General Rights and Responsibilities of People on Boards or Committees Who Use AAC

A board or committee member who uses AAC has

1. the right to have a support person at all meetings, if needed. The support person may need to have access to materials privy to the member who uses AAC, and assist that member in reading/reviewing the materials. The attendant may also transmit a message on behalf of the member, if so requested by the member.
2. the right to receive all board or committee materials in sufficient time and in an accessible format, so that it is usable.
3. the responsibility to arrive at meetings on time, to be prepared for the meetings, and to complete all assignments in a timely fashion. Support shall be provided by ISAAC so that this responsibility can be fulfilled.
4. the responsibility, in collaboration with ISAAC members, to inform all committee members and guests attending a meeting of the specific ways the member who uses AAC communicates, along with the possible speed/pace of such communication.
5. the responsibility to provide information, if needed and desired, about physical conditions of the member who uses AAC, such as having tight muscles that may trigger involuntary movements.

All board and committee members shall provide sufficient time for the member who uses AAC to communicate before, during and after a committee or board meeting. Individuals who use AAC typically communicate at a rate of ten words per minute rather than the two hundred words per minute for someone who uses speech. The member who uses AAC may require assistance from a fellow committee member in turning the pages of any agenda, proposal or other materials being discussed during a meeting. This support shall be provided.

The member who uses AAC may request that a committee member make a copy of their notes, speech, presentation or other dialogue. This shall be provided.

The chair shall inform all committee members (including those who use AAC) in advance regarding what will be discussed at the meeting. Additionally, inform any guest who uses AAC in advance with regard to what will be discussed at the meeting, as it pertains to their time at that particular meeting,

All members shall welcome multiple methods for communication at meetings, including speech, augmented devices, writing, online chat boxes for conference calls, and so on.

All meetings shall be held in accessible venues and where accessible transportation is available or provided.

ISAAC Procedures

1. ISAAC's Executive Board should have a minimum of one member who uses AAC.
2. All ISAAC committees are required to include at least one member who uses AAC, accompanied by a family member or other representative to assist where required.
3. ISAAC bylaws to include language guaranteeing participation by **P**eople **W**ho **U**se **AAC** (PWUAAC), as discussed above.
4. ISAAC shall provide at least one leadership workshop at each biennial conference.
5. ISAAC shall provide leadership support and mentoring for new Executive Board and committee members who use AAC.

Chapters of ISAAC

1. Every chapter of ISAAC should have a minimum of one person who uses AAC on their board of directors.
2. A database will be formed with contact information for all the people who use AAC who are members of ISAAC's board and committees, to possibly be available to mentor new board or committee members who use AAC.
3. Work with chapters to ensure that each chapter's bylaws include language requiring participation by PWUAAC, as discussed above.
4. Chapters shall provide at least one leadership workshop at chapter conferences.
5. Chapters shall provide leadership support and mentoring to new Executive Board and committee members who use AAC.