

BY-LAWS Of the New Hampshire Council on Autism Spectrum Disorders
Approved February 27, 2026

I. The New Hampshire Council on Autism Spectrum Disorders, hereinafter “the Council,” has been established by the New Hampshire Legislature to provide leadership in promoting comprehensive and quality education, health care, and services for individuals with autism spectrum disorders and their families. It is codified in state law at RSA 171-A:32.

II. Membership

a. Pursuant to RSA 171-A:32, the members of the Council shall be as follows:

- i. The governor, or designee.
- ii. The commissioner of the department of education, or designee
- iii. The commissioner of the department of health and human services, or designee.
- iv. The director of the division of public health services, department of health and human services, or designee.
- v. The bureau chief of the bureau of developmental services, department of health and human services, or designee.
- vi. The bureau chief of the bureau of behavioral health, department of health and human services, or designee.
- vii. The director of the Institute on Disability, University of New Hampshire, or designee.
- viii. A special education director, appointed by the New Hampshire Association of Special Education Administrators, Inc.
- ix. The president of the New Hampshire Medical Society, or designee.
- x. A representative of the New Hampshire Developmental Disabilities Council, appointed by the council.
- xi. An individual who has an autism spectrum disorder, appointed by the governor.
- xii. A family member of a person who has an autism spectrum disorder, appointed by the governor.
- xiii. A representative of the Community Support Network, Inc., appointed by such organization.
- xiv. A representative of the New Hampshire Psychological Association, appointed by the association.
- xv. The director of the office of Medicaid business and policy, department of health and human services, or designee.
- xvi. Up to 5 additional members, nominated by the council and appointed by the governor.
- xvii. A person who has an autism spectrum disorder, appointed by the council.
- xviii. A representative of the New Hampshire Nurses' Association, appointed by the association.
- xix. A licensed speech-language pathologist, appointed by the New Hampshire Speech-Language-Hearing Association, Inc.

b. The Council may appoint *ex officio* members to assist and support the work of the Council. Ex officio members shall not be permitted to vote or count towards a quorum of the Council.

c. Under RSA 171-A:32(I-a), A quorum of the council shall be a majority plus one member of the appointed members of the council. Vacant seats and seats awaiting Gubernatorial appointment shall not be counted toward establishing a quorum.

III. Tenure of Members

a. Council member term limits shall be as follows:

- i. Members appointed/seated under sections (I)(k), (l), (p), having been nominated by the Council and approved by the Governor, shall serve 3-year terms beginning on the date of the Gubernatorial Appointment. While awaiting an appointment, nominees will not have voting privileges.
- ii. Members appointed under section (I)(q), having been nominated by the Membership Committee and approved by the Council, shall serve a three-year term beginning on the date of Council appointment.
- iii. The Membership Committee shall establish a procedure by which existing members in seats (I), (k), (l), (p), and (q) may reapply for another term. Existing members in these seats need only be approved by the Council to be seated for successive term(s).
- iv. There is no limitation as to the number of consecutive terms a member may serve.
- v. As vacancies occur, the Council chair will seek a replacement member as soon as practicable.

IV. Duties of the Council

- a. Under 171-A:32(II), the Council shall:
 - i. Provide leadership on training, policy, research, and coordination of supports and services for individuals and their families.
 - ii. Provide information to families and individuals with autism spectrum disorder about evidence-based and promising practices for community-based education, support, and treatment.
 - iii. Collaborate with schools and other service systems to identify exemplary supports and services and promote successful practices throughout New Hampshire.
 - iv. Increase resources for individuals with autism spectrum disorders and their families by accessing federal and state grants and pursuing development opportunities through foundations, corporations, and planned giving.
 - v. Serve as an information clearinghouse for individuals, families, and providers seeking diagnosticians, behavioral specialists, speech pathologists, occupational therapists, psychologists, and others who have expertise in working with individuals with autism spectrum disorders.
 - vi. Encourage the establishment of regional collaboratives with representation from educational, health care, and community service providers to ensure that individuals with autism spectrum disorders and their families receive necessary services.
 - vii. Make an annual report beginning on April 1, 2009 to the governor, the speaker of the house of representatives, the president of the senate, the commissioners of the department of health and human services and department of education, the members of the house committees on education, health, human services and elderly affairs, and finance, and the members of the senate committees on education, health and human services, and finance.

V. Operating Procedures

- a. Meetings:
 - i. The Council operates under Robert's Rules of Order.
 - ii. A period for public comment is included on the agenda at the discretion of the Executive Committee.
 - iii. The Annual meeting for the Council shall occur in September of each year.
- b. Officers:
 - i. A chair is selected by a majority of the Council members for a term of two years

- at the Annual Meeting every other year. The chair, with administrative support, presides over all meetings, plans and organizes meetings, prepares the agenda, reviews meeting minutes, assists in preparing the required documents, and signs all official documents on behalf of the Council. The chair is responsible for representing the council in all venues unless otherwise determined by the Council; the Chair may designate another member of the Council to represent the Council as needed.
- ii. The Council also elects a vice-chair for a term simultaneous to the selection of the chair. The chair may request assistance from the vice chair in any of their duties and shall preside at meetings in which the chair is absent.
 - iii. If the majority of the Council votes that a co-chair and/or a co-vice chair would be beneficial to the operation of the Council, one may be nominated. Co-chairs and Vice-Co-chairs must receive a majority vote from the Council prior to serving in the role.
- c. Committees:
- i. The Council may establish committees to address the work of the Council. Such committees shall only include Council members, and each committee shall appoint its chairperson. Committees receive their charge from the Council and report on their work, recommendations, and/or conclusions as requested by the Council chair.
 - ii. The chairs of all Council committees will meet periodically or as needed, as determined by the Council or the committee chairs, to coordinate the work of their various groups.
 - iii. Committee meetings are required to adhere to RSA 91-A requirements.
 - iv. The quorum for committees shall be defined as a simple majority of committee members.
 - v. Members of the committee who are unable to continue their participation on the committee shall communicate their resignation, in writing, to the Council Administrator and the committee Chair. Notice about this vacancy will be addressed at the following full Council meeting to determine whether a replacement is needed.
- d. Workgroups:
- i. The Council may establish workgroups to address specific, time-limited projects relevant to the Council. Such workgroups may include Council members, ex officio members, and members of the public. Each workgroup shall appoint a chairperson to maintain notes and materials. Workgroups receive their charge from the Council and report on their work, recommendations, and/or conclusions as requested by the Council chair.
 - ii. Workgroups shall not vote on recommendations. Findings, reports, and/or other information shall be presented neutrally for consideration by respective committees and/or Council members.
- e. Public Right to Know:
- i. All Council meetings and the meetings of any committee constituted by the Council shall be held according to NH RSA 91-A.
 - ii. The Council maintains a website to provide public access to its membership list, plans, proceedings, and other matters. The date, location, and minutes of all Council and committee meetings will be posted on the Council website in accordance with NH RSA 91-A.
 - iii. Minutes from meetings of the Council and/or committees are available to the public upon written request to the Council Administrator.
 - iv. The agenda and minutes are sent via email to all Council members in advance of a

meeting. Minutes and agendas may be sent by mail upon request made to the Council Administrator.

- v. Minutes will be posted to the Council website upon Council vote of approval. However, minutes will be available in draft form to the public upon written request to the Council Administrator within 5 days of the Council or Committee meeting.
 - vi. The Annual Report shall be posted to the Council's website once approved.
 - vii. Council bylaws shall be posted to the Council's website once approved.
- f. Administrative Support
- i. The NH Department of Health and Human Services will provide administrative support to the Council, per NH RSA 171-A:32(III)
 - ii. Council members serve without compensation. However, as funds are available, the Bureau of Developmental Services may provide reimbursement to members for their reasonable travel expenses.

VI. Changes to these policies and procedures

- a. The Council may change the policies and procedures described here by majority vote, except those set out in RSA 171-A:32 or other relevant state laws.
- b. The provisions of these Bylaws shall be continuous and remain in effect unless amended or repealed in accordance with the procedures outlined herein.

Adopted February 27, 2026, by vote of the NH Council on Autism Spectrum Disorders.



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