



Maine Developmental Disabilities Council

COUNCIL BYLAWS 2025

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Maine Developmental Disabilities Council

ARTICLE 1: NAME

The name of this organization shall be the “**Maine Developmental Disabilities Council**,” hereinafter referred to as the “**Council**”

ARTICLE 2: AUTHORITY

This Council is established and operates in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) PUBLIC LAW 106–402—OCT. 30, 2000, 114 STAT. 1677*, and the State of Maine M.R.S.A. Title 34-B, Section B, Behavioral and Developmental Services, Chapter 17 §17001 Developmental Disabilities, Maine Developmental Disabilities Council. PL 2003, c. 417, §3 (NEW). PL 2003, c. 417, §4 (AFF). PL 2005, c. 137, §1 (AMD). PL 2005, c. 519, §BB1 (AMD). PL 2007, c. 152, §2 (AMD)*

ARTICLE 3: PURPOSE and MISSION

SECTION 3.1: Purpose

The Council is a partnership of people with developmental disabilities, family members, and state and local agencies and other organizations whose purpose is to engage in advocacy, capacity building, and systemic change activities which promote full inclusion of all people with developmental disabilities.

SECTION 3.2: Mission

The Council is committed to creating a Maine in which all people are valued and respected because we believe communities are stronger when everyone is included.

ARTICLE 4: RESPONSIBILITIES

The responsibilities of the Maine Developmental Disabilities Council are set forth in the Developmental Disabilities Assistance and Bill of Rights Act 2000, Public Law 106 – 402, Section 125 (c) Council Responsibilities. All members of the Council shall be active and involved participants, as described in Council policies and procedures.



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ARTICLE 5: MEMBERSHIP

Members of the Council shall represent the best interests of the Council, not necessarily the interests of the individual member or the member's organization.

SECTION 5.1: Composition

There shall be twenty-four (24) members on the Council representing the socioeconomic, geographic, disability, racial, ethnic and diversity of the state. The Council shall comply with the Developmental Disabilities Assistance and Bill of Rights Act 2000, Public Law 106 – 402, Section 125 as follows:

- A. Not less than 60% (15) of the membership of the Council shall consist of individuals who are people with developmental disabilities; parents or guardians of children with developmental disabilities; or immediate relatives or guardians of adults with developmental disabilities who cannot advocate for themselves. These members may not be employees of any state agency or be managing employees of any entity that receives funds or provides services under the DD Act. Of this category of membership, at least
 - i. 1/3 (5) shall be people with developmental disabilities,
 - ii. 1/3 (5) shall be parents or guardians of children with developmental disabilities, and immediate family members or guardians of adults with developmental disabilities who cannot advocate for themselves.
 - iii. 1/3 (5) may be a combination of both i. and ii.
 - iv. At least one of these individuals shall be a person with a developmental disability who resides or previously resided in an institution, or immediate relative or guardian of an individual with a disability, who resides or previously resided in an institution.

- B. The Council shall include one representative from each of the following agencies who impact the people with disabilities and their families. The representatives shall have sufficient authority to engage in policy planning and implementation on behalf of the department, agency or program represented.
 - i. The Agency administering/implementing the Rehabilitation Act of 1973.
 - ii. The Agency administering/implementing the Individuals with Disabilities Education Act.
 - iii. The Agency administering/implementing the Older Americans Act of 1965.
 - iv. The Agency administering/implementing the Maternal and Child Health Program, Title V of the Social Security Act.
 - v. The Agency administering/implementing the Medicaid Program, Title XIX of the Social Security Act.
 - vi. The University Center of Excellence in Developmental Disabilities (UCEDD).
 - vii. The Protection and Advocacy (P&A) System.

- C. The Council shall also include a representative from a local or non-governmental agency concerned with services for people with disabilities and a private, non-profit group concerned with services for people with developmental disabilities. The representatives shall have sufficient authority to engage in policy planning and implementation on behalf of the agency represented. MDCC prefers that the private non-profit be a statewide self-advocacy organization.



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SECTION 5.2: Appointments

- A. All appointments shall be made by the Governor in accordance with the DD Act, applicable state statutes, and these bylaws.
- B. Those members representing State agencies shall be appointed by the Governor on the recommendation of the Commissioner of the Department for which the agency represents.
- C. Members need to be reappointed by the Governor after each two-year term.

SECTION 5.3: Term of Office

The term of office for all members of the Council shall be (2) two years. Members may serve no more than three (3) consecutive terms or six (6) consecutive years. Members who have completed the maximum number of terms may be reappointed after one year of absence from the Council. A member may continue to serve following the expiration of their term until the Governor appoints that member's successor. Limiting the terms of office for members of the Council ensures that membership rotation is acknowledged by the DD Act Section 125(b)(2).

SECTION 5.4: Conflict of Interest

The Developmental Disabilities Assistance and Bill of Rights of 2000 Section 124 (5) (D) states that no member of the Council shall discuss or cast a vote on any matter that would provide direct or indirect financial benefit to the member or otherwise gives the appearance of a conflict of interest. The Councils' approved Conflict of Interest Policy is incorporated by reference into these bylaws.

SECTION 5.5: Vacancies

Members of the Council shall be deemed to have resigned from their position on the Council if any of the following events occur before the expiration of the term.

- A. Member Absences from Meetings
 - I. If a Council member misses three Council or Committee meetings in a row without an excused absence, this may be considered an unexcused absence and could affect their membership.
 - II. An Excused Absence means the member let the Council Co-Chairs (for Council meetings) or the Committee Chair (for Committee meetings) know before the meeting or as soon as possible after that they could not attend.
 - III. c. Absences due to good cause — such as illness or an emergency—must be approved in writing by the Co-Chairs or Committee Chair. A copy must also be sent to the Executive Director or their designee.
- B. A member's conviction of a felony. A member shall be deemed to have been convicted under this section when a trial court judgement is entered.
- C. The member assumes a position or responsibility that violates the Council's conflict of interest policy.
- D. The death of a member.
- E. The member's resignation
- F. The member ceases to be a legal resident of the state.
- G. Two thirds of the Council votes to recommend the member be removed by the Governor for violating Council policies.



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SECTION 5.6: Resignations

Members shall serve a designated term unless they resign. Any member may resign at any time by giving written notice to the Governor with a copy of the letter provided to the Co-Chairs and the Executive Director. The date of resignation shall be determined by the letter either immediately or on a specified date.

SECTION 5.7: Compensation and Expenses

Each Council member is eligible for reimbursement of allowable expenses for official Council business if those expenses are not covered by the member's employer or any other outside source. This may include, but is not limited to, expenses related to travel for attendance at Council meetings, committee meetings, official Council events and includes necessary and appropriate support services as confirmed in advance by the Executive Director or designated representative. Council members who receive no other form of compensation for time spent at Council meetings or at other functions for which they are designated by the Council Co-Chairs to serve as a Council representative may request a stipend consistent with Council policies. Members must comply with Council standards and reporting requirements to receive reimbursement and/or stipend.



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ARTICLE 6: MEETINGS

SECTION 6.1: Parliamentary Authority

- A. All meetings of the Council shall be conducted in accordance with Robert's Rules of Order.
- B. The Executive Director, or designee, shall serve as Parliamentarian. The Parliamentarian may provide impartial guidance on questions regarding the proper procedure for conducting the meeting per Robert's Rules of Order.

SECTION 6.2: Council Meetings

- A. There shall be at least four (4) regular Council meetings per year.
- B. The schedule of meetings for the upcoming year shall be determined by the Council at the final meeting of the fiscal year and published on the Council website.

SECTION 6.3: Special Meetings

Special meetings may be called by the Council Co-Chairs, a majority of the Executive Committee, the Executive Director, in conjunction with the Co-Chairs or by a written request of one third of the Council members. Only items specified on the special meeting notice shall be considered at a special meeting.

SECTION 6.4: Notice to Members

- A. Regular or special meetings of the Council shall be held at a place, date, and time designated by the Co-Chairs.
- B. Members shall be notified at least two (2) weeks prior to regular meetings by either mail, email or phone. Approved meeting materials shall be sent to members one (1) week prior to the meeting and posted on the Council website.
- C. Members shall be notified at least three (3) working days prior to special meetings.

SECTION 6.5: Open Public Meetings

All Council meetings, including committee meetings whether in-person or by remote participation, are open public meetings, therefore any gathering of three or more members outside of scheduled meetings to discuss Council business shall be avoided as it may be considered a violation of open public meetings rules. Any inadvertent gathering in-person or virtual where Council business was discussed shall be reported to the Executive Committee for purposes of proper disclosure.

- A. The State of Maine M.R.S.A. Title 1 §403 requires all Council and committee meetings to be open to the public. Executive Session Meetings can be entered, meeting all requirements of the State of Maine M.R.S.A. Title 1 §405. Public notice must be given for all meetings open to the public.
- B. The notice must include meeting time and location and agenda of items to be discussed at least (1) one week prior to the meeting. The minutes of the meeting must be available to the public. The minutes must include the date, time, place, members present, and all motions and votes for, against or abstention.
- C. The Council may decide to limit public comment to three (3) to five (5) minutes per individual.

SECTION 6.6: Quorum

- A. A majority of the voting members shall be thirteen (13) to constitute a quorum at full Council meetings. No official business where voting is required shall be conducted without a quorum. A



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quorum shall not include anyone who cannot participate due to a conflict of interest. If a quorum is not present at a Council meeting, the Council members present may adjourn the meeting within 15 minutes of the Call to Order or continue to discuss agenda items not requiring a vote until a quorum is present.

- B. A quorum for each Council standing and ad hoc committee shall be a simple majority of the appointed members of the committee.

SECTION 6.7: Voting Rights of Members

- A. If a quorum is met voting at full Council meetings shall be done through the parliamentary process. Each member shall have one (1) vote. Voting by proxy shall not be permitted, except for those members designated in Article V, Section 1 (b). These members may designate an alternate to attend meetings. Alternatives shall have the authority to vote on issues if a conflict of interest does not exist. Alternatives shall make it known to the Co-Chairs at the beginning of the Council meeting that they are representing said member for this meeting.
- B. At least (2/3) two-thirds of the Council must vote in the affirmative for a motion to carry when an electronic vote is taken by the Council between regular Council meetings. Written confirmation from each member is required.

SECTION 6.8 Executive Session

- A. At any time during a regular Council meeting, the Council may go into an Executive Session to discuss confidential administrative issues related to the Council, such as personnel issues and other pertinent or sensitive information related to the Council.
- B. A motion must be made and seconded to go into the Executive Session. Maine Open meeting law requires a publicly recorded affirmative vote of 3/5 of the Council members present to convene an executive session. The motion must state the precise "nature of the business" for the Executive Session.
- C. It shall be the Co-Chairs' responsibility to ensure that only that business for which the session was called shall be discussed, and that no official action shall be taken. Decisions made during an Executive Session must be made public.
- D. Attendance in Executive Session is limited to Council members. The Executive Director, other Council staff and/or legal counsel may be requested to attend the Executive Session when approved by the Council to provide additional information if appropriate. If any person, including the Executive Director, is accused of charges, complaints, or allegation of misconduct they must be permitted to be present consistent with Title 1 Section 405.
- E. Minutes may be taken during the Executive Session and are exclusively shared with those Council members present at the session.



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ARTICLE 7: OFFICERS

SECTION 7.1: Officers

The officers of the Council shall be two (2) Co-Chairs, and a Treasurer elected from among the self and family advocate members pursuant of the Developmental Disabilities Assistance and Bill of Rights Act 2000, Public Law 106 – 402, Section 125 (b) Council Membership. These officers shall perform the duties described in these bylaws.

SECTION 7.2: Election of Officers

Election of Officers shall occur once every two (2) years. The election shall be held during the final meeting of the fiscal year. Only self and family advocate members shall be eligible to hold an officer position.

SECTION 7.3: Voting Procedures

Election of Council officers, unless otherwise stated in these bylaws, shall be by ballot at the second to the last meeting of the fiscal year.

SECTION 7.4: Term of Office

The Co-Chairs and Treasurer shall be elected for a term of two (2) years. Individuals elected to these positions may serve no more than three (3) consecutive terms. The term of office shall begin the first day of the new fiscal year.

SECTION 7.5: Vacancies

A vacancy of an unexpired office shall be filled by special election at the next regular meeting of the Council by the vote of members present at the Council meeting at which a quorum is present. Officers so elected shall serve for the remainder of the vacated term.

SECTION 7.6: Duties of the Officers

A. Co-Chairs

The responsibilities of the Co-Chairs shall include but are not limited to the following:

- i. Preside over all Council meetings
- ii. Provide leadership to the Council
- iii. Schedule and call all meetings of the Council
- iv. Serve as Co-Chairs of the Executive Committee
- v. Serve as ex officio member of all standing committees
- vi. Appoint the chair and members of all standing and ad hoc committees except the Finance Committee where the Treasurer shall be the Chair.
- vii. Call special meetings, as deemed necessary
- viii. Work in close partnership with the Executive Director
- ix. Represents the Council at official functions
- x. Supervise and coordinate an annual evaluation of the Executive Director



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B. Treasurer

The responsibility of the Treasurer is to act as the primary financial officer for the Council. Additional responsibilities include but are not limited to the following:

- i. Serve as the Chair of the Finance Committee
- ii. Review financial reports at least quarterly
- iii. Present financial reports to the Executive Committee and ensure that appropriate reports are presented to the full council.

SECTION 7.7: Removal of Officers

If an Officer of the Council fails in their duties or if cause is deemed to exist as stated in these bylaws the action to remove said officer shall be in accordance with the following procedure:

- A. A Council member or group of Council members must submit written notification in person, by email or by registered mail to the Co-Chairs from Council member(s) describing the specific cause why they seek removal of the officer in question. If the complaint is about one of the Co-Chairs the written notification shall be sent to the Executive Director.
- B. The Executive Director shall notify the officer charged by registered mail or email within two (2) working days of receiving the charges. Any officer so notified shall have ten (10) working days following receipt of the notification of the charges to respond in writing to the Council member(s) and provide a copy of the response to the Executive Director. Within ten (10) working days of receiving the response from the charged officer, the Council member(s) shall notify the Executive Director as to whether they still wish to request removal of the officer. If the Council member(s) are satisfied with the officer's response that no sufficient cause exists, the matter shall be closed with written notice to the Executive Director and to the officer.
- C. If the Council member(s) requesting removal are not satisfied with the officer's response and that they still wish to seek removal of the officer, they must notify the Executive Director in writing within ten (10) working days of receipt of the officer's response. If no written response from the Council member(s) requesting removal is received by the Executive Director within ten (10) working days after the officer provides their response to the charges, the matter shall be deemed closed, and no further action shall be taken.
- D. If the Officer fails to respond within ten (10) working days of receipt of the charges, the Executive Director shall put the issue on the agenda at the beginning of the next Council meeting and inform the Council members as to the purpose of the agenda item. Written charges shall be distributed and reviewed at the meeting of the Council.
- E. If a quorum is met a two-third (2/3) vote of the Council shall be required to remove an officer. The removal does not affect the term as a member of the Council.
- F. Cause shall be deemed to exist if an officer:
 - i. Fails to attend 3 consecutive regular meetings.
 - ii. Engages in conduct that involves a conflict of interest.
 - iii. Actions unbecoming an officer as specified in these bylaws.



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ARTICLE 8: EXECUTIVE COMMITTEE

SECTION 8.1: Authority

The Executive Committee has the authority to act on behalf of the Council between council meetings. Actions taken by the Executive Committee are subject to ratification by the full Council.

SECTION 8.2: Responsibilities

- A. Exercise the governance of the Council subject to the bylaws.
- B. The Co-Chairs provide general supervision to the Executive Director.
- C. Ensures the completion of an annual evaluation of the Executive Director, with the required input of the full council.
- D. Report to the Council on the Executive Committee work and actions.
- E. Appoint all Chairs of all standing and Ad Hoc committees except for the Finance Committee, the Treasurer shall be the Chair of the Finance Committee.
- F. Monitor the progress of all Standing and Ad Hoc Committees.
- G. Assist in preparing the agenda and other materials for Council meetings.

SECTION 8.3: Composition

- A. The Executive Committee of the Council shall consist of five (5) citizen members, the three (3) officers, including the two co-chairs and the treasurer, and two general membership seats. Each member of the Executive Committee shall be elected by a majority of the voting members of the Council.
- B. The Executive Director shall be an ex officio member of the Executive Committee, with no voting rights.

SECTION 8.4: Terms of Office

- A. The term for the three (3) officers shall be two (2) years.
- B. The term for the two (2) general membership seats shall be one (1) year.
- C. All terms for the five (5) members shall begin on September 1st and end on August 30th, allowing the incoming Executive Committee members to be prepared for the new fiscal year starting October 1st.
- D. A general council member is not eligible to serve as a member of the Executive Committee until said member has attended at least two full Council meetings.

SECTION 8.5: Voting

Only officers of the Executive Committee are eligible to vote, this includes the two co-chairs, the treasurer and two general citizen members.

SECTION 8.6: Quorum

Three (3) members of the Executive Committee shall constitute a quorum.

SECTION 8.7: Vacancy

A vacancy on the Executive Committee shall be filled by a Council member per ARTICLE 9, Section 5 of these bylaws.



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SECTION 8.8: Meetings

- A. The Executive Committee shall meet at least 4 (four) times per year, to coincide with the 4 (four) Council meetings.
- B. Special Meetings of the Executive Committee may be called by the Council Co-Chairs or at the request of a majority of the Executive Committee members or at the request of the Executive Director through the Co-Chairs.

SECTION 8.9: Removal

Any member of the Executive Committee may be removed by ARTICLE 7, Section 7.7.



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ARTICLE 9: EXECUTIVE DIRECTOR

SECTION 9.1: Appointment

The Council, in accordance with the DD Act and the State of Maine Labor Laws, shall hire an Executive Director who shall be supervised by the Executive Committee Co-Chairs.

SECTION 9.2: Responsibilities and Duties

- A. It is the Executive Director's responsibility to execute Federal and State mandates and to facilitate Council actions. The Executive Director shall serve as a professional resource to the Council and assure that its members are fully informed regarding all pertinent issues and assure that all applicable Federal and State procedures and regulations are carried out. The Executive Director shall direct the day-to-day operations and business of the Council consistent with the direction and policies established by the Council.
- B. The Executive Director shall hire, dismiss, supervise, and evaluate all personnel, according to federal and state hiring laws, necessary for the purpose of carrying out the mission, duties, and responsibilities of the Council.
- C. The Executive Director shall assign duties to the Council staff. The Executive Committee, designated state agency, other agencies, state offices, or other individual council members are not permitted to assign duties to the Council staff without the prior approval of the Executive Director.
- D. The Executive Director shall prepare the annual budget, who shall present it to the Executive Committee, which shall then present its recommendations to the full Council for approval. The approved budget shall comply with all applicable Federal and State fiscal requirements.
- E. The Executive Director shall serve as an ex officio member of the Executive Committee.

SECTION 9.3: Contract

- A. The individual selected for the position of Executive Director and the Council Co-Chairs shall sign a "Contract for Employment".
- B. The Contract for Employment shall be signed every two years.

SECTION 9.4: Removal

- A. Action to remove the Executive Director of the Council shall be conducted in accordance with the signed contract and applicable state laws.
- B. The Executive Committee of the Council may recommend the removal of the Executive Director during a regular or special meeting. This recommendation shall be taken to the full Council during a regular or special meeting for discussion and action.
- C. Prior to dismissal the Executive Director has the right to hear and defend the accusations with the option of legal counsel present.
- D. A 2/3rds vote (16 members), of the full Council shall be required to remove the Executive Director.



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ARTICLE 10: COMMITTEES

SECTION 10.1: Authority

- A. All committees except the Executive Committee shall be advisory in nature and shall not have the power to bind the Council except when specifically authorized by the Council to do so. Recommendations made by the committees shall be presented to the Council for adoption in the form of a motion.
- B. All Committee meetings shall be open to the public per ARTICLE 7, Section 5.
- C. Unless otherwise specified in these bylaws, the Co-Chairs and the Executive Director of the Council or their designee shall serve as ex officio, without a vote, on all committees, except the Nominating Committee.

SECTION 10.2: Standing Committees

- A. Standing committees are a permanent part of the Council's structure. At all times there shall be three (3) standing committees of the Council.
 - i. Finance Committee
 - ii. Nominating Committee
 - iii. Membership Committee
- B. The Chair and members of each of the standing committees shall be appointed by the Council Co-Chairs.
- C. The Committee Chair shall set the agenda of each committee meeting.
- D. It is a value of the Council to promote leadership opportunities, therefore the Chair and members of the standing committees shall be members of the Council who are citizen members.
- E. It is expected that committees shall make decisions that are broadly supported by the committee members.
- F. A vacancy on any committee shall be filled by the Council Co-Chairs at the next available Council meeting.
- G. The charge of these committees shall be as follows:
 - 1. Finance Committee
 - a. The composition shall be comprised of the Treasurer who shall serve as Chair and at least two (2) council members.
 - b. Responsibilities
 - i. Assist the Executive Director in the development of the Council's annual budget
 - ii. Review the Council's operating budget at least three times a year in accordance with Federal, State and Council policy
 - iii. Provide financial reports to the Executive Committee and the Council
 - iv. Support the Executive Director in Council long-term financial planning
 - v. Support the Executive Director in setting budget priorities for allocation of dollars



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2. Nominating Committee

- a. The composition shall be composed of a chair and at least three (3) council members. The chair of the committee shall not be a member of the Executive Committee.
- b. Responsibilities
 - i. Council Member Nominations
 - a. Seek recommendations for membership to the Council.
 - b. Process applications to ensure that the applicant is qualified according to Federal mandates and Council policy.
 - c. At least annually, conduct an audit of membership and coordinate with the Governor.
 - d. Ensure that membership is consistent with all applicable Federal mandates.
 - ii. Executive Committee Officers Nominations
 - a. Solicit from the current citizen members appointed by the Governor to the Council who are qualified to run as officers of the Executive Committee.
 - iii. Executive Committee General Member Nominations
 - a. Solicit from the current citizen members that are appointed by the Governor to the Council to serve as a general member of the committee.

3. Membership Committee

- a. The composition shall be composed of a chair and at least three (3) citizen council members.
- b. Responsibilities
 - i. Retention of current members.
 - ii. Mentor new members by matching a new member of the Council with a seasoned member of the Council.
 - iii. Review and update the Membership Orientation Handbook.
 - iv. Coordinate and facilitate, with the Executive Director, orientation training to members.
 - v. Identify Council members' needs and make recommendations to the Executive Committee on ways to meet those needs.
 - vi. Keep membership informed of Council resources and services.
 - vii. Welcome new members and encourage participation in the Council.
 - viii. Work with members who miss two consecutive meetings to discern continued involvement in the Council.
 - ix. Plan and engage in activities designed to support Council members to fulfill membership expectations.



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SECTION 10.3: Ad Hoc Committees

- A. Ad Hoc Committees are created by the Executive Committee to perform a specific task or to address a specific issue. Ad Hoc Committees are time limited and are dissolved or disbanded when the issue is mitigated.
- B. The Co-Chairs shall appoint a chair and members.

Individuals who are not members of the Council may serve on Ad Hoc Committees to serve as experts to address the specific task or issue at the discretion of the Executive Committee.

ARTICLE 11: FISCAL YEAR

The fiscal year of the Council shall be October 1 through September 30, or the fiscal year established by federal law.

ARTICLE 12: DESIGNATED STATE AGENCY

In accordance with Maine Public Law 2006, Chapter 519, the Maine Department of Administrative and Financial Services (DAFS) shall serve as the Designated State Agency for the purpose of the Federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402.

As the designated state agency, the Department shall meet all requirements specified in 42 United States Code, Section 15025(d) but may assume no liabilities in connection with the receipt of federal funds for the purpose of disbursement to the council.

The Department of Administrative and Financial Services shall provide administrative support services to the Council as defined through contractual relationship or Memorandum of Understanding. The relationship between the designated state agency and the Council, and their mutual responsibilities and obligations, shall be those described in the federal developmental disabilities' legislation, regulations and program guidelines.

The Council shall perform periodic reviews of the Designated State Agency to ensure that the designation continues to act on behalf of the Council per 45 CFR 1386.24. The review shall take place every four (4) years.



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ARTICLE 13: BYLAWS

SECTION 13.1: Review

The bylaws shall be reviewed at least every five (5) years to coincide with the State Plan. The bylaws shall be reviewed by the full Council or by a special ad hoc committee appointed by the Executive Committee.

SECTION 13.2: Amendments

The bylaws may be amended, revised, suspended, repealed or adopted by the Council at any regular or special meetings by a two-third (2/3) vote of the members present provided a quorum has been met. Proposed changes to Council bylaws shall be submitted to each member at least two (2) weeks prior to the vote. Changes to the bylaws may originate by one of the following methods:

- A. The Executive Committee
- B. Member(s) of the Council, and
- C. A recommendation from Council staff in response to changes in Maine law, or changes or corrections made in accordance with Federal Law or Regulations for Councils in the DD Act.

SECTION 13.3: Date of Amendment

- Amended and approved May 21, 2025