

SELF-ADVOCACY BOARD OF LOS ANGELES COUNTY BYLAWS

I. GOAL

- A. Our goal as the Self-Advocacy Board of Los Angeles County (SABLAC) is to teach people with developmental and/or physical disabilities (including people who may have an additional mental health diagnosis) about our rights, support self-advocacy groups, and promote the growth of the self-advocacy movement in Los Angeles County. Self-advocacy means speaking up for ourselves, learning our rights and responsibilities, solving problems on our own, and making our own decisions.

II. SABLAC MEMBERSHIP

- A. There will be a minimum of five (5) SABLAC members. All members shall be Los Angeles County residents and people with intellectual and/or developmental and/or physical disabilities including people who have an additional mental health diagnosis. Efforts will be made to recruit persons from each of the seven Los Angeles regional center areas. Three (3) people must be present for a quorum.
- B. SABLAC members must be willing to make a commitment to be a member for at least 3 years.
- C. Members must inform the President or Vice President before a meeting if they cannot attend it.
- D. If a member has three (3) or more unexcused absences from SABLAC meetings in one calendar year, their membership is terminated. Absences shall be excused if the President or Vice President is notified before a meeting. Membership can be reestablished pursuant to Section II.G. SABLAC/SCDD Joint Project meetings and trainings shall not be considered a meeting for this purpose.
- E. After two (2) unexcused absences in one calendar year, the Secretary will send a notification and warning to the member that their

membership may be terminated if they have another unexcused absence.

- F. All SABLAC members shall:
 - a. understand the SABLAC bylaws
 - b. attend all SABLAC meetings
 - c. receive the SABLAC bylaws and an updated telephone roster of members (members must let Secretary know of changes to roster)
 - d. notify the SABLAC Secretary of any change of address or phone number

- G. People interested in becoming SABLAC members must first attend four (4) SABLAC meetings in four (4) months and be an LA County resident. At least two of the four meetings attended must be a formal SABLAC meeting. SABLAC/SCDD Joint Project meetings and trainings shall count as a meeting for the purpose of becoming a SABLAC member. Election of new members shall require a majority vote of SABLAC members present. At least five (5) SABLAC members must be present for voting. Non-members may attend SABLAC meetings but cannot vote.

- H. If a SABLAC Officer feels that another Officer or member is not doing their job responsibly, they will talk to that person privately. If that doesn't work, SABLAC will vote to give that person a warning that SABLAC is dissatisfied and the member is at risk of termination. If SABLAC still feels that person's actions are bad for SABLAC, SABLAC will vote to terminate the member's membership.

III. VOTING

- A. All decisions made will be voted on by members present. The largest number of votes wins.

- B. Elections of Officers will be done by secret ballot and a simple majority vote will win. If no nominee is elected by a majority vote, there will be a run-off election between the nominees who received the two highest number of votes.

- C. All votes other than Officer Elections will be by raised hands.

- D. Five (5) members must be present when voting on any matter.

- E. If there is a tie vote, then the determining vote shall be decided by the SABLAC President.
- F. When a member cannot attend a meeting, the member may provide their vote to the President or Vice President who will cast the absent member's vote on the absent member's behalf.
- G. If there is a dispute, Robert's Rules of Order will be used.

IV. MEETINGS

- A. All SABLAC meetings will be conducted according to the following rules:
 - a) We are a team.
 - b) We are respectful of each other.
 - c) If needed before a vote, all those who wish to speak about the vote will be able to voice their thoughts.
 - d) When a decision is to be made and there is no unanimous consensus, there will be a vote. The President will break a tie vote.
- B. Anyone may contact any SABLAC Officer at least 10 days before the next meeting to put an item on the SABLAC meeting agenda.
- C. SABLAC meetings will take place the first Thursday of the month from 1-3 PM. SABLAC/SCDD Joint Project meetings will take place on the second Thursday from 1-3 PM. SABLAC trainings will take place on the third Thursday from 1-3 PM. Scheduling of the meetings may be subject to change pending the President and Vice President's approvals.

V. SABLAC OFFICER DUTIES

- A. The SABLAC Officers are: President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.
- B. The President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms will be people with developmental disabilities.
- C. The five (5) SABLAC Officers will be elected to serve for a minimum of two (2) years. Elections will be held every year in November. The newly elected officers will serve beginning January of the following year.

- D. The election for President will take place in odd numbered years. The election for the other four (4) SABLAC Officers will take place in even numbered years.
- E. After holding an office for four (4) years, an Officer can run again for a *different* position, but not the same office he or she just held, *unless* at least one year has passed since that person held that office.
- F. The SABLAC Officers will meet as needed or if issues come up in between meetings.
- G. SABLAC Officers must attend all SABLAC meetings and SABLAC Officer meetings, unless excused. An Officer may be asked to resign their position if they miss two (2) or more unexcused SABLAC meetings. Absences shall be excused if the President or Vice-President is notified before a meeting.
- H. The SABLAC Officers will:
 - a) Lead SABLAC
 - b) Set agenda items
 - c) Make recommendations how money is spent to the membership
 - d) Handle all SABLAC issues.
- I. If the President can no longer fulfill their duties, the Vice-President will finish the President's term. All other officer positions (including Vice-President) will be filled with an immediate election. In this event, the newly elected Officers' terms will end at the next election.

VI. SABLAC LEADER DUTIES

- A. President
 - a) Lead regular, special, and SABLAC Officer meetings, using the rules established in Section IV.A of these bylaws.
 - b) Be an official representative of SABLAC
 - c) Is a member of all SABLAC committees
 - d) Term expires after two (2) years or the next election.
- B. Vice-President

- a) Helps the President and fulfills the role of President in the President's absence.
- b) Will be kept apprised of major issues or activities.
- c) Can be a member of all SABLAC committees
- d) Term expires after two (2) years or the next election.

C. Secretary

- a) Takes minutes at each SABLAC meeting. If the Secretary is not present, the President will ask another Officer or SABLAC member.
- b) Takes attendance.
- c) Maintain roster.
- d) Writes letters, sorts and reads all incoming mail.
- e) Keeps track of the terms of SABLAC Officers and SABLAC members.
- f) Term expires after two (2) years or the next election.

D. Treasurer

- a) Keeps track of money.
- b) Receives money and pays bills for SABLAC.
- c) SABLAC members and Officers need SABLAC approval to spend SABLAC money.
- d) In an emergency where there is no time to get SABLAC approval, the SABLAC member shall contact the Treasurer who will in turn get approval of two (2) other Officers, including the President, to authorize the expenditure.
- e) The Treasurer will report all expenditures and SABLAC's account balance to SABLAC at each meeting. If the Treasurer can't give the report, another Officer will give it.
- f) Reimbursement will be made to SABLAC Officers and members for expenses SABLAC agreed on, when the person provides a receipt.
- g) Term expires after two (2) years or next election.

E. Sergeant-at-Arms

- a) Keeps the meetings in order.
- b) Knows and is ready to explain SABLAC rules for conducting meetings. Reminds SABLAC members to raise their hand to speak, to give everyone a chance to speak, and to be polite.
- c) Welcomes people to the meetings.
- d) Term expires after two (2) years or next election.

VII. COMMITTEES

- A. Committees will be created if needed and will meet monthly or as needed. Members of the Committee will vote for the Chair of that Committee.
- B. Committee Chairs will lead and organize committee meetings.
- C. Committee Chairs will make committee reports at each SABLAC meeting.
- D. Committee Chairs may attend SABLAC Officer meetings, although it is not a requirement.

VIII. SEVERABILITY CLAUSE

- A. If one provision of the bylaws is found to be invalid by a court, then only that section shall be deemed invalid.

IX. BY-LAW AMENDMENTS

These bylaws will be amended by SABLAC as needed.

Amended July 12, 2000

Amended November 18, 2000

Amended November 19, 2005

Amended March 27, 2010

Amended May 21, 2011

Amended November 4, 2021

Amended September 1, 2022

Amended November 3, 2022

Amended September 11, 2025