

**WISCONSIN COUNCIL FOR THE DEAF AND HARD OF HEARING
BY-LAWS**

**ARTICLE I
Name**

The name shall be the Wisconsin Council for the Deaf and Hard of Hearing (formerly the Wisconsin Council for the Hearing Impaired).

**ARTICLE II
Purpose**

The purpose of the Council as an advocate shall be to provide advisory and consultative services to the Office for the Deaf and Hard of Hearing (formerly Office for the Hearing Impaired, formerly Bureau for the Deaf and Hard of Hearing). It may also provide advice related to significant decisions and actions of the Office for the Deaf and Hard of Hearing, Division of Long Term Care, Department of Health and Family Services. Where needed and/or requested, the Council may provide advisory and consultative services to governmental bodies, private groups or individuals.

**ARTICLE III
Membership**

Section 1. The membership of the Council shall consist of nine members appointed by the Governor of Wisconsin to serve staggered four-year terms.

Section 2. The Chair of the Council shall appoint a committee of three to have the responsibility to recommend, pending approval of the Council membership, potential members to the Governor in accordance with the criteria listed under Article III, Section 3. The list must be made available to the Governor by April for appointments for a term of four years so arranged that the terms of two or more members expire each year. No member shall serve more than two consecutive four-year, though any member filling an unexpired term may be eligible for two consecutive four-year terms. Terms of office shall begin at the September meeting.

Section 3. The Council shall, when appointments are pending, make recommendations to the Governor of members qualified to represent all deaf and hard of hearing citizens. The Council must be comprised of three (3) deaf, three (3) hard of hearing, one (1) deaf-blind and two (2) members at large. These members must include representatives from diverse professional and volunteer organizations working with the deaf, deaf-blind and hard of hearing communities, and also include parents(s) of deaf/hard of hearing children.

Section 4. The Director of the Office for the Deaf and Hard of Hearing or a designee of the Office together with

any others the Department desires, shall serve on the Council (*Ex Officio*).

Note: *Ex Officio* members are allowed to debate and discuss but are not counted as quorum members and are not allowed to vote.

Section 5. Should a position become vacant during a term, a suggestion for replacement shall be forwarded to the Governor's Office.

Section 6. The members attending the Council meetings and other necessary Council duties shall be reimbursed for actual and necessary expenses per state guidelines by the Office for the Deaf and Hard of Hearing. Necessary council duties other than quarterly Council meetings shall be approved by the Executive Committee if a quorum of the membership cannot be convened.

ARTICLE IV Officers and Duties

Section 1. The officers shall consist of a Chair, Vice-Chair and a Secretary. Officers elected in September shall serve one year and may be reelected for another one-year term. Members shall have at least one year's experience on the Council prior to election to office.

Section 2. The Chair shall act as presiding officer at the Council meetings. In the absence of the Chair, the Vice-Chair shall act as Chair. The Secretary shall

keep records of Advisory Council business and perform appropriate duties regarding Council proceedings. A designee from the Office for the Deaf and Hard of Hearing may serve as Secretary.

Section 3. An annual report will be prepared for the September meeting by the Council Secretary, approved by the executive committee and then submitted to the Secretary of the Department of Health and Family Services, Division of Long Term Care, and others as needed.

ARTICLE V Committees

Committees on communication, education/vocation, and general purpose issues shall be standing committees. The council Chair has the right to appoint members to special committees when the Council deems such committees necessary. At least one deaf or hard of hearing person shall serve on the executive committee. The executive committee may conduct emergency business which may be reviewed for approval by the Council.

Staff support for the committees shall be provided by the Department of Health and Family Services.

ARTICLE VI Meetings

Section 1. The September meeting shall be the annual meeting. The first business shall be to install new Council members. At the September meeting newly elected officers--elected by secret ballot--shall be seated

and assume their responsibilities. Persons receiving the highest number of votes shall be declared elected.

Section 2. The Council shall meet no fewer than four times per year on the second Thursday in March, May, September and December unless otherwise determined by a majority of votes of the Council.

Section 3. Special meetings may be called at the discretion of the Chair or at the request of five members as the situation demands.

Section 4. A majority of Council members shall constitute a quorum for the Council meetings. Any council vacancies and Ex Officios shall not be part of the current quorum.

Section 5. Meetings shall be open to the public and posted at least three weeks prior to the meeting.

Section 6. Requests for items to be included in the agenda shall be submitted to the Chair at least four weeks prior to the meeting. Prior to every Council meeting an agenda shall be distributed to each Council member. Public comment and presentation shall take place after all the Council's business has been completed unless other arrangements are made.

ARTICLE VII Parliamentary Authority

(Previously Section 6, Article VI) Meetings shall be conducted in accordance with Robert's Rules of Order, Newly Revised, Current Edition, in all cases which they are applicable, and in which they are not inconsistent with the Bylaws.

These By-Laws may be amended at any regular or special meeting by a 2/3 vote provided that a 30 day notice has been given.

1. Adopted June 30, 1981
2. Revised March 1992
3. Revised term "Office for Hearing Impaired" to "Wisconsin Office for the Deaf and Hard of Hearing," April 1996.
4. Revised May 1996
5. Revision October 1997
6. Revised March 1998
7. Revised May 1998
8. Revised June 2000; "Wisconsin Office for the Deaf and Hard of Hearing" became "Bureau for the Deaf and Hard of Hearing."
9. Revised March 2008; "Bureau for the Deaf and Hard of Hearing" became "Office for the Deaf and Hard of Hearing" and "Division of Supported Living" became "Division of Long Term Care."
10. Revised December 2012