

**BY LAWS OF THE  
VENDOR ADVISORY COMMITTEE  
OF INLAND REGIONAL CENTER**

**I. MISSION STATEMENT**

- A. Enabling Legislation: “The governing board shall appoint an Advisory Committee composed of a wide variety of persons representing the various categories of providers from which the Regional Center purchases client services. The Advisory Committee shall provide advice, guidance, recommendations, and technical assistance to the Regional Center Board in order to assist the regional center in carrying out its mandated functions. The Advisory Committee shall designate one of its members to serve as member of the Regional Center Board.” W&I Code 4622 (i)
  
- B. Role: In addition to providing advice, guidance, technical assistance and recommendations to the Inland Regional Center Board of Trustees, the Vendor Advisory Committee shall also provide a forum in which issues of vendor interest are discussed. Members of the Committee are to concern themselves with the interests of providers in general; they are not to focus only on individual or particular category provider concerns.

**II. MEMBERSHIP**

- A. Appointment: Members of the Vendor Advisory Committee shall be recruited and screened by the Vendor Advisory Committee Membership Committee, presented to the Vendor Advisory Committee for approval, and then recommended to the IRC Board of Trustees for appointment. Recruitment shall include both a public advertisement of open positions as well as direct solicitation of prospective members.
  
- B. Number of Members: There shall be a maximum of 18 members on the Vendor Advisory Committee.
  - 1. Each member shall have one vote on the Committee.
  
- C. Composition of Vendor Committee: The members of the Vendor Advisory Committee shall represent, but not be limited to, the following service categories:

- ILS/SLS
- CCL Licensed Residential Facilities – Levels 1-3
- CCL Licensed Residential Facilities – Levels 4+
- Intermediate Care Facilities
- Adult Day Programs
- Behavior Management Programs
- Vocational Programs
- Infant /Children’s Programs
- Respite Programs
- Support Services
- Transportation
- Other Members-at-Large

**Please Note:** Membership on the Advisory Committee will be staggered so that the terms of membership do not all expire at the same time. To accomplish this, the initial term of some members will be limited to one year. After this initial term, the term will revert to the standard two year term. The specific number of vendor categories who will initially serve a limited one year term will be determined by the current number of vacancies and the number of applicants. The number of initial one year terms will not exceed one half of the maximum number of members.

- D. Term of Membership: Every member of the Vendor Advisory Committee seated by the Board of Trustees shall serve a two (2) year term not to exceed two (2) consecutive terms. After serving the maximum term as a member, an individual is eligible to return to the Vendor Advisory Committee after being absent from the Vendor Advisory Committee for one (1) year. A member of the Committee shall serve until he/she:
1. becomes disqualified
  2. resigns
  3. is absent more than 3 consecutive meetings or more than 50% of the meetings in a calendar year without notice at which time position will be deemed vacant

### III. OFFICERS

- A. Officers: The officers of the Vendor Advisory Committee shall be a Chairperson, a Co-Chairperson, and a Secretary.
- B. Election: The officers of the Vendor Advisory Committee shall be elected by the members of the Vendor Advisory Committee and confirmed by the Board of Trustees of Inland Regional Center.
- C. Term of Office: Officers shall serve a one (1) year term and may be reappointed by the Committee for an additional term.
- D. Chairperson: The chairperson must be a member of the Vendor Advisory Committee. (S)he shall call and preside at all of the meetings of the Committee. (S)he serves as the representative of the Vendor Advisory Committee on the Board of Trustees and is responsible for conveying to the Board of Trustees the recommendations of the members of the Committee.
- E. Co-Chairperson: The Co-Chairperson must be a member of the Vendor Advisory Committee. In the absence of the Chairperson, the Co-Chairperson shall perform all the duties of the Chairperson.

- F. Secretary: The Secretary must be a member of the Vendor Advisory Committee. The Secretary shall keep or cause to be kept a Book of Minutes of all the meetings of the Committee. (S)he shall conduct the official correspondence of the Committee as directed by the Committee.

IV. MEETINGS:

- A. Place of Meetings: Regular meetings of the Vendor Advisory Committee will be held at a place agreed upon by the members of the Vendor Advisory Committee. The Meetings will be held, at a minimum, every other month.
- B. Organization of Meetings: Meetings will be opened to all vendors who wish to attend. Agenda items may be submitted in advance by vendors to the members of the Committee representing their service category.
- C. Quorum: A simple majority (51%) of the members, excluding vacancies, shall be necessary to constitute a quorum for the transaction of business. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of members, if any taken is approved by at least a simple majority of the required quorum for that meeting.
- D. Dissemination of Information: Agenda and meeting minutes will be available to all vendors.

The following information shall be disseminated to all vendors:

- 1. Names of those on the Vendor Advisory Committee and the service category they represent.
- 2. Upcoming Agenda
- 3. Board of Trustees motions which have an impact on the vendor community.
- 4. Solicitation of input or agenda items

V. COMMITTEES

- A. Provision for Committees: The Vendor Advisory Committee may from time to time appoint other committees as may be deemed appropriate.
  - 1. Membership Committee
    - a. Membership will consist of two (2) currently seated Vendor Advisory Committee members and a minimum of two (2) non-Vendor Advisory Committee members.

## By Laws of the Vendor Advisory Committee of Inland Regional Center

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Revised and Approved by Inland Counties Regional Center, Inc. Board of Trustees on March 13, 2006.

Revised and Approved by Inland Counties Regional Center, Inc. Board of Trustees on November 8, 2010.

Revised and Approved by Inland Counties Regional Center, Inc. Board of Trustees on March 14, 2011.