

AUTISM SPECTRUM DISORDER LEGISLATIVE TASK FORCE

Operating Procedures

Approved October 3, 2013

I.	Statutory Purpose	Page 2
II.	Membership, Appointments, Responsibilities	Page 2
	A. Membership	
	B. Terms of Appointment	
	C. Term Limit	
	D. Resignations and Vacancies	
	E. Responsibilities and Expectations of Task Force Members:	
	F. Staff Support	
	G. Chair	
	H. Chair-elect	
	I. Past Chair	
III.	Elections	Page 5
IV.	Meetings	Page 5
	A. Frequency	
	B.. Cancellations	
	C. Quorum	
	D. Public Meetings	
IV.	General Procedures	Page 5
	A. Order of Business	
	B. Conduct of Business	
	C. Communication	
	D. Quorum	
V.	Subcommittees and Work Groups	Page 7
VI.	Annual Report	Page 7
VII.	Amendments	Page 7

I. STATUTORY PURPOSE

In 2011 Minnesota Legislative Special Session Laws, Chapter 9, Sec. 95 the Minnesota Legislature directed the Autism Spectrum Disorder Task Force to: develop an autism spectrum disorder statewide strategic plan that focuses on improving awareness, early diagnosis, and intervention and on ensuring delivery of treatment and services for individuals diagnosed with an autism spectrum disorder, including the coordination and accessibility of cost-effective treatments and services throughout the individual's lifetime. The task force shall coordinate with existing efforts relating to autism spectrum disorders at the Departments of Education, Employment and Economic Development, Health, and Human Services and at the University of Minnesota and other agencies and organizations as the task force deems appropriate. The task force shall submit its strategic plan to the legislature by January 15, 2013. The task force shall continue to provide assistance with the implementation of the strategic plan, as approved by the legislature, and shall submit a progress report by January 15, 2014, and by January 15, 2015, on the status of implementation of the strategic plan, including any draft legislation necessary for implementation.

Subd. 3. Report. The task force shall submit its strategic plan to the legislature by January 15, 2013. The task force shall continue to provide assistance with the implementation of the strategic plan, as approved by the legislature, and shall submit a progress report by January 15, 2014, and by January 15, 2015, on the status of implementation of the strategic plan, including any draft legislation necessary for implementation.

Subd. 4. Expiration. The task force expires June 30, 2015, unless extended by law.

II. MEMBERSHIP, APPOINTMENTS, RESPONSIBILITIES

A. Membership:

The Autism Spectrum Disorder Task Force, stated as Task Force throughout document, is composed of 19 members, appointed as follows:

1. two members of the senate, one appointed by the majority leader and one appointed by the minority leader;
2. two members of the house of representatives, one from the majority party, appointed by the speaker of the house, and one from the minority party, appointed by the minority leader;
3. two members who are family members of individuals with autism spectrum disorder (ASD), one of whom shall be appointed by the majority leader of the senate, and one of whom shall be appointed by the speaker of the house;
4. one member appointed by the Minnesota chapter of the American Academy of Pediatrics who is a developmental behavioral pediatrician;
5. one member appointed by the Minnesota Academy of Family Physicians who is a family practice physician;
6. one member appointed by the Minnesota Psychological Association who is a neuropsychologist;
7. one member appointed by the majority leader of the senate who represents a minority autism community;
8. one member representing the directors of public school student support services;
9. one member appointed by the Minnesota Council of Health Plans;
10. three members who represent autism advocacy groups, two of whom shall be appointed by the speaker of the house and one of whom shall be appointed by the majority leader of the senate; and
11. one member appointed by each of the respective commissioners of the following departments: education, employment and economic development, health, and human services.

B. Terms of Appointment:

1. **Appointed members:** The terms of the members of the advisory councils and committees shall be four years. The terms of one-half of the members shall be coterminous with the governor and the terms of the remaining one-half of the members shall end on the first Monday in January one year after the terms of the other members. If there is an odd number of members, the smallest possible majority of the members shall have terms coterminous with the governor. If the membership is composed of categories of members from occupations, industries, political subdivisions, the public or other groupings of persons, and if the categories as specified in statute have two or more members each, the appointing authority shall appoint as nearly as possible one-half of the members in each category at each appointment date per Minn.Stat. § 15.059.
2. **Alternate members:** The term of alternate members coincide with the term of the primary member.

C. Term Limits:

1. **Appointed members:** Appointed members can reapply at the end of their term, but are limited to two consecutive terms except as required in D.1.
2. **Alternate members:** The term limit for an alternate member coincides with the term of the primary member. If an alternate becomes a commissioner appointed, their term limit is governed by the provisions for that member category.

D. Resignations and Vacancies:

1. Members may serve until their successors are appointed and qualify. If a successor has not been appointed by July 1 after the scheduled end of a member's term, the term of the member for whom a successor has not been appointed is extended until the first Monday in January four years after the scheduled end of the term per Minn.Stat. § 15.059.
2. Each member will receive notification of the expiration of his or her term at least sixty-days prior to the termination date. Notification will also be sent to the chair.
3. Certificates of Recognition will be presented to all departing members during the last meeting of the year of the ending term.
4. If a member misses two consecutive meetings without notifying the chair of need for being excused, the staff supporting the Task Force will notify the member in writing that the member may be removed for missing the next meeting.
5. Vacancies for appointed members are filled in the same membership category. Applications are made through the Secretary of State's Office of Open Appointments.

E. Responsibilities and Expectations of Task Force Members:

In accepting appointment to the Task Force, members are to promote the task force mission and expected to:

1. Attend Task Force meetings.
2. Share responsibility for the group's success and work on behalf of positive outcomes for individuals with ASD and their families statewide.
3. Acknowledge the value of other members and give genuine consideration to others' ideas.
4. Promote an atmosphere of respect and collaboration both at Task Force meetings and in the public domain.
5. Treat all Task Force members in a professional and respectful manner that positively influences the vision for those with ASD outlined in the Minnesota ASD Strategic Plan.
6. Serve on committees or work groups.

7. Prepare for active participation in discussions and decision-making by reviewing meeting materials.
8. Act as a liaison when appropriate between constituent groups and the Task Force.
9. Inform constituent groups of Task Force activities, actions, and issues.
10. Abstain from voting where a conflict of interest may exist. A conflict of interest exists if one of the following conditions applies:
 - a. Member has a direct financial interest in the matter under consideration.
 - b. Member has an indirect financial interest in the matter under consideration and is not so free from personal bias, prejudice, or preconceived notion as to make it possible for her/him to objectively consider the evidence presented and base her/his decision solely on the evidence

F. Staff Support:

1. The Legislative Members will make available staff, space and other resources as appropriate and available to support the work of the Task Force.
2. Staff support for the Task Force will be provided by legislative assists

G. Chair:

1. The chair serves a four-year term as per Minn.Stat. § 15.059.
2. The duties of the chair are to:
 - a. Preside at all full Task Force meetings
 - b. Provide sufficient structure so that every task force member is heard while keeping the meeting agenda moving for timely adjournment;
 - c. Develop a meeting agenda prior to each meeting of the Task Force. Provide to members of the Task Force and place on the Task Force Website (<http://www.lcc.leg.mn/asd/>);
 - d. Ensure that meeting minutes are provided to all Task Force members and are posted on the Task Force Website (<http://www.lcc.leg.mn/asd/>);
 - e. Be the spokesperson and representative for the Task Force;
 - f. In order for the Task Force to be representative of the constituents it serves, and a sound resource on topics identified by the Task Force, additional individuals or organizations may be invited by the chair, Task Force approval, to be ex-officio members and serve on the Task Force or working groups;
 - g. Serve as past chair for one year.

H Chair-Elect:

1. The chair-elect serves a one-year term.
2. The duties of the chair-elect are to:
 - a. Preside at the Task Force meetings in the absence of the chair;
 - b. Assist the chair as requested;
 - c. Serve as the next Task Force chair.

I. Past Chair:

1. The past chair serves a one-year term.
2. The duties of the past chair are to:
 - a. advise the chair and serve as a resource to the Task Force;
 - b. preside at Task Force meetings in absence of the chair.

III. ELECTIONS

The Task Force by consensus will nominate a member of the Task Force who has served at least one year on the Task Force, to serve as chair-elect. The nomination will be voted on by the Task Force at the last meeting of the calendar year before the chair-elect is to take office. The Task Force must approve the nomination by a majority of the members present at the meeting. A candidate for chair-elect whose remaining term on the Task Force is less than the two year term of chair for which they are nominated, must be willing and eligible to serve another two year term on the Task Force.

IV. MEETINGS

This section applies to meetings of the ASD Task Force, subcommittees, and work groups, unless otherwise noted.

A. Frequency:

The Task Force shall meet as requested by the chair in consultation with past chair or chair-elect as frequently as necessary and at least six times a year per legislative statute. Meeting dates for the Task Force for the upcoming year are selected at the prior summer Task Force meeting.

A. Cancellations:

Meetings of the Task Force may be canceled and rescheduled by the Chair in consultation with past chair or chair-elect. Task Force members will be notified of cancellations in as timely a manner as possible.

B. Quorum:

The presence of fifty (50) percent of filled Task Force members constitutes a quorum at meetings. Once a quorum is established it is maintain until the meeting is adjourned to mirror current legislature practice. This excludes alternate members, unless the alternate is attending in place of the primary member.

C. Public Meetings:

All Task Force meetings are open to the public and are posted on the public website for notification.

IV. GENERAL PROCEDURES

A. Order of Business:

The business of the Task Force will include the following:

1. Call to order, welcome and introductions by the chair;
2. Review and approval of the minutes of the previous meeting;
3. Review and approval of agenda;
4. Announcements;
5. Members news and new issues;
6. Reports of subcommittees and workgroups;
7. Other reports and presentations;
8. Other business; and
9. Public comment
10. Adjournment.

Agendas may deviate from the above format at the discretion of the chair.

B. Conduct of Business:

1. Task Force members will receive the agenda, past meeting minutes and other pertinent information at least four working days prior to each meeting.
2. Minutes will be kept of all Task Force meetings and maintained according to established records retention schedule. Minutes will be prepared and forwarded to Task Force

members in advance of the next meeting. Approved minutes and agendas will be available on the Task Force website.

3. Task force will strive for consensus. If consensus cannot be reached, decisions will be made when a majority of voting members present reach agreement on a given matter.
4. Dissenting opinions will have an opportunity to be heard and be noted in the meeting minutes.

C. Communication

1. Task Force members will communicate at the Task Force meetings as well as externally in ways that support the collective work and mission of this group.
2. Task Force members will bring any issues or concerns related to the function of the Task Force and its' mission, to the Task Force to resolve.
3. Task Force members will communicate with one another during the meetings and outside of the meetings, related to the Task Force's work, in a respectful, professional manner and refrain from engaging in negative personal attacks in any verbal or written communication regarding the work of this group.
4. Task Force members will refrain from reporting the opinions of other members without permission.
5. Task Force members will let the Task Force know of media contacts or concerns related to the Task Force efforts.
6. Task Force members will accurately characterize to the public, decisions made by the Task Force.
7. Task Force members will provide information from the Task Force to the organizations/constituents they represent and in turn bring the input of these groups back to the Task Force.

D. Voting:

1. Whenever possible, decisions requiring a vote by the Task Force will be indicated in the meeting agenda, which will be distributed to the members prior to the meeting.
2. Fifty (50) percent of filled membership must be present at a given meeting. Decisions can be made when a majority of voting members present reaches agreement on a given matter.
3. Voting will normally be done by a show of hands and will normally be recorded as the number of ayes, number of nays, and number of abstentions. When specifically requested by a member of the Task Force, the Chair will take a roll call, and individual votes will be recorded.
4. Votes by members attending the meeting by technology are acceptable and add to the quorum.
5. Ex-officio participants are allowed to participate but do not have decision-making or voting privileges. They are not appointed to the formal Task Force membership.
6. Voting privileges for absent members are as follows:
 - a. Members participating by technology are allowed to vote.
 - b. Absent members may submit proxy votes to the Chair or another member beforehand if a topic was already discussed at previous meetings and notification went out ahead of time. The proxy statement will declare her/his approval or rejection of the issue that will be under discussion.
 - c. Absent members may submit proxy statements to the Chair or another member beforehand. The proxy statement will declare that a specific member, who must

be present, serves as the absent member's delegate and has full authority to vote on a particular issue.

- d. Absent members are not allowed to designate an alternate to attend a particular meeting and vote on (either specific or all) arising issues during the meeting on their behalf.

V. SUBCOMMITTEES AND WORK GROUPS

Subcommittees and work groups will be established to assist the Task Force in accomplishing their purpose. The chair will ask for volunteers or appoint members based on their expertise and interest to serve on a subcommittee or work group. Subcommittees and work groups will be given a specified charge and period of time to fulfill that charge, and will present a final report or recommendations to the full Task Force for approval at completion of its charge.

The chair may ask persons who are not appointed Task Force members, or alternates to serve on subcommittees or work groups as necessary to fulfill a specialized or technical charge.

VI. ANNUAL REPORT

The Task Force prepares and present to the House and Senate a brief annual report based on the strategic state plan and work plan.

VII. AMENDMENTS

Amendments to these Operating Procedures may be made only after notification of the ASD Task Force at least two weeks in advance of a regularly scheduled meeting. Amendments require a vote of two-thirds of the members present. Suspension of operating procedures must be by majority of present members and does not constitute amendment to operating procedures.