

SSAN Bylaws



Bylaws

Statewide Self-Advocacy Network (SSAN)

A project of the State Council on Developmental Disabilities

Article 1: Name, Purpose and Description

Section 1 – Network Name

Statewide Self-Advocacy Network (SSAN)

Section 2 – Network Purpose

The Statewide Self-Advocacy Network (SSAN) promotes leadership and builds bridges that strengthen advocacy among disability communities by focusing on policy change.

Section 3 – Description

SSAN is a cross-disability network of self-advocates that was established in 2012 and works to do the following:

- Develop the knowledge and skills to make a difference in our region and state.

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- Speak up for all people with disabilities.
- Learn about and advocate for issues important to all people with disabilities.
- Lead regional and statewide advocacy groups and networks.
- Train advocates in their communities in order to grow the Self-Advocacy movement in California.
- Share information about programs and supports for people with disabilities.

Article 2 - Membership

Members with disabilities represent regions, organizations, and affiliates in California that are interested in promoting systems change.

Section 1. Makeup:

SSAN membership is made up of Regional Representatives, who represent the SCDD Regional Offices, and Non-Regional Representatives. All members of SSAN are voting members of SSAN. Each member has one vote.

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Section 1a - Regional Representative:

Each regional office of the SCDD will have one regional representative on SSAN. In the event that the number of regional offices changes, the SSAN officers may discuss options on how to proceed with regards to the SSAN membership.

Section 1b - Regional Offices:

The regional office representatives will be from the North Coast, North State, Sacramento, North Bay, Bay Area, North Valley Hills, Central Coast, Sequoia, Los Angeles, Orange County, San Bernardino, and San Diego/Imperial SCDD Regional Offices.

Section 1c - Non-Regional Representatives:

Non-Regional Representatives include: Association of Regional Centers Agencies (ARCA), Department of Developmental Services (DDS), University Centers of Excellence in Developmental Disabilities (UCEDDs), Disability Rights California (DRC), and California Foundation on Independent Living Centers (CFILC). Additional organizations may be included as the network expands and grows throughout California.

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Section 2. Orientation:

New members will participate in an orientation on SSAN and SCDD with the Chair of SSAN and the SCDD Self-Advocacy Coordinator. New members will receive copies of the SSAN Bylaws and the Memorandum of Understanding (MOU) between the SSAN and SCDD.

Section 3. Attendance:

Members are expected to attend all meetings and inform the SCDD Self-Advocacy Coordinator or Chair of the SSAN if they must miss a meeting. The regional office or sponsoring agency, that the SSAN member represents will be notified by the Chair of the SSAN if their member misses more than two consecutive meetings unexcused.

Section 4. Member Terms:

Members appointed by regional offices shall serve a four-year term. A member may serve an unlimited number of consecutive terms as appointed by their regional office or organization. While SSAN and SCDD cannot direct an organization or department on who their representative to SSAN will be, the SSAN officers may provide input to the organization or department.

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Process for Terms is the following:

- The SCDD Self-Advocacy Coordinator will monitor and review the SSAN Roster and keep SSAN leadership aware of terms that will expire.
- The SSAN Chair and SCDD Self-Advocacy Coordinator will review annually and discuss with any member whose term will expire.
- While there are no term limits, the SSAN member can choose to continue for another 4-year term or not to do another 4-year term.
- If a member chooses to continue for another term, the SCDD Self-Advocacy Coordinator will update the roster.
- If the member chooses not to continue for another term, a plan will be developed to find a replacement. This could include assistance from the regional office, self-advocacy group and the SCDD Self-Advocacy Coordinator.

In the event that a regional representative is unable to complete their current term, the SSAN Officers shall use the SSAN Membership Process to fill the vacant position. The SCDD Self-Advocacy Coordinator will contact and inform the regional office manager of the vacancy and the strategy to fill the position. The new member will start a new term upon selection.

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In the event of an agency member being unable to complete their current term, the SSAN Officers shall request the SCDD Self-Advocacy Coordinator to contact the agency to request a new representative. The new member will start a new term upon selection.

Article 3 – Meetings

Section 1. Number of Meetings:

The SSAN will meet no more than four times a year (quarterly) in person. Members may meet in between quarterly meetings to work on projects and as a participant of a workgroup. The SSAN may have regional or special meetings to discuss important issues or presentations, if there is room in the SSAN budget and SCDD approves the request. Meetings shall be noticed and conducted according to the Bagley-Keene Act and Roberts Rules of Order.

Section 2. Quorum and Voting:

Section 2a – Quorum

A quorum for SSAN requires a simple majority (50% plus 1) of the membership. A quorum is needed for the group to take action on SSAN business.

Section 2b – Voting

Each member has one (1) vote and has the authority to vote on issues presented at SSAN meetings. All voting will be by roll call.

Section 3. Workgroups:

SSAN may create workgroups to focus on issues and projects in between SSAN meetings. Workgroups may meet monthly by webcam, telephone, or in-person. Workgroups can be created or dissolved at any time at the direction of the SSAN membership.

- **Executive**

The Executive Workgroup is a standing workgroup made up of the SSAN Chair, Vice Chair and Secretary. This group works with SCDD staff to set the agenda and address any business that may arise between regularly scheduled SSAN meetings.

- **Ad Hoc**

A member can make a motion to create a temporary workgroup if they feel one is needed. An ad hoc workgroup shall have a Chair appointed by the SSAN Chair. Ad hoc workgroup terms and duties are determined by SSAN.

Article 4 – Officers and Elections

SSAN officers will be Chair, Vice-Chair, and Secretary.

Section 1. Eligibility:

All SSAN members may run for the position of Vice-Chair or Secretary. A SSAN member must be a member of SSAN for at least one (1) year before they can run for the position of SSAN Chair.

Section 2. Terms:

A SSAN Officer's term will be two years. An officer stays in their position until they term out, they are elected to a new office, or they resign. An officer is limited to serving one (1) term per officer position, but may run again for that officer position after sitting out for one term. Members are free to run for any other officer position during that two-year waiting period.

Section 3. Vacancies

The Chair can fill any officer vacancies on a temporary basis until the next meeting. If an officer cannot complete a term, another member will be elected by the SSAN at the next regularly scheduled meeting. That newly elected officer shall serve the remainder of that term, and will be allowed to run for that position for a full term at the next officer election.

Section 4. Duties of Officers:

Section 4a – Duties of the Chair

- Work with the Vice Chair, Secretary, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
- Represent SSAN in the community.
- Work with SSAN members to follow up on issues brought up at meetings.
- Work with SSAN support staff in between meetings.
- Communicate as needed with SSAN members in between meetings while following the Bagley-Keene Act.
- Know and implement the SSAN bylaws.

Section 4b – Duties of the Vice-Chair:

- Work with the Chair, Secretary, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
- Perform all duties of Chair in absence of Chair.
- Have ongoing communication with the Chair before each meeting while following the Bagley-Keene Act.
- Assist Chair to follow up on issues brought up at meetings.
- Act as timekeeper

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Section 4c – Duties of Secretary

- Work with the Chair, Vice Chair, SCDD Self-Advocacy Coordinator, and other support staff to prepare meeting agendas.
- Perform all duties of Vice Chair in their absence.
- Perform all duties of the Chair in the absence of the Chair and Vice Chair.
- Take roll call to establish quorum.
- Works with support staff to prepare and distribute minutes of meetings.
- Keep track of motions, votes and actions at meetings.
- Act as parliamentarian.

Section 4d – Expectations of Officers

- Attend all SSAN meetings
- Attend SSAN officer meetings
- Serve as a mentor for new members
- Know SSAN bylaws and meeting procedures
- Help support workgroups

Section 5. Election of Officers

The SSAN will nominate and vote for their officers. Elections will be held at the first SSAN meeting following October 1. The new officers will take office immediately after the election is complete.

Section 5a – Nominations

- Nominations will be made on Day 1 of the meeting.
- Members cannot nominate themselves. Another member must nominate them and that nomination must be seconded.
- The nominee has the right to accept or refuse the nomination.

Section 5b – Speeches

- Speeches will be done on Day 2 of the meeting.
- Each candidate will have five (5) minutes to give a speech. If there are 10 or more candidates for all offices combined the SSAN members may vote to reduce the time limit.

Section 5c – Voting

- Voting shall be by roll call.
- All members get one (1) vote, including the Chair.
- If there is a tie, there will be a run-off election, without speeches, between the top two candidates.

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- The Chair will not vote in a run-off election. If the run-off election results in a tie, the Chair will break the tie.
- The candidates receiving the most votes will hold that officer position for a term of two (2) years.

Article 5 – MOU between SSAN and SCDD

A Memorandum of Understanding (MOU) between SSAN and SCDD was signed in January of 2017 defining the relationship between the SSAN and SCDD. The purpose of the MOU is to clarify the roles, responsibilities and expectations of both groups in order to facilitate a working relationship that benefits both parties. The MOU will be reviewed every three (3) years from the date last signed. For a copy of the MOU, contact the Self-Advocacy Coordinator at SCDD Headquarters in Sacramento.

Article 6 – Finances

Section 1. Fiscal Year:

As a project of SCDD, SSAN will follow the federal fiscal year for the purpose of the budget. The federal fiscal year begins on October 1 through September 30.

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Section 2. Funds:

The funds for SSAN will be maintained by the SCDD in accordance with the MOU. The Self-Advocacy Coordinator will monitor and track SSAN-related expenses. SSAN will receive regular financial updates at the March and September meetings to keep them informed of the SSAN budget.

Article 7 – Amendments

Amendments to these Bylaws require a 2/3 vote of the full SSAN.

Adopted 9/11/2013
Amended 3/9/2017
Amended 3/26/2019