

**BY-LAWS
OF THE
COLORADO DEVELOPMENTAL DISABILITIES COUNCIL**

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ARTICLE I. NAME, MISSION, PURPOSE, AND AUTHORITY [\[Back to Top\]](#)

- 1.1 The name of this Council is the Colorado Developmental Disabilities Council (hereinafter the "Council").
- 1.2 The mission of the Council is to advocate in collaboration with and on behalf of people with developmental disabilities for the establishment and implementation of public policy which will further their independence, productivity, integration, and inclusion.
- 1.3 The purpose of the Council is to ensure that persons with disabilities have every opportunity to be independent, productive, fully integrated, and included in all facets of community life. We achieve this purpose by engaging in advocacy, capacity building, and systems change activities that contribute to a coordinated, consumer- and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, be integrated, and included in all facets of community life. All activities of the Council shall be consistent with the Purpose and Policy contained in the Developmental Disabilities and Bill of Rights Act of 2000, 42 U.S.C. Sec. 15001 *Et. Seq.* (hereinafter the "DD Act").
- 1.4 The Colorado Developmental Disabilities Council was established by the DD Act and by Colorado Revised Statutes (C.R.S. 27-10.5 (201-208)), and shall comply with the provisions contained therein.

ARTICLE II. RESPONSIBILITIES [\[Back to Top\]](#)

- 2.0 The responsibilities of the Council include, but are not limited to, the following:

By-laws of the Colorado Developmental Disabilities Council as amended January 23, 2013

- 2.0.1** To advise the Governor and General Assembly on issues affecting people with developmental disabilities;
- 2.0.2** To advocate for individuals with developmental disabilities and conduct programs, projects, and activities that carry out the Council's purpose as stated in section 1.3 of these Bylaws;
- 2.0.3** To develop a State Plan consistent with requirements specified in the DD Act and to monitor and revise the State Plan as necessary, but not less than once every five years;
- 2.0.4** To implement the State Plan through activities the Council deems necessary, including but not limited to: grant making; outreach; training; support for communities; interagency cooperation, collaboration, and coordination; coordination with related councils, committees and programs; barrier elimination; systems design; citizen participation, public education and coalition development; informing policy makers; and prevention;
- 2.0.5** To periodically assess the designated state agency's support of the Council and to report to the Governor any recommendations for changes to the agreement with, or the designation of, the designated state agency;
- 2.0.6** To submit to the Secretary of the United States Department of Health and Human Services, through the Governor of Colorado, periodic reports on the Council's activities as the Secretary may reasonably request;
- 2.0.7** To prepare, approve, and implement an annual budget of funds available to Colorado under provisions of the DD Act;
- 2.0.8** To develop and implement organizational policies and procedures to ensure the effective operations of the Council and its staff; and
- 2.0.9** To recruit, hire, supervise, and evaluate, consistent with State Law, an Executive Director of the Council.
- 2.0.9a** When hiring, the Council shall submit a Council-approved candidate's name to the Chief Executive officer of the designated state agency.
- 2.0.9b** The Executive Committee, through its Chairperson, shall supervise the Executive Director of the Council.
- 2.0.9c** The Executive Committee shall conduct and facilitate an annual work performance plan and evaluation of the Executive Director, consistent with State personnel rules and regulations, with written input solicited from all members of the Council and its staff.
- 2.0.9d** Recommendations for performance awards, promotions, remediation, disciplinary action, evaluations or other similar personnel action shall be made by a majority vote of the Executive Committee, consistent with State law, and transmitted to the designated state agency for implementation.
- 2.0.9e** Termination of the Executive Director shall only be made by a majority vote of the full Council, upon the recommendation by a majority vote of the Executive Committee,

consistent with State law, and transmitted to the designated state agency for implementation.

2.0.9f To fulfill other duties as specified in Colorado Revised Statutes (C.R.S. 27-10.5-205).

ARTICLE III. MEMBERS AND MEMBERSHIP [\[Back to Top\]](#)

- 3.1** Members shall be appointed by Executive Order of the Governor of Colorado. Each member shall be appointed for a three-year term of office, excepting those who are appointed to a partial term.
- 3.2** The Executive Committee of the Council shall periodically submit the names of recommended or potential Council members to the full Council for approval, and then to the Governor's Office of Boards and Commissions.
- 3.3** The membership of the Council shall be geographically representative of Colorado and shall reflect the diversity of the State with respect to race and ethnicity.
- 3.4** A member may be appointed for a maximum of two full consecutive three-year terms, and may be considered for reappointment after a subsequent period of non-membership of at least one-year's duration.
- 3.5** A member who, by filling a vacancy (e.g. is appointed to a partial term), completes the remainder of a term of less than 18 months (i.e. not more than 539 days), may be considered for reappointment to two consecutive three-year terms.
- 3.6** Notwithstanding three-year term lengths, the term of each Council member shall continue until he/she is re-appointed or until a successor is appointed.
- 3.7** In addition to Governor-appointed members, the Council Chairperson, with the advice and consent of the Executive Committee, may create up to six (6) ex-officio non-voting positions for other legislative liaisons, representatives of designated private consumer or advocacy organizations that represent the perspective of individuals with disabilities or, in the case of minor children with disabilities, their parents or guardians, or other organizations or individuals who are deemed valuable to the work of the Council. Each ex-officio member may serve for one-year renewable terms. The Executive Committee shall review periodically ex officio designations and may change or abolish one or more as desired.
- 3.8** Any member desiring to resign from the Council shall submit a written resignation to the Governor's Office and send a copy of the resignation to the Council Chairperson. Consistent with section 3.6, an individual who resigns remains a member of the Council until the Governor appoints a successor. Anyone submitting a resignation and who is no longer attending meetings, is considered an inactive Council member and will be replaced by the executive committee.
- 3.9** The composition of the Council shall comply with all requirements of the DD Act, including the requirement that: not less than 60 percent of the membership of each Council shall consist of individuals who are individuals with developmental disabilities; parents or guardians of

children with developmental disabilities; or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves; and not employees of a State agency that receives funds or provides services under this subtitle, and who are not managing employees (as defined in section 1126(b) of the Social Security Act (42 U.S.C. 1320a-5(b)) of any other entity that receives funds or provides services under this subtitle.

- 3.10** A voting member who, without timely notice and explanation, misses two regularly scheduled full Council meetings in a calendar year shall be considered inactive. Similarly, a voting member who, without timely notice and explanation, misses three consecutive regularly scheduled committee meetings to which the member is assigned shall be considered inactive. Once a voting member is inactive, the Executive committee shall contact the member to ascertain his/her continued commitment to participate on the Council. If, within that same calendar year, the member misses another Council or committee meeting, the Executive committee shall, absent a finding by that Committee to the contrary, direct the Council regarding replacement of the Council member for inactivity. In making a determination to recommend replacement of a member, the executive committee shall give reasonable written notice and opportunity to be heard to such member, although the opportunity to be heard may be waived by such member.
- 3.11** The Chairperson of the Council shall timely advise the Governor of members of the Council who A) are recommended for replacement due to inactivity according to section **3.10** of these bylaws, B) should be replaced because of a written or defacto resignation or, C) upon the recommendation of the Council, should be removed for cause, including, but not limited to unresolved conflict(s) of interest, unauthorized use of the Council name, or inappropriate behavior according to the Council's Code of Conduct.
- 3.12** Notwithstanding other sections of these bylaws, a legislator who is a Governor-appointed member of the Council is expressly exempted from all attendance requirements. Furthermore, in instances where a legislator's absence would otherwise determine a failure to achieve quorum, the legislator's seat shall not be counted when determining quorum.

ARTICLE IV. OFFICERS [\[Back to Top\]](#)

- 4.1** The officers of the Council shall include a Chairperson and a Vice Chairperson. The Chairperson and the Vice Chairperson shall be elected by majority vote by the Council at the annual meeting.
- 4.2** The Chairperson and Vice Chairperson each shall be either a person with a disability or an immediate relative/guardian of such.
- 4.3** The duties of the Council Chairperson shall include:
- 4.3.1** Chairing the Executive Committee;
 - 4.3.2** Presiding at all Council meetings, including working with staff and the Executive Committee to develop an agenda for each Council meeting;

- 4.3.3 Supervising the Executive Director, in consultation with the Executive Committee;
 - 4.3.4 Representing the Council to the public and to elected and appointed officials;
 - 4.3.5 Generally guiding the Council in upholding its principles, purposes and responsibilities;
 - 4.3.6 Evaluating annually the job performance of the Executive Director in consultation with the Executive Committee;
 - 4.3.7 For other than the Executive committee, serving as an ex officio non-voting member of all committees;
 - 4.3.8 When necessary, chairing an ad hoc Search committee for a new Executive Director or delegating this role to other members of the Council with the approval of a majority of the Council; and
 - 4.3.9 Performing all other duties assigned by the Council or that usually attend the office of Chairperson.
- 4.4 The duties of the Council Vice Chairperson shall include:
- 4.4.1 Aiding the Chairperson in the performance of his/her duties;
 - 4.4.2 Performing all duties of the Chairperson in his/her absence and such other duties as the Chairperson shall determine;
 - 4.4.3 Other duties as assigned by the Chairperson.
- 4.5 An officer may be suspended or removed for cause only after reasonable notice and opportunity to be heard by the full Council. An officer may be suspended or removed for cause by vote of a $\frac{3}{4}$ majority of members at a Council meeting.
- 4.6 For other than the Executive committee, a committee chairperson may be removed by the Executive Committee upon a super majority vote that declares the committee chairperson's continued service in that position is no longer in the best interests of the Council.

ARTICLE V. COMMITTEES [\[Back to Top\]](#)

- 5.1 The Council shall have the following standing committees: I) Executive, II) Planning and Grants, III) Public Policy, and IV) Multicultural.
- 5.2 The Council Chairperson, subject to Council ratification by simple majority, may establish other non-standing committees, i.e. subcommittees, ad hoc committees, or task forces, as deemed necessary. For the purpose of these By-Laws the terms "subcommittee," "ad hoc committee," and "task force" shall be synonymous with the term "committee".
- 5.3 The Executive Committee is responsible for developing a slate of member nominees for Chair and Vice Chair for annual election. Notwithstanding a proposed slate, nominations may be accepted from the floor for any election. Unless otherwise specified in these By-Laws (e.g. the Executive Committee) or written policy, each committee shall be advisory and have no power to bind the Council, i.e. make a decision or take an action on behalf of the Council, except when specifically authorized in writing by the full Council. Each committee recommendation to the Council shall be presented to the full Council for adoption in the form of a motion.

- 5.4 Each non-standing committee exists at the pleasure of, and for purposes stated by, the Council. Any non-standing committee can be discontinued at any time as the Council sees fit.
- 5.5 All committee chairpersons, except those for time-limited committees, e.g. ad hoc Search, serve for twelve month terms, subject to election by the subcommittee members of the respective committees.
- 5.6 The chairperson of each committee, or his/her authorized Council representative, are required to be present at Council meetings.
- 5.7 Subject to provisions of these By-Laws, and the ad hoc Search committee, a Council member upon election by the committee members of respective committee shall fill a chairperson vacancy. Priority for filling chairperson positions shall be afforded qualified and interested: A) persons with a developmental disability; and B) immediate relatives or guardian(s) of a person with a developmental disability.
- 5.8 The quorum for the transaction of business for each committee of the Council shall consist of forty percent (40%) of the committee's members.
- 5.9 A committee shall meet upon call of the chairperson of the committee or, in rare circumstances, the Council Chairperson.
- 5.10 For all committees other than Executive, the Council Chairperson shall serve as an ex-officio non-voting member.
- 5.11 Membership on all committees, except Executive, shall be open to non-members of the Council. Upon the recommendation of the committee's chairperson, non-members shall be considered for committee membership by the Executive Committee. Non-members serving on Council committees serve at the pleasure of the Executive Committee. A majority of voting members of each committee can recommend to the Executive Committee that a non-member be removed.
- 5.12 A staff member designated by the Executive Director shall serve ex-officio, without vote, on each committee to support the work of the committee.
- 5.13 Expenses of approved non-Council committee members may be reimbursed on the same basis as are Council members.
- 5.14 Committees may invite guests to attend specific committee meetings and activities, as needed, to gain their expertise and support. Expenses of invited guests may be reimbursed upon an advance determination by the Executive Committee that, absent reimbursement, attendance by an invited guest is likely to create a hardship for that individual or is otherwise in the best interests of the Council.
- 5.15 Each committee member, including a non-Council member, may vote on matters before his/her respective committee unless the committee is voting on a matter that bind the Council. In those circumstances, voting is restricted to Council members on the committee.
- 5.16 A vote held outside of a regular or special committee meeting that is conducted by telephone, mail, and/or email shall be permitted with prior authorization by the Committee Chairperson.
- 5.17 The Council may establish written criteria for committee membership.

ARTICLE VI. ESSENTIAL DUTIES OF COMMITTEES [\[Back to Top\]](#)

- 6.1 Committees of the Council shall work in their respective issue or subject area to implement goals and objectives as stated in the State Plan, the Council Mission, and/or as directed by the full Council. The Council shall annually develop or approve a written charge to each Standing Committee that shall govern its activities and responsibilities.
- 6.2 Standing committees shall meet no fewer than six (6) times a year.
- 6.3 Each committee shall create minutes of each meeting and shall provide copies of approved minutes for public dissemination.
- 6.4 Each committee may, from time to time, recommend that the Council take specific actions to advance the Council's mission and State Plan including, but not limited to, types of projects to be funded, new or revised policies, and new initiatives.
- 6.5 Each standing committee shall from time to time, but no less than annually, provide the full Council a written report on the progress of goals, objectives, or tasks assigned to the committee.
- 6.6 In addition to essential committee duties and responsibilities enumerated in these bylaws, the Council shall establish committee descriptions for each committee that describes broad committee functions, and includes other duties, responsibilities, and expectations.

ARTICLE VII. EXECUTIVE COMMITTEE [\[Back to Top\]](#)

- 7.1 The Executive Committee shall consist of the Council Chairperson, Vice Chairperson, most recent Past Chairperson, the chair of the Planning and Grants committee, the chair of the Public Policy and Legislative committee, the Chair of the Multicultural committee, and two additional at-large members elected by the Council. At least one of the two elected at-large positions shall be a representative of roles other than family member/guardian or person with a disability.
- 7.2 The Council Chairperson and Vice Chairperson shall each be a person with a developmental disability or immediate relative or guardian of a person with a developmental disability. If the immediate most recent Past Chairperson is no longer a member of the Council, is no longer eligible to serve, or is unable to serve, that seat on the Executive Committee shall remain vacant.
- 7.3 The Chairperson and Vice Chairperson of the Council and two at-large positions shall be elected by the membership of the Council at the annual meeting of the Council. Vacancies between annual meetings shall be filled by special election if a member resigns or is removed and there are 120 or more days before the next annual election. If a member resigns or is removed, and there are less than 120 days before the next annual election, the Executive Committee may fill the vacancy by appointment, subject to ratification by the full Council at the next scheduled meeting.

- 7.4 The term for each Executive Committee position, including Chairperson and Vice Chairperson, is one year or, if a position is filled between elections, for the remainder of the original holder's term. Executive Committee members may stand for reelection.
- 7.5 The Executive Committee shall have the following responsibilities and duties:
- 7.6.1 To act on behalf of the Council between regularly scheduled Council meetings, and to oversee all critical Council operations and functions, working in coordination with Council staff and Council committees;
 - 7.6.2 To report regularly its work and actions to the full Council -- the minutes of the Executive Committee meetings shall be sent to all Council members in a timely manner;
 - 7.6.3 To oversee the work of the Executive Director and to consult with the Council Chairperson regarding his/her supervision;
 - 7.6.4 To evaluate annually the work performance of the Executive Director, with input from the full Council;
 - 7.6.5 To annually review the committee structure, policies, practices, and performance of the Council for organizational and planning efficiency, and to recommend needed changes to the full Council;
 - 7.6.6 To work closely with the Council staff in the development of the Council's annual budget;
 - 7.6.7 To ensure that the Council's activities, as mandated by federal and state law, are carried out in an effective manner;
 - 7.6.8 To review the Council's annual progress reports to the Administration on Developmental Disabilities and to submit recommendations to the full Council regarding those reports;
 - 7.6.9 To monitor the activities and progress of all Council committees; and
 - 7.6.10 To fulfill other duties and responsibilities as needed to ensure the welfare and smooth operations of the Council.

ARTICLE VIII. COUNCIL MEETINGS [\[Back to Top\]](#)

- 8.1 The Council shall meet as necessary, but shall have at least six (6) meetings in each calendar year.
- 8.2 Council members may attend any meeting by participating in-person, via conference call, or other accommodation that allows for active participation in discussion and debate.
- 8.3 The Council shall designate one of its regular meetings as the annual meeting.
- 8.4 The election of officers and the at-large member of the Executive Committee shall take place annually.
- 8.5 The Council shall review and approve an annual operating budget in advance of the new fiscal year.
- 8.6 Notice of the time and place of all regularly scheduled Council meetings shall be posted in a public place that shall be designated annually at the Council's first regular meeting of the

calendar year. The agenda and other meeting-specific documents shall be provided to each member at least seven (7) days prior to the scheduled meeting. Special meetings require 48 hours notice.

- 8.7 Parliamentary authority for all Council meetings shall be *Rosenberg's Rules of Order*, current edition. If there is a conflict between the Rules of Order and Council By-Laws, these By-Laws shall govern.
- 8.8 The Council Chairperson has the authority to designate a member as Parliamentarian in order to facilitate the orderly conduct of meetings. The Parliamentarian shall advise the Chairperson on matters of parliamentary procedure; the Chairperson alone rules on questions of order or to answer parliamentary inquiries.
- 8.9 The Council Chairperson shall call special meetings upon the request of five (5) members of the Council, and such special meetings shall be held within ten (10) days. If the Council Chairperson should decline or neglect to do so, five (5) members of the Council may call such a meeting upon their own authority. Notice of the time, place, and agenda of special meetings shall be given to all members in writing, by phone or other acceptable alternative media at least 48 hours prior to the scheduled special meeting.
- 8.10 A quorum shall be required to transact business. A quorum for regular and special meetings shall consist of one-half (50%) of Council members. Once attained at a meeting, the requirement for quorum is considered met throughout the originally scheduled time of the meeting unless quorum is challenged at the time.
- 8.11 Each final action shall require the vote of the majority of those present, unless a super majority is required by the Rules of Order.
- 8.12 A vote held outside of a regular or special meeting that is conducted by telephone, mail, and/or the Council Chairperson shall permit email with prior authorization. A Council decision that is based on a vote conducted by telephone shall be subject to ratification at the next regular meeting of the Council.
- 8.13 All meetings and actions of the Council shall comply with the provision of C.R.S. 24-6-401, referred to as the "Open Meetings Law".

ARTICLE IX. COUNCIL MEMBER RESPONSIBILITIES AND EXPECTATIONS [\[Back to Top\]](#)

- 9.1 Council members shall have the following responsibilities and duties:
- 9.1.1 New members are required to attend a new member orientation.
- 9.1.2 To attend Council meetings: members may participate in-person, via conference call, or other accommodation that allows for active participation in discussion and debate. In each calendar year, a member may designate in writing a single alternate voting representative as long as that representative signs in advance of attending his/her first meeting a Council conflict of interest statement, and agrees to abide by the Council's Code of Conduct.

9.1.3 To notify Council staff in advance if he/she is unable to attend either a Council or a committee meeting. These “absences with notice” shall be recorded in the respective meeting minutes.

9.1.4 To review materials in advance, or as requested for Council and/or committee meetings for the purpose of informed participation.

9.1.5 To actively participate on at least one standing committee of the Council. (Active participation is defined as having no more than three consecutive absences without notice from a Committee’s meetings – see section 3.10.) If the member does not indicate a preference for a committee assignment, the Chairperson shall assign the member to a committee.

9.1.6 Committee chairpersons are expected to be active participants in full council meetings in order to continue in their role as chairperson (see section 5.7).

9.1.7 To share his/her perspective as an individual with a disability, an advocate, a provider, a state agency representative, or other role on issues before the Council. However, the input of a Council member who represents an agency or organization is not considered an official position or policy of that agency or organization unless such Council member specifically states that his/her input represents the agency’s position or policy.

9.1.8 To advocate for persons with developmental disabilities including, but not limited to, contacting state and federal legislators as requested by the Council on matters pertaining to developmental disabilities, unless such contact is inconsistent with state or federal law, a Council member's work, or his/her personal views.

9.1.9 To advocate for systems change by influencing changes in public policy that are consistent with the values, visions, and policy statements of the Council.

9.1.10 Council members are expected to represent their views as personal unless specifically asked or instructed by the Council to represent the Council.

9.1.11 Council members may engage in individual activities on behalf of the Council provided those activities are within the scope of the Council's goals and objectives and/or within the scope of the Council's policies. No member of the Council or committee of the Council may use the name of the Council for any purpose other than one clearly authorized by the Council and consistent with Council policy.

9.1.12 To abide by the Council’s policy on Conflict of Interest.

9.1.13 To abide by the Council’s Code of Conduct.

9.2 A Council member who is an Executive Committee member or is serves as committee chairperson shall have the following responsibilities and duties:

9.2.1 Attend an orientation specific to their new role as Executive Committee or committee chairperson.

9.2.2 Actively participate in their role as Executive Committee member or committee chairperson.

9.2.3 A chairperson shall appoint another Council member to serve in an acting capacity when he/she cannot attend a meeting.

9.2.4 Work with staff to ensure that meeting minutes are taken and made available to committee members and the Council.

9.2.5 Ensure that the committee focuses its effort on goals and objectives consistent with the State Plan and any additional direction provided by the Council.

ARTICLE X. STAFF [\[Back to Top\]](#)

10.1 There shall be an executive director who shall serve as the principal staff person of the Council. Unless otherwise indicated by the Council, the executive director's duties shall include the following:

10.1.1 Working closely with the Council Chairperson and the Executive committee to oversee all Council work.

10.1.2 Serving as the primary liaison between the Council and the designated state agency, the state legislature, partner agencies, and public officials.

10.1.3 Hiring and supervising sufficient other staff to carry out functions of the Council consistent with State Law, and the DD Act.

10.1.4 Being responsible for administering Council functions, implementing directives and policies of the Council; initiating activities relating to all areas of Council functions and responsibilities not otherwise reserved by the Council; acting as director to the Council and carrying out such work as required by the Council; and acting on behalf of the Council in emergencies that preclude Council involvement or action.

10.1.5 Being responsible for ensuring that the Council complies with all laws, applicable federal and state regulations, and guidelines pertaining to the DD Act.

10.1.6 Being responsible for assigning individual staff members to each committee to provide staff support.

10.2 The Council Chairperson shall directly supervise the Executive Director in accordance with section **2.0.9b**.

10.3 Staff is charged with the responsibility to support the Council by supporting the Council-related work of individual Council members, Council committees, and the Council itself.

ARTICLE XI. SUSPENSION AND AMENDMENT [\[Back to Top\]](#)

11.1 The Council may suspend these bylaws by a three-quarters vote of those in attendance at a regularly scheduled Council meeting.

11.2 The By-Laws may be amended by the adoption of a proposal at a regular Council meeting and the ratification of the proposal at the next regular Council meeting.

11.3 A proposal to amend the By-Laws may be made as an ordinary item of business at any regular Council meeting. Its adoption, by simple majority vote, fixes the text of the amendment that will be proposed for ratification at the next regular Council meeting.

- 11.4 The text of the proposed amendment shall appear as part of the minutes of the meeting at which it was adopted, and shall be provided to each member at least two (2) weeks prior to the next regular Council meeting, at which its ratification will be considered.
- 11.5 The proposed amendment must be ratified by a two-thirds vote. The motion to ratify shall be debatable and amendable; however, the amendments shall be limited to the relevant section(s). The amendment takes effect at the close of the meeting at which it is ratified, unless its text specifies a later time.

ARTICLE XII. COUNCIL POLICIES [\[Back to Top\]](#)

- 12.1 The Council shall adopt policies and procedures as required to conduct the business of the Council.
- 12.2 The Council shall maintain a Conflict of Interest policy.
- 12.3 The Council may, from time to time, adopt official positions or policy statements and those official positions or policy statements shall be used by members or committees of the Council when making public statements related to the Council's official positions.

ARTICLE XIII. RELATIONSHIP WITH THE DESIGNATED STATE AGENCY [\[Back to Top\]](#)

- 13.1 The Department of Human Services is the designated state agency for the Council per C.R.S. 27-10.5 (201-208) and the designated state agency for the purposes of the DD Act of 2000, 42 U.S.C. Sec. 15001 *Et. Seq.*
- 13.2 The Council may enter into and maintain a formal written agreement with the designated State Agency that specifies the roles, responsibilities, and understandings of each party to the agreement.

Adopted _____