittee Chairperson

Chairpersons of committees may be relieved of their responsibilities by the UBIC Chairperson with the approval of the UBIC membership.

Section 8 Ad Hoc Committees

The Chairperson of UBIC, with the approval of the UBIC membership may establish ad hoc committees as deemed necessary.

The chairperson of the work committee shall be responsible for the formation of any Ad Hoc committees deemed necessary.

The term of appointment for members of an ad hoc committee shall be for the duration of the committee's assigned work.

It is not necessary that members of ad hoc committees, other than the committee chairperson, be members of UBIC.

ARTICLE VII MISCELLANEOUS

Section 1 Quorum

A simple majority of the members of UBIC or the Executive Committee must be present in person or via phone at their respective meetings in order to conduct business.

Section 2 Conflict of Interest

No UBIC member shall knowingly participate in; the development of; review or deliberation of; advice on; or vote on any fiscal matter in which they, their family, business, employer, or professional affiliation may procure funds.

Section 3 Speaking on Behalf of UBIC

The primary person to speak on behalf of the UBIC shall be the Chairperson and/or Chairperson Elect.

No member may speak on behalf of UBIC before UBIC has adopted a position on an issue and has authorized that person as spokesperson for UBIC.

In the event of an emergency situation, the Executive Committee may convene an additional meeting to establish their response to the situation presented. The Executive Committee may select an individual to act as the spokesperson for UBIC.

Any recommendations made, or directives carried out in good faith by the Executive Committee without prior approval of UBIC, shall be subsequently discussed at the next UBIC meeting to sustain the action.

ARTICLE VIII

AMENDMENT OF BYLAWS

These bylaws may only be amended, in whole or in part, by a simple majority vote of UBIC membership present at a scheduled meeting.

Members must be notified, in writing, of proposed changes at least two weeks in advance of the meeting.