UNIVERSITY OF HAWAI‘I
CENTER ON DISABILITY STUDIES for
EXCELLENCE in EDUCATION, RESEARCH AND SERVICE

ASSEMBLY AND COUNCIL

CHARTER

PREAMBLE

The Center, its representative Council, and all constituents function as a cutting-edge program responsive to the community of adults and children with disabilities and their families. Individuals and units within the Center support the development of policies and practices to produce the best possible recommendations and decisions. The Center has a mission and purpose based on its origins under the U.S. Developmental Disabilities Assistance and Bill of Rights Act, and in response to the communities of the State of Hawaii, the USA, and the world.

The Council represents the Center in matters of academic decision making and policy development. In fundamental academic areas in which the faculty have primary responsibility, such as academic programs, student-faculty-community relations, and methods of instruction, research, and program development, the Council acts on behalf of the Center to maintain the highest standards of interdisciplinary core functions: pre-service and continuing education; basic and applied research; community services that may be either direct or through the empowerment of other agencies and individuals; dissemination of information and products. In administrative, supervisory, and support areas in which the Director has primary responsibility, such as core budget, support personnel, and facilities, the Council functions as the primary advisory voice.

In academic areas in which the faculty has primary responsibility, Council-initiated resolutions and proposals shall be directed, as appropriate and necessary, to the attention of Directors, Deans, and other academic units for their consideration and timely response. However, no action of the Council shall in any way inhibit the direct access by any member of the Center to the Director, the Dean, or other administrative officers of the University.

The Center is atypical of university programs in that its responsiveness to the community is its raison d’être rather than an additional factor with variable emphasis. It is a member program in a national network mandated through secure legislation, supported by core funding, and answerable to clear and reasonable criteria. As such it is provided with models, support, and consequences for interdisciplinary, university-based, cutting-edge activities designated with a theme of disabilities and development. On the other hand it is typical of university programs in its fundamental mission of teaching, research, and service. Proper development of this mission includes designated University of Hawaii building space, fair allocation within the state budget, tenure track faculty positions, an equitable promotion process, CDS prefix on academic coursework, and the potential to develop degree and certificate programs in disabilities and development.
BY LAWS

THE ASSEMBLY

Purpose. The purpose of the Assembly is to provide a forum for its members to monitor that this is a “Center for Excellence in Developmental Disabilities” (Center) in the areas of education, research, and service, to become informed on the activities of the Center, and to have a voice in the operations and the future direction of the Center.

Membership. The Assembly shall be composed of all those who hold faculty, affiliate faculty, scholars-in-residence, administrative/professional/technical (APT) positions, clerical and support staff, and graduate assistantships or leadership trainees, as of the first day of classes for either the Fall Semester or the Spring Semester.

Sections. Each member of the Assembly, regardless of their grant, core function, or initiative area, will self-select whether they are to be represented under education, research, or service, with the exception of clerical and support staff, and graduate assistants and leadership trainees.

Meetings. The Assembly will meet at a minimum two times each academic year. The first meeting will be scheduled during the Fall Semester and the second meeting approximately six months later, during the Spring Semester. Additional meetings of the Assembly may be scheduled and convened by the Chair with sufficient notice to the members. A written record of the minutes will be maintained for each meeting. The Chair will be responsible for scheduling each meeting, in consultation with the Director of the Center.

Agenda. The Chair will develop an agenda for each meeting of the Assembly in collaboration with the Director of the Center.

Votes. Each member of the Assembly is entitled to one vote. Members must be present at the meeting to cast a vote unless the member is on official off-island travel. A member who is on official off-island travel may submit a proxy ballot. The Vice-Chair will establish the proxy procedure prior to each meeting of the Assembly.

Quorum. A quorum shall consist of half of the membership plus one for the purpose of conducting the business of the Assembly.

Officers. Council officers shall serve as officers for the Assembly.
THE COUNCIL

Purpose. The purpose of the Council is to fulfill the purposes of the Assembly by advancing the activities of the Center through the following functions:

a. To maintain close liaison with the Community Advisory Council and the University Coordinating Council for input on community and university needs and to monitor the effectiveness of the Center within its communities (the university and the community at-large).

b. To review and oversee the recruitment, selection, and promotion of core faculty, tenure-track faculty, and key-APT staff.

c. With the Director of the Center, to develop a biennial budget for the Center for submission to the Dean of the College of Education (COE).

d. To review and approve all requests for new courses, certificates, and degree programs.

e. To receive and disperse status information on the outcomes and intentions of initiatives and projects.

f. To develop, monitor, and periodically revise the Strategic Plan for the Center.

Membership.

Composition. The Council will be composed of two members from the Education Section of the Center, two members from the Research Section, and two members from the Service Section. Each member of the Assembly will vote for representatives of the Section with which the member is affiliated. At least half the membership of the Council will be composed of individuals who hold at least half-time university faculty appointments. A graduate student will be elected by the graduate students as a voting member of the Council. Clerical and fiscal support staff will elect a representative from among their members to serve as a voting member of the Faculty Council.

Ex-Officio Member. The Director of the Center will serve as an ex-officio member of the Council without voting privileges.

Other Members. The Council may invite community, university or student members to participate in the Council. These other members would not be voting members.

Terms of Membership. A term of membership is two years, with no limit on the number of terms a member may serve, except for the member representing graduate assistants and the member representing clerical and fiscal support staff. Those two members will be elected for one year terms. One member from each section will be elected each year. In the first election, one member from each section will be elected for one year, with the...
second member from each section elected for two years. A term begins on July 1 and ends on June 30 two years hence.

Should a member of the Council, who has been duly elected, not be able to complete his term of office, the Chair shall replace a member from the appropriate section to complete that term of office.

Nominations. Nominations for representatives from each section whose term is expiring will be solicited by the Vice Chair of the Council. Requests for nominations will be solicited from the membership of the Assembly, with the permission of the person being nominated. Any member of the Assembly is eligible for nomination to the Council. The Council will make every effort to ensure that nominations reflect diversity by gender, ethnicity, discipline, and disability status. The Vice Chair of the Council will be responsible for circulating the list of nominees to members of the Assembly prior to the end of the Spring Semester. The Vice Chair will conduct an electronic election prior to the end of the Spring Semester.

Election. Each member of the Assembly will have one vote. Election will be by majority vote. In the event of a tie, the two names will be presented for a repeat vote in the appropriate section. Should there be more than five nominees for any position, a run off will be held for the two with the most votes.

Meetings. Meetings will be held bi-monthly at a regularly scheduled time. The Chair may call additional meetings as necessary to address emerging or emergency issues. Members are expected to attend each meeting, unless excused by the Chair. Members of the Assembly unable to attend meetings on a regular basis should not permit their names to be placed in nomination. Attendance at a regularly scheduled meeting may be excused by the Chair for illness, or unexpected changes in the member’s schedule. After more than two unexcused absences, the Chair will discuss with the member the appropriateness of their continued membership on the Council. All meetings will be open, with any member of the Assembly welcome to attend.

Agenda. The Chair will develop an agenda for each meeting, in consultation with the Center Director, and provide it to the members prior to the meeting. A written record of the minutes of each meeting will be maintained.

Votes. Each member of the Council is entitled to one vote. Decisions will be made by majority vote. The Chair will not vote except after the first vote has produced a tie. A member must be present to vote. Proxy votes will not be accepted.

Quorum. A quorum will consist of four members of the Council.

Officers. Any elected member of the Council from Education, Research or Service is eligible to serve as Chair or Assistant Chair. The Council shall select the following officers:
Chair. The Chair will be responsible for planning the agenda, for coordinating the activities of the Council, and for chairing all meetings of the Assembly and Council. There will be no standing committees of the Council. The Chair may appoint committees, working groups, or task forces to address specific issues. In addition to Council members, the Chair may appoint members to those committees, working groups, or task forces from the Assembly or community.

Assistant Chair. The Assistant Chair will function as the Chair in the absence of the Chair. The Assistant Chair will be responsible for the nomination process for new members and for conducting the election of new members.

Secretary-Treasurer. The Secretary-Treasurer will maintain the written records of the Council and Assembly and manage any funds under the control of the Assembly or Council.

Terms. Terms of office will be for one year. A member may serve a maximum of two additional terms in the same position.

Selection. Officers will be selected by secret ballot during the first meeting of the Council during the Fall Semester.

GENERAL

Communication. Communication links will be established to maintain continuous, current information to all members of the Assembly on the activities of the Council. This may include a listserv for all members of the Assembly, regular posting of minutes of all meetings of the Assembly and Council, and efforts by the Chair to solicit input from the members of the Assembly on issues being addressed or that need to be addressed by the Assembly.

Manoa Faculty Senate. Members qualified under the By-Laws of the Manoa Faculty Senate will elect a qualified member to represent the Center in the Manoa Faculty Senate.

Administrative Support. The Director of the Center will allocate sufficient administrative support and fiscal support to enable the Assembly and Council to function efficiently. The Council will prepare an annual budget for its activities and submit to the Director of the Council.

By-Laws. These By-Laws may be changed at any time upon a recommendation from the Council, with prior electronic presentation to the Assembly, by the Assembly during their next meeting. A two-thirds vote of the membership will be required for a change in the By-Laws.