

Autism Spectrum Disorder Task Force Bylaws

Article I. Authority

The Autism Spectrum Disorder Task Force is established pursuant to § [50-06-32](#) of the North Dakota Century Code.

Article II. Task Force Responsibilities

Section A. Purpose

The purpose of the Autism Spectrum Disorder Task Force is to examine:

- a) Early intervention services
- b) Family support services that would enable an individual with autism spectrum disorder to remain in the least restrictive home-based or community setting,
- c) Programs transitioning an individual with autism spectrum disorder from a school-based setting to adult day programs workforce development programs
- d) The cost of providing services
- e) The nature of the extent of federal resources that can be directed to the provision of services for individuals with autism spectrum disorder

Section B. Responsibility

The Task Force shall develop a state autism spectrum disorder plan as required by § 50-06-32(3) of the North Dakota Century Code. It shall continue to review or otherwise amend the state plan as needed so that it best serves the needs of individuals with autism spectrum disorder.

Article III. Membership

Membership for the Autism Spectrum Disorder Task Force is set out at § [50-06-32](#) of the North Dakota Century Code.

Section A. Voting

Each of the seventeen members will have one (1) vote. Proxy votes are not permitted.

Section B. Attendance

All Task Force members are expected to be present at the quarterly Task Force meetings, unless excused prior to the meeting. Two back-to-back unexcused absences

from Task Force meetings over a twelve-month period shall result in the member's removal from the Task Force.

Section C. Member Information

If a Task Force member no longer wants to be on the Task Force, they must submit their resignation in writing to the Chair.

Section D. Speaking on Behalf of the Task Force

Members may not speak on behalf of the Task Force without express permission of the Task Force.

Article IV. Officers

The officers will be a Chair and pursuant to North Dakota Century Code § [50-06-32\(2\)](#) the director of the department, or the director's designee, shall serve as chair.

Section A. Duties of the Chair

1. The Chair will call the Task Force to meet at least quarterly.
2. The Chair will preside over all Task Force meetings.
3. The Chair will preserve order and regulate debate according to parliamentary procedure.
4. The Chair will establish subcommittees necessary to perform the work of the Task Force.
5. The Chair will be an ex-officio member of all committees and subcommittees.
6. The Chair, or the Chair's designee, will interact with outside agencies or entities on behalf of the Task Force.
7. The Chair will see that meetings are recorded, and the official minutes of all Task Force meetings are reported.
8. The Chair will maintain the Task Force and subcommittee member rosters.
9. The Chair will see that notices of all scheduled meetings of the Task Force are posted on the Secretary of State website and other appropriate sites.

10. The Chair, or the Chair's designee, shall provide an annual report to the governor and the legislative council regarding the status of the state autism spectrum disorder plan.
11. If the Chair is unable to attend a meeting, he/she will appoint a designee to preside over the meeting.

Article IV. Meetings

Section A. Meetings

1. The Task Force will meet in public session as frequently as required to perform its duties, but not less than four (4) times per year. A special meeting may be convened at the request of the Task Force Chair.
2. Written notice will be given for all meetings of the Task Force. For all regularly scheduled meetings, at least ten (10) days' notice is required.
3. A majority (one-half plus one) of the members of the Task Force will constitute a quorum. A quorum is required to take any formal action.
4. A majority vote will be required to take formal action. Majority is determined by the number of members present and voting at the time of the vote.
5. With permission of the Chair, non-committee members may address the Task Force.

Section B. Minutes of Meetings

The Chair will be responsible for maintaining an official copy of the approved Task Force minutes. The Chair of each subcommittee is responsible for maintaining meeting minutes.

Section C. Attendance

The Chair will record the attendance of all members at each Task Force meeting. The Chair of each subcommittee is responsible for recording attendance at their respective meetings.

Article V. Subcommittees

Section A. General Subcommittee Responsibilities

The Task Force Chair may appoint subcommittees to accomplish specific designated functions. All subcommittees shall meet as necessary to perform the duties and responsibilities of the subcommittee.

Section B. Subcommittee Management

Each subcommittee will include a minimum of two members from the membership of the Task Force.

1. The subcommittee membership will appoint the chair of each subcommittee.
2. The subcommittee Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to the Task Force Chair following the meeting.
3. In general, all issues brought before the Task Force may be referred to an appropriate subcommittee for review and recommendation before the Task Force takes action.
4. The Chair of each subcommittee will report the subcommittee's activities to the Task Force.

Article VI. Procedure

All meetings of the Task Force shall be conducted in accordance with the latest edition of Robert's Rules of Order.

Article VII. Amendment of Bylaws

Any proposed change to the existing bylaws shall be submitted in writing to the Task Force members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

Article VIII. Agenda

An agenda will be published by the Task Force Chair and provided to the Task Force members for all Task Force meetings. Task Force members are encouraged to recommend agenda items to the Chair.

Article IX. Conflict of Interest

All members of the Task Force are required to adhere to the laws of the State of North Dakota regarding conflicts of interest.

Article X. North Dakota Open Meetings Statute

All members of the Task Force and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Meetings that are detailed in § [44-04-19](#) et seq. of the North Dakota Century Code.

Article XI. North Dakota Open Records Statute

All members of the Task Force and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Records that are detailed in § [44-04-18](#) et seq. of the North Dakota Century Code.

These bylaws shall become effective on: 5/23/2022

Approved by the Task Force: 5/23/2022