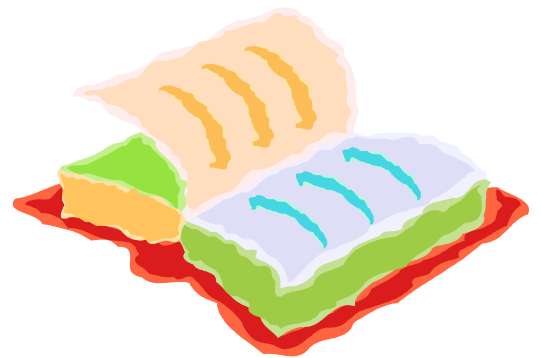




# Council Member Guide

For people serving or interested in serving on a Council on Developmental Disabilities



This guide will help you understand the job of a Council Member.

This product was developed in 2007-2008 through funding provided by the Administration on Developmental Disabilities; Technical Assistance Grant for DD Councils Contract # HHSP23320062921YC

## What is the purpose of a Developmental Disabilities (DD) Council?

Acronym Alert: **Acronyms are initials that stand for a certain word.**

- DD means Developmental Disability
- ADD means the Administration on Developmental Disabilities

The purpose of the Council is to help people with developmental disabilities to use self-determination, be independent, be productive and be integrated and included in all parts community life. Councils on Developmental Disabilities are located in every State and Territory. Council members serve as volunteers and are appointed by the state governor to represent and advocate for people with developmental disabilities.

Before the first passage of the Developmental Disabilities Act in 1970, families received almost no help, children could not attend schools, and many people were sent to State institutions for life. During the past 30 years, Councils have helped to bring about some remarkable changes.

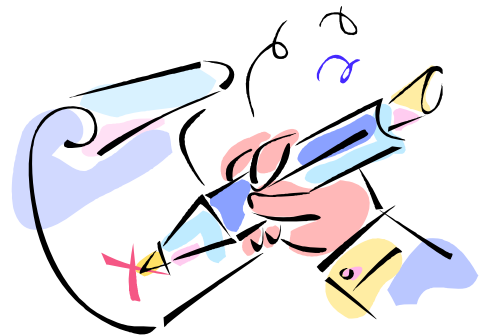
## What is the Developmental Disabilities Act (DD Act)?

Acronym Alert:

MTARS mean Monitoring and Technical Assistance Review System

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 Public Law 106-402 (usually called the DD Act) is federally implemented by the Administration on Developmental Disabilities.

Title I in the DD Act explains the function of a Council. This title says that Councils must agree that people with developmental disabilities and their families take part in the design of and have access to needed community services and individualized supports. These include other forms of assistance that promote self-determination, independence, productivity, integration and inclusion in all parts of community life.



## **Main beliefs in the DD Act (PL 106-402)**

***Independence*** – to have control

***Productivity*** – to work or make other contributions to a household or community

***Integration*** – to have the right to the same opportunities, services, and community resources as other people

***Inclusion*** – to fully take part in learning, living, working, and other community activities

ADD develops program regulations and provides technical assistance and guidance to state programs.

ADD Central office staff is assigned to assist Councils; these staff members are available and helpful. If a Council needs help from ADD, they are just a phone call away!

Annually, ADD sponsors a Technical Assistance Institute for Councils on Developmental Disabilities through the Technical Assistance contract.

All State plans and fiscal and program reports are submitted to and approved by ADD.

This information is used to develop reports to Congress.

From time to time, ADD visits a Council and uses the Monitoring and Technical Assistance Review System (MTARS) to assure compliance and accountability.

### **[Administration on Developmental Disabilities Contact Information](#)**

**[Public Information Number for ADD is 202-690-6590](#)**

## What is the Council's relationship with the Administration on Developmental Disabilities (ADD)?

### Acronym Alert:

- UCEDD means University Centers for Excellence in Developmental Disabilities Education
- P & A means Protection & Advocacy System
- DHHS means The United States Department of Health and Human Services
- ACF means Administration on Children and Families
- U.S. means United States

The Administration on Developmental Disabilities (ADD) is the federal agency for the DD Act Programs. ADD provides funding and oversight of State Councils on Developmental Disabilities, Protection & Advocacy Systems (P&A's), and the University Centers for Excellence in Developmental Disabilities Education (UCEDD's), Research and Service.

### ADD's place in Federal Government:

The Department of Health and Human Services (DHHS) is the United States (U.S.) government's main agency for protecting the health of all Americans and provides essential human services, especially for those who are least able to help themselves.

HHS includes more than 300 programs. One of the agencies in the Department of Health and Human Services is the Administration on Children and Families (ACF).

ACF is responsible for some 60 programs that promote the economic and social well-being of children, families and communities.

The Administration on Developmental Disabilities (ADD) is the U.S. Government organization responsible for seeing that the Developmental Disabilities Assistance and Bill of Rights Act of 2000, known as the DD Act, is put into action. ADD, its staff and programs, are part of the Administration for Children and Families, of the U.S. Department of Health and Human Services.



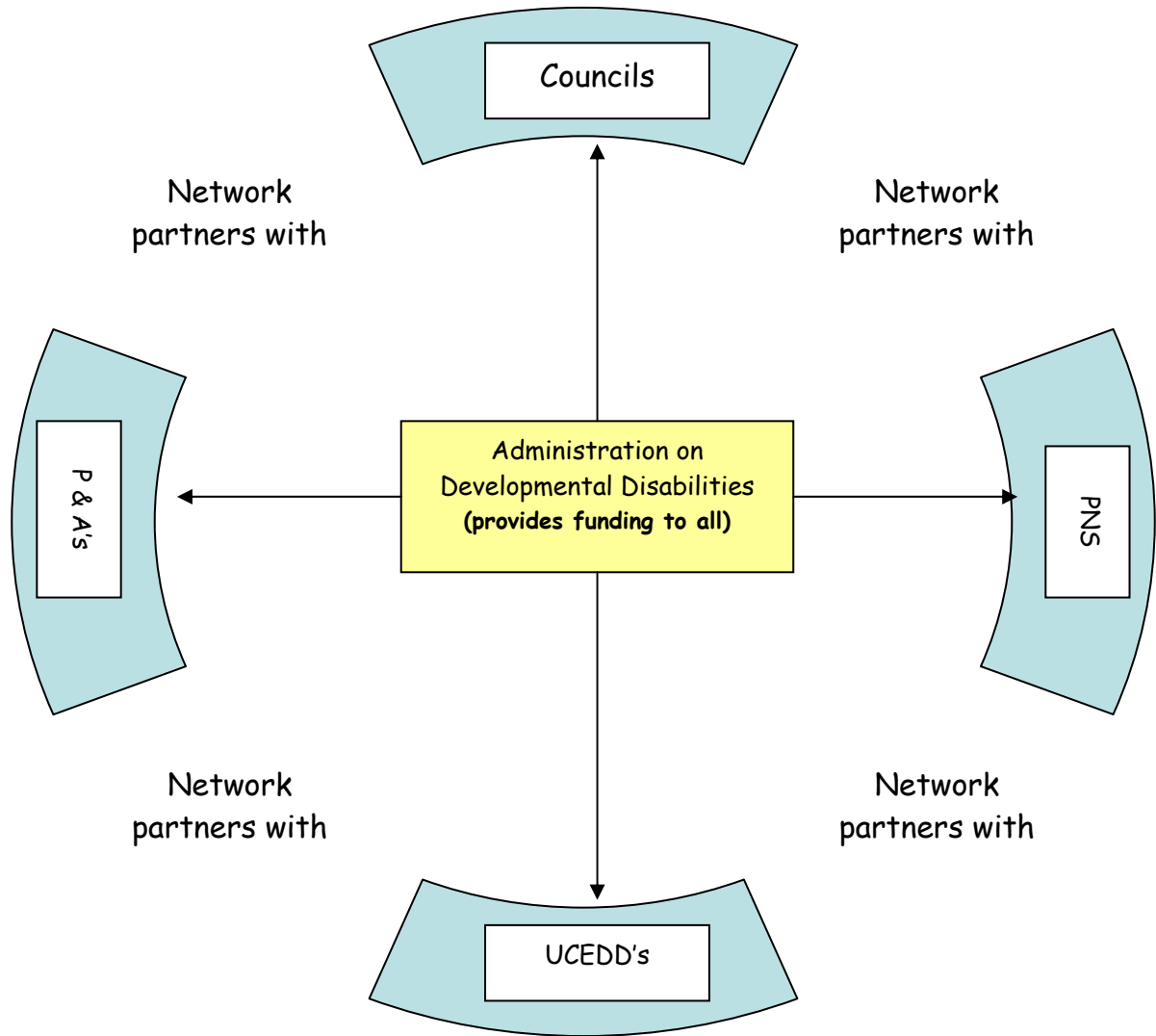
## What are the three programs that make up the DD Network?

Acronym Alert:  
PNS means Projects of National Significance

There are three programs created from the DD Act. These three programs are commonly called the Developmental Disabilities Network. The three programs are:

- **DD Councils** (the one you are now a member of). There are 55 DD Councils funded under the DD Act.
- **Protection and Advocacy Program (P & A's)**. The P&A protects the legal and human rights of all people with developmental disabilities. There are 57 State protection and advocacy systems funded under the DD Act.
- **University Centers for Excellence in Developmental Disabilities Education (UCEDD)** UCEDD's perform interdisciplinary training, community service, and technical assistance, research, and information dissemination activities. UCEDD programs are designed to increase the independence, productivity, and community integration of individuals with developmental disabilities. There are 68 UCEDD's funded under the DD Act.
- **Projects of National Significance (PNS)** is **not** one of the sister agencies but is considered a network partner that provide grants, contracts, or cooperative agreements to create opportunities for people with developmental disabilities to participate in all areas of the community.

## DD Act Network Partners



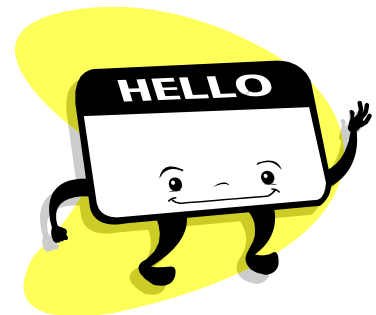
## What is the job of a DD Council?

- ✿ Promote and support advocacy, systems change and capacity building for people with developmental disabilities and their families
- ✿ Support programs, projects and activities that improve the quality of life for people with disabilities
- ✿ Develop and put into action a State plan
- ✿ Watch the progress of the State plan and make changes as necessary
- ✿ Review the designated state agency from time to time
- ✿ Report Council activities to ADD
- ✿ Prepare, approve and put a budget into action
- ✿ Hire a Director, evaluate the Director yearly by using state laws and processes
- ✿ Have staff help the Council in carrying out its responsibilities and provide support for Council Members who need it
- ✿ Establish, strengthen or collaborate with a self advocacy organization to help provide leadership opportunities for people with developmental disabilities
- ✿ Develop and monitor grants and contracts

## Who are the Council Members?

60 percent of the all Council members must be:

- 1) People with developmental disabilities
- 2) Parents or guardians of children with developmental disabilities
- 3) Immediate relatives or guardians of adults with intellectual disabilities who cannot speak for themselves
- 4) In addition these Council members cannot be a managing employee of an agency that receives money from the Council



Of the members of the Council described above:

- 1 /3 must be individuals with developmental disabilities
- 1 /3 must be parents or guardians of children with developmental disabilities described in paragraph, or immediate relatives or guardians of adults with developmental disabilities
- 1 /3 must be a combination of individuals with developmental disabilities or family members of people with developmental disabilities
- At least one Council member must be an immediate relative or guardian of an individual with a developmental disability who lives or used to live in an institution or the member could be an individual with a developmental disability who lives or used to live in an institution

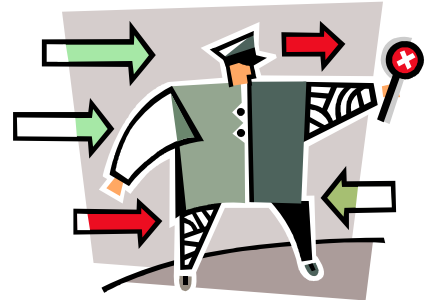
The other members of the Council speak and act for agencies and organizations listed below:

- Rehabilitation Act
- Individuals with Disabilities Education Act
- Older Americans Act
- Maternal and Child Health Programs of Title V of the Social Security Act
- Medicaid/Title XIX of the Social Security Act
- University Center(s) for Excellence in Developmental Disabilities
- Protection and Advocacy System
- Local and non-governmental agencies involved with services for individuals with developmental disabilities
- Non profit groups involved with services for individuals with developmental disabilities



## What is my job as a DD Council Member

- Develop and approve the State plan
- Listen to people with developmental disabilities, their family members and other partners and bring their issues and concerns to the Council
- Serve on Council committees as needed
- Avoid situations that may appear as conflict of interest
- Assist the Council in filling openings as vacancies occur through recruiting potential Council members
- Attend and participate in Council meetings
- Ensure a member driven agenda



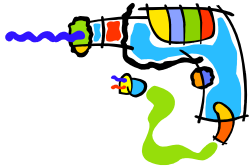
## What is the State Plan?

The State plan tells the public how services and programs for individuals with DD and their families should look five years from now. The plan provides guidance to the Council on how it spends its resources. Each year, Councils are required to review and update their plan if necessary.

The DD Act describes Areas of Emphasis that are important to people with developmental disabilities. Councils can spend money and perform activities in these areas.

### Areas of Emphasis

- Quality Assurance
- Child-care
- Education and early intervention
- Employment
- Health
- Housing
- Recreation
- Transportation
- Formal and Informal Community supports



## What are some tools that the Council can use to achieve its mission?

Here is a list of tools that Councils can use to complete their State plan goals:

- Research and data gathering
- Policy papers and reports about issues that impact people with developmental disabilities
- Education (information) to the media and general public
- Advice to the Governor, legislature and agencies on policy that impacts people with developmental disabilities
- Testimony in committee about how legislation will impact people with disabilities
- Help to self advocates and families to learn about and connect with the political process
- Grants/Demonstration of approaches to services and supports
- Input from the community

Below are tools a Council **cannot use:**

- Protest Politics
- Lawsuits
- Lobbying



## What is a Designated State Agency (DSA)?

Acronym Alert:  
DSA means Designated State Agency

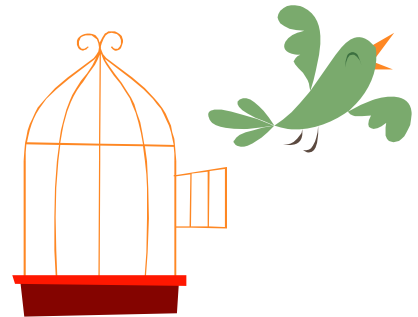
Councils must have a designated State agency (DSA). The DSA can be the Council or another agency or office of the State. The DSA receives the federal funds and pays for all expenses of the Council. The Administration on Developmental Disabilities has stated, “There does not have to be any program relationship between the Council and its designated State agency” it is primarily a fiscal relationship.

The Act says that Councils cannot have a DSA that is an agency that pays for or provides services to people with developmental disabilities unless it was the DSA before 1994.

## Why is the independence of Council important?

State Councils on Developmental Disabilities are unique in the state government framework. Councils are afforded wonderful protections under the DD Act, and yet are often placed in unbending state structures.

There are a couple of clauses in the Act that Councils should know about for their interactions within state structures.



The first is the “noninterference clause.” This says that the DSA, or any other agency or office of the State, cannot get in the way of the Council and the 5-year State plan, employees, budgets or specific activities, The DSA can provide:

- Support services
- Fiscal responsibilities
- Records, access and financial reports
- Non-federal share (In-kind contributions, contributions of political subdivisions and public or private entities and other variations)
- Assurances
- Memorandum of Understanding (on request)

The second is the statements about budgets. A state or territory cannot apply hiring freezes, make the Council reduce its staff, tell Councils they cannot travel, or tell a Council they cannot use federal funds to carry out activities under the DD Act.

## If I want to be involved with my State DD Council where do I start?

If you are interested and ready to advocate for, and strengthen leadership skills in individuals with disabilities and their families simply contact your State Council. Most Council's have an application process, with term limits and committees. While every Council works a little bit differently all members of all Councils are appointed by the governor of the state.

(Place State Council information here)

## What else do I need to know about my State Council?

Some questions you might find helpful to ask the DD Council or Executive Director might be:

- How is our Council established in our State (for example: Executive Order, State Statute)?
- What is our Council's vision and/or mission statement?
- Who is our Designated State Agency (DSA)?
- Who are the representatives of our DD Network programs?
- Who are my State Council Staff and what is their job(s)?
- What is our Council attendance policy?
- Where are Council meetings held?
- Where can I find Council meeting dates?
- Who do I contact for questions and support?



Special thanks are extended to the Member Guide Committee and others for their input in the development of this guide:

Jamie Cahill, Georgia  
Keisha Lee (team leader) North Carolina  
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Ann Trudgeon, Oklahoma  
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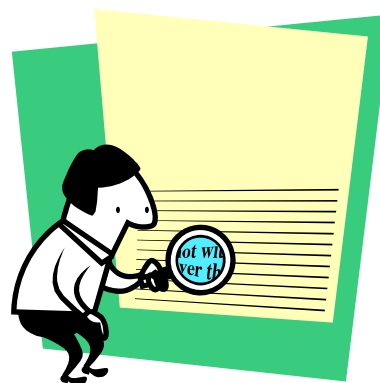
Note: Web-site addresses were functional at the time of publication. In the event a web address no longer works, please feel free to contact [vbillmire@nacdd.org](mailto:vbillmire@nacdd.org) for updated information.

**The End**

**Appendices**

Appendices allow a Council Member to get even more information about DD Councils if they are interested.

1. **History of DD Councils** (print on blue paper)
2. **Acronyms** (print on purple paper)
3. **Parliamentary Procedures** (print on yellow paper)
4. **Resource Web Sites** (print on green paper)



## 1. History of DD Councils

### FROM THE HISTORY FILES...

The Developmental Disabilities Assistance and Bill of Rights Act 2000 (PL 106-402) was written to improve service systems for individuals with developmental disabilities, and other purposes.

The history of the Developmental Disabilities Act (DD Act) is outlined below. It is important to know the history of the DD Act and understand the evolution over the years.

#### DEVELOPMENTAL DISABILITIES ACT HISTORY

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1970 Developmental disabilities Services and Facilities Construction Act of 1970 (P.L. 91-517) – (Amended Mental Retardation Facilities and Community Health Facilities Construction Act of 1963)

- **Added term “developmental disabilities” to expand target population beyond individuals with mental retardation, to also include individuals with cerebral palsy, epilepsy, and certain other neurological conditions which originate prior to age 18**
- **Required states to establish a State Planning and Advisory Council responsible to submit and annual plan**
- **Established National Advisory Council**
- **Established university affiliated facilities program (UAF)**

1975 Developmental Disabilities Assistance and Bill of Rights Act (P.L. 94-103)

- **Added autism and dyslexia to definition**
- **Councils required to prepare plans on deinstitutionalization in their state**
- ***Individualized Habilitation Plans* required in grant projects**
- **DD Protection and Advocacy system created**
- **Councils appointed by Governor; no longer called “advisory”**
- **Role of Council to advocate established**

1978 Developmental Disabilities Amendments (P.L. 95-602)

- **Definition revised to functional definition; age of onset raised to 22**
- **“Priority areas” added for services and projects**
- **Council consumer representation requirement raised to 50%**
- **National Advisory Council dissolved**

1981 Developmental Disabilities Act Amendments (through Omnibus Reconciliation Act – P.L. 97-35)

- **Reauthorization with minimal changes**

1984 Developmental Disability Act of 1984 (P.L. 98-527)

- **“*Employment-related activities*” added as mandated priority**
- **Values of *Independence, Productivity, and Integration* expressed**
- **“People First language” used throughout the Act**

1987 Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1987 (P.L. 100-146)

- **Focus on the *capabilities, competencies, and preferences*, as well as needs of persons with developmental disabilities.**
- **Strengthened independence of the Council**
- **Focused Councils on “system change” efforts**
- **Required 1990 Report planning effort**
- **Supported role of Council in public policy advocacy and educating policymakers**

1990 Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1990 (P.L. 100-496)

- **Further strengthened independence of Councils**
- **Revised the responsibilities of “designated state agency”**
- **Added values of *inclusion* and *interdependence***
- **Modified definition as applied to children under age 5**

1994 Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1994 (P.L. 103-230)

- **Reorganized and simplified Act.**
- **Revised “integration and *inclusion*” as key principle**
- **Included emphasis on *cultural diversity* and *culturally competent services and supports***
- **Added new definition for *Personal Attendant Services***
- **Revised language to refer to State DD Council (dropped *Planning* from reference)**
- **Added language that the Act does not “preclude a Council from engaging in systemic change, capacity building, and advocacy activities for individuals other than developmental disabilities, where appropriate.”**
- **Provided as “Projects of National Significance” a special initiative to investigate the expansion of Council activities to individuals with severe disabilities other than developmental disabilities.**
- **Further clarified role of Designated State Agency to provide support services “as requested by and negotiated with the Council”, and required the DSA to enter into a memorandum of understanding with the Council if requested by the Council.**

1996 Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1996

- **Extended authorization of the DD Act through 1999**

2000 Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 104-402)

- **Extended and reauthorized the Act through 2007**
- **Revised requirements for State Plans for five years**
- **Added nine “areas of emphasis” instead of “priority areas”**
- **Added definition of self-determination**
- **Clarified application of DD definition for children to age 9**
- **Requires Councils to report on waiting lists in each state**



- **Requires Councils to support self-advocacy organizations and leadership training opportunities**
- **Requires at least 60% of the Council to be individuals with developmental disabilities or family members and ads a representative of the Medicaid Title V agency to the Council**
- **Requires annual reports to include information about consumer satisfaction with Council supported activities**

### OTHER DISABILITY LAWS THAT MIGHT BE HELPFUL TO KNOW ABOUT

**The Americans with Disabilities Act of 1990**

**The Telecommunications Act of 1996**

**The Fair Housing Act of 1989**

**The Air Carrier Access Act of 1986**

**The Voter Accessibility for the Elderly & Handicapped Act 1984**

**National Voter Registration Act 1993**

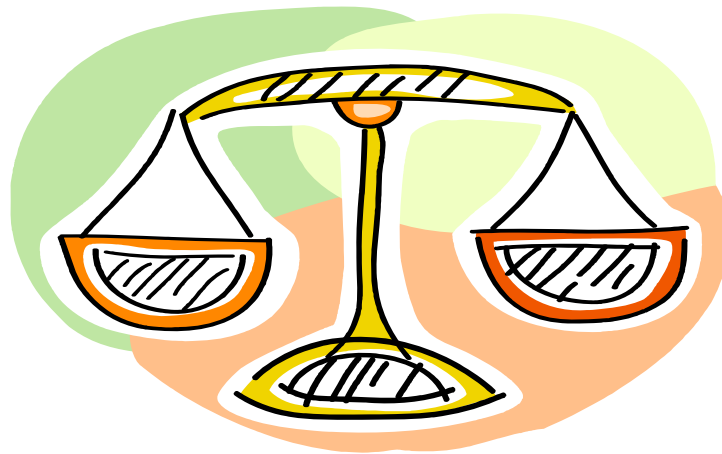
**Civil Rights of Institutionalized Persons Act 1980**

**Individuals with Disabilities Education Act 1975**

**Architectural Barriers Act 1968**

**Developmental Disabilities Assistance & Bill of Rights Act 1975**

**The Rehabilitation Act of 1973**



## **2. Acronyms**

Acronyms are initials that stand for a certain word. Below are common acronyms used when relating to developmental disabilities.

**AAIDD**      **American Association on Intellectual & Developmental Disabilities**  
*An interdisciplinary association of professional and concerned individuals in the field of intellectual and Developmental disabilities.*

**AAPD**      **American Association of People with Disabilities**

**ABA**      **Applied Behavior Analysis**  
*A professional field that uses principles of learning to increase performance of socially desirable behaviors. It always relies upon the collection of objective data to measure performance and the effectiveness of an intervention.*

**ACF**      **Administration for Children and Families**

**ACLU**      **American Civil Liberties Union**

**ACYF**      **Administration for Children, Youth and Families**  
*The federal agency that provides information and assistance to parents; administers national programs for children and youth (including Head Start); works with states and local communities to develop family support services; and seeks joint ventures with the private sector to enhance the lives of children and their families.*

**ADA**      **Americans with Disabilities Act**  
*A federal law providing comprehensive civil rights protections for individuals with disabilities similar to those provided to individuals on the basis of race, sex, national origin and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, state and local government services and telecommunications.*

**ADD**      **Administration on Developmental Disabilities**  
*The federal agency responsible for overseeing activities under the Developmental Disabilities Assistance and Bill of Rights Act. Located in the Administration on Children and Families in the U.S. Department of Health and Human Services, the ADD serves as focal point in the Department for supporting and encouraging the provision of quality services to persons with developmental disabilities*

**ADHD**      **Attention Deficit Hyperactivity Disorder**

**APSE**      **Association for Persons in Supported Employment**  
*A national membership organization that promotes the concept of paid integrated employment and full community participation for all individuals.*

**Arc**      **Known as The Arc**  
*A statewide non-profit advocacy organization dedicated to the welfare of children and*

adults (with mental retardation), family members, educators, professionals, and the public. Its activities include program development, technical assistance; information, referral and counseling; prevention activities and systems advocacy.

**ARD Admission, Review, Dismissal**

The part of the IEP process to determine placement in the least restrictive environment and discuss any additional services, supports, and/or modifications needed for IEP implementation.

**ASA Autism Society of America**

National nonprofit organization that promotes lifelong access and opportunities for persons within the autism spectrum.

**AT Assistive Technology**

Special items or equipment used to increase, maintain or improve one's functioning abilities. The term covers items such as computers, pencil holders, specialized switches and calculators.

**AUCD Association of University Centers on Disabilities**

**CAP Client Assistance Program**

Provides information and intervention services to clients and applicants of DORS regarding benefits and services available under the Rehabilitation Act

**CCD Consortium for Citizens with Disabilities**

A national coalition comprised of over 75 consumers, service providers, and professional organizations which advocates on behalf of persons with disabilities and their families.

**CEC Council for Exceptional Children**

A national organization including professionals and parents who work to improve the quality of education for exceptional children .

**CIL Centers for Independent Living**

**CMS Centers for Medicare and Medicaid Services**

The federal agency responsible for Social Security and Medicaid (located in the Department of Health and Human Services).

**CSLA Community Supported Living Arrangements**

A federal program developed through the Health Care Financing Administration (HCFA) which assists individuals with developmental disabilities to live in homes of their choosing, regardless of the nature or severity of their disability, with people with whom they choose to live, and receive services from the providers of their choice.

**DD Developmental Disability**

**DHHS**        **Department of Health and Human Services**  
*The Cabinet level of the Federal Executive Branch concerned with people and involved with the nation's human concerns (location of the Administration on Developmental Disabilities).*

**EDGAR**        **Education Department General Admissions Regulations**  
*(Federal education regulations)*

**EEOC**        **Equal Employment Opportunity Commission**

**EI**            **Early Intervention**  
*Individualized services for infants and toddlers who are at risk for or are showing signs of developmental delay.*

**EPSDT**        **Early & Periodic Screening, Diagnosis and Treatment**

**FAPE**        **Free and Appropriate Public Education**

**FTA**        **Federal Transit Administration**

**FPL**        **Federal Poverty Level**

**HCBS**        **Home and Community Based Services**

**HUD**        **Housing and Urban Development**  
*The federal agency responsible for programs concerned with housing and community development, fair housing opportunities and improving programs to help families become homeowners, rental subsidies for lower income families and programs that aid neighborhood revitalization and preservation of urban centers*

**ICF/MR**        **Intermediate Care Facility**

**IDEA**        **Individuals with Disabilities Education Act**  
*Originally P.L. 94-142 Education for all Handicapped Children Act mandating that state and local education agencies provide a free, appropriate public education and related services to all 'handicapped' children. Subsequent amendments provide for secondary education and transition services and for funds on research, training and demonstration in transition from school to adult life. IDEA also includes Part H (Early Intervention Programs for Infants and Toddlers with Disabilities).*

**IEP**        **Individualized Education Program**  
*A written statement for a child with a disability that is developed and implemented in accordance with the Individuals with Disabilities Education Act.*

**IFSP**        **Individualized Family Service Plan**  
*A written plan describing the infant's current level of development; the family's strengths*

*and needs related to enhancement of the infant's development; goals for the infant and the other family members; and the specific early intervention services needed to meet the goals.*

***IHP Individualized Habilitation Plan***

*A written plan developed by an interdisciplinary team explaining a person's goals and services in accordance with the Developmental Disabilities Assistance and Bill of Rights Act.*

***IRWE Impairment Related Work Expense***

*(A Social Security Administration work incentive) services or equipment, needed for a person to work because of a disability, which are paid for by the worker, such as wheelchair transportation, vehicle modifications, adaptive equipment, attendant care, medications and job coaching.*

***ISP Individualized Service Plan***

*The document which becomes the basis for services coordination for the consumer. It is developed by an interdisciplinary team with the input and approval of the consumer, and focuses upon the broad service areas needed by the consumer. It is recorded and managed by the services coordinator.*

***IWRP Individualized Written Rehabilitation Program***

*The primary tool used by the vocational rehabilitation counselor and the prospective supported employee to identify the goal, content, cost, duration and sponsor(s) of substantial services.*

***LEA Local Education Agency***

*A political subdivision of the state responsible for providing education to children with disabilities.*

***LRE Least Restrictive Environment***

*Assurance that, to the maximum extent possible, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are nondisabled (in accordance with IDEA) with supplementary aids and services.*

***MFIAA Money Follows the Individual Accountability Act***

***MHLP Mental Health Law Project***

*A national public interest group that works to assure appropriate and humane care for mentally disabled children and adults in institutions and to improve the scope and quality of services provided to mentally disabled people. It undertakes test case litigation, public policy advocacy, and educational outreach*

***MiCASSA Medicaid Community-Based Attendant Service & Supports Act***

**NACDD**      **National Association of Councils on Developmental Disabilities**

*A national organization that provides support and assistance to Councils in order to promote a consumer and families centered system of services and supports for individuals with developmental disabilities.*

**NARIC**      **National Rehabilitation Information Center**

*Library and information center on disability and rehabilitation (funded by NIDRR)*

**NCIL**      **National Council on Independent Living**

**NCD**      **National Council on Disability**

**NCPIE**      **National Coalition for Parent Involvement in Education**

**NDRN**      **National Disability Rights Network**

*A national association for protection and advocacy systems.*

**NDSS**      **National Down Syndrome Society**

**NICHCY**      **National Information Center for Children & Youth with Disabilities**

*A national organization that provides information service to help parents, educators, caregivers, and advocates to improve the lives of children and youth with disabilities.*

**NIDRR**      **National Institute on Disability & Rehabilitation Research**

*A federal agency that provides support for a wide variety of research and related activities that contribute to the rehabilitation, vocational success and integration of individuals with disabilities into the mainstream of society: sponsors applied, non-medical, community based research for both children and adults who have emotional disorders, chronic illnesses, mental retardation and/or a range of other disabilities (located in OSERS).*

**NIH**      **National Institutes of Health**

*Steward of medical and behavioral research for the Nation. It is an Agency under the U.S. Department of Health and Human Services. NIH headquarters are located in Bethesda, MD, and the surrounding area. NIH funds scientific studies at universities and research institutions across the Nation and also sponsors public events around the Nation.*

**NOD**      **National Organization on Disability**

**OCR**      **Office of Civil Rights (U.S.)**

*Promotes and ensures that people have equal access to and opportunity to participate in and receive services through the prevention and elimination of unlawful discrimination.*



**ODEP**            **Office of Disability Employment Policy**  
*A federal agency in the Department of Labor with a mission to provide leadership to increase employment opportunities for adults and youth with disabilities.*

**OSEP**            **Office of Special Education Programs (U.S.)**

**OSERS**          **Office of Special Education and Rehabilitation Services**  
*Federal agency responsible for special education programs and services designed to meet the needs and develop the full potential of children with disabilities. OSERS provides support for training of teachers and other professionals and research grants.*

**OT**              **Occupational Therapy**

**PACER**          **Parent Advocacy Coalition for Educational Rights Center**

**PAS**             **Personal Assistance Services**

**PBS**             **Positive Behavioral Supports**

**PCA**             **Personal Care Assistant**

**P.L.**             **Public Law**

**P.L. 94-142**    **Individuals with Disabilities Education Act (IDEA)**  
**(Formerly known as the Education for All Handicapped Children Act, signed into law in 1975)(U.S.)**

**P.L. 99-457**    **Early Childhood Special Education Law (U.S.)**

**Part C**          **Section of P.L. 99-457**  
*Early Intervention Programs for Infants and Toddlers with Disabilities of the 1986 Amendments to the Education of the Handicapped Act. Used to be referred to as Part H.*

**P&A**            **Protection and Advocacy System**  
*An independent system to protect and advocate for the rights of persons with developmental disabilities. The P&A functions include the pursuit of legal, administrative, and other remedies, provision of information on and referral to programs and services, and investigations of incidents of abuse and neglect (in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000.*

**PASS**          **Plan to Achieve Self- Support**  
*(A Social Security Administration work incentive). A way in which a person with a disability or*

*blindness uses or sets aside income or resources to reach a work goal. For example, money could be set aside for an education or a training program or to start a business*

**PA**            **Personal Assistant**

**PDD**           **Pervasive Developmental Disorder**

**PNS**           **Project of National Significance**

**PT**            **Physical Therapy**

**PTIC**         **Parent Training & Information Center**

**RFP**           **Request for Proposals**

**RSA**           **Rehabilitation Services Administration**

*The federal agency that provides funding to state rehabilitation programs for people with disabilities to enter competitive employment.*

**SIB**           **Self-Injurious Behavior**

*Behaviors that are harmful to oneself, such as head-banging or scratching or biting oneself.*

**SLP**           **Speech Language Pathologist**

**SSA**           **Social Security Administration**

*A part of the U.S. Department of Health and Human Services (DHHS) that administers both Social Security and SSI programs.*

**SSDI**         **Social Security Disability Insurance**

*An insurance program for former workers who have become disabled, and for disabled adult children of workers who are retired, disabled or deceased.*

**SSI**           **Supplemental Security Income**

*A Social Security Administration program that provides monthly payments to aged, blind and disabled people with limited income and resources (assets).*

**TA**            **Technical Assistance**

**TASH**         **TASH: Equity, Opportunity and Inclusion for People with Disabilities**

*A national membership organization consisting of people with disabilities, families, professionals and community members. Dedicated to people perceived as having severe intellectual disabilities and seeks to build an inclusive society that values all people.*



**TWWIIA**      ***Ticket to Work and Workforce Investment Improvement Act***

*A federal program that allows states to expand Medicaid health care coverage so that people with disabilities who work can "buy-in" to health insurance. It enables people with disabilities to go to work (or to work more hours) without risking the loss of necessary health care services available through the Medicaid program.*

**UCEDD**      ***University Center for Excellence in Developmental Disabilities***

*A program, operated by a public or nonprofit private entity, including parents of persons with developmental disabilities, professionals, paraprofessionals, students and volunteers, which is associated with, or is an integral part of, a college or university and which provides for interdisciplinary training, demonstration of exemplary services, technical assistance and dissemination of findings (in accordance with the DD Act).*



### 3. Parliamentary Procedures

#### GENERAL PRINCIPLES OF PARLIAMENTARY PROCEDURE



Every member of an organization should be familiar with the following simple rules and customs:

All members have equal rights, privileges, and obligations; rules must be administered impartially.

The minority has rights which must be protected.

Full and free discussion of all motions, reports, and other items of business is a right of all members.

In doing business the simplest and most direct procedure should be used.

Logical precedence governs introduction and disposition of motions.

Only one question can be considered at a time.

Members may not make a motion or speak in debate until they have risen and been recognized by the chair and thus have obtained the floor.

No one may speak more than twice on the same question on the same day without permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.

Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.

In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

### Parliamentary Procedure chart

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
INTRODUCE business (a primary motion)	“I move to....”	No	Yes, unless the motion comes from a committee	Yes	Majority
AMEND a motion	“I move to amend this motion by....”	No	Yes, unless the amendment is minor and the person who made the primary motion is agreeable to the change	Yes	Majority
AMEND an amendment* <u>NOTE:</u> Roberts allows only 1 amendment to an amendment. If that does not resolve the issue, the main motion should be withdrawn or defeated and a new motion introduced.	“I move to amend the amendment by....”	No	Yes, unless as above. <u>NOTE:</u> An amendment to an amendment may only seek to change the amendment and not the main motion.	Yes	Majority
CALL for a vote <u>NOTE:</u> This motion, by itself, does not end debate. A 2/3 majority vote in the affirmative is required to end debate.	“I move the previous question”	No	Yes	No	2/3 Majority

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
TABLE a motion for consideration at the next meeting* NOTE: A tabled motion not taken up during the meeting is unfinished business and dies as unfinished business	“I move to table this motion”	No	Yes	No	Majority
STUDY an issue	“I move to refer this motion to committee”	No	Yes	Yes	Majority
RECONSIDER a motion already disposed* NOTE: To make this motion, one must have voted on the prevailing side. This motion must occur before the meeting at which the motion was made and disposed is adjourned. This motion only reopens debate, another vote must be taken to dispose of the matter again.	“I move we reconsider our action relative to....”	Yes	Yes	Yes	Majority

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Must you be Seconded?	Is the motion debatable?	What vote is required?
RESCIND a decision made at a previous meeting*	“I move to rescind the motion previously made relative to....”	No	Yes	Yes	Majority
VERIFY a voice vote	“I call for a division of the house”	No	No	No	No vote
SUSPEND the rules	“I move to suspend the rules and consider....”	No	Yes	No	2/3 Majority
OBJECT to a procedure or personal affront*	“Point of order”	Yes	No	No	No vote
REQUEST information*	“Point of information”	Yes	No	No	No vote
RECESS the meeting	“I move that we recess until....”	No	Yes	No	Majority
ADJOURN the meeting	“I move that we adjourn”	No	Yes	No	Majority

\* these motions are not amendable



## 4. Resource Web Sites

### **Resource Web-sites you may find helpful:**

The Department of Health and Human Services <http://www.dhhs.gov>

The Administration on Children and Families <http://www.acf.hhs.gov>

Administration on Developmental Disabilities  
<http://www.acf.hhs.gov/programs/add/index.html>

National Association of Councils on Developmental Disabilities [www.nacdd.org](http://www.nacdd.org)

ADD on-line resource center [www.addup.org](http://www.addup.org)

The Disability Dictionary <http://www.brookespublishing.com/dictionary/>

Note: Web-site addresses were functional at the time of publication. In the event a web address no longer works, please feel free to contact [vbillmire@nacdd.org](mailto:vbillmire@nacdd.org) for updated information.

