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## COUNCIL OFFICERS Policy No. 105

### A. COUNCIL CHAIR NOMINATIONS

1. Announcement of nomination for Council Chair shall be made by the Membership Committee Chair at the second and third quarter meetings.
2. A Council member may nominate him/herself or any other Council member (with their consent). Nominees shall be limited to Council members who are self-advocates, family members, or guardians, and who are not representing another entity on the Council. The nominator shall be kept confidential, if requested.
3. Each nomination shall be in writing and shall be accompanied by a nominating statement completed by the nominee. If the statement is not with the written nomination, one will be sent to the nominee for completion and submission. The nominating statement shall be no longer than two typed pages, double spaced, and include the following: Office Sought, Name, Address, City, Representation, Number of Years on the Council, Committee Assignments (Past and Present), Offices Previously Held, Outside Associated Groups, Other Relevant Activities, and Reason for Seeking Office.
4. During the third quarter Council meeting, the nominations and other information submitted by Council members shall be voted on by the full Council.
5. The Membership Committee Chair shall appoint two (2) non-Council members and/or staff to compile the results of the voting and report to the Committee Chair. The names and vote totals of the nominees shall be announced to the full Council immediately after the ballots are counted. Up to three names shall be submitted to the Governor for appointment effective with the fourth quarter meeting.

### B. ELECTION OF OFFICERS

1. Announcement of nominations for Council Vice-Chair and Consumer Representative shall be made by the Membership Committee Chair at the third and fourth quarter meetings.
2. A Council member may nominate himself/herself or any other Council member (with their consent) to only one (1) office. Nominees shall be limited to Council members who are self-advocates, family members, or guardians, and who are not representing another entity on the Council. The nominations shall be recorded by the Chair of the Membership Committee.

3. On the second day of the fourth quarter Council meeting, the Membership Committee shall present to the Council membership the nominations.
4. In the event that more than one person is nominated for either office, a written ballot included in the meeting packet shall be completed and contain the names of the nominees for Vice Chair and Consumer Representative. On the second day Council members shall then vote for one (1) candidate for each office. Two non-Council members and/or staff shall be appointed by the Committee Chair to count the ballots, compile the results, and report to the Committee Chair. The Committee Chair shall then announce the new officers.
5. Vice-Chair and Consumer Representative shall assume office upon appointment of the Chair by the Governor.

### **C. COUNCIL OFFICERS' RESPONSIBILITIES**

The Council officers shall lead, facilitate, and assist with all activities of the Council. The officers shall be the official Council representatives at all non-Council functions requiring Council attendance unless otherwise delegated.

CHAIR: The activities and responsibilities, unless otherwise delegated, of the Council Chair shall include, but not be limited to the following:

1. Preside at all Council meetings;
2. Present policy for consideration by the Council membership;
3. Develop agendas for Council meetings;
4. May be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD;
5. Serve as liaison to other organizations and government entities unless otherwise delegated directly by the Chair, or by full Council vote, whichever the Chair may choose;
6. With the Executive Director, initiate and maintain ongoing communication with Council membership between quarterly meetings;
7. Report to the full Council at each regular meeting on activities performed on behalf of the Council; and
8. All other duties as outlined by Council membership, by-laws and policy.

VICE CHAIR: In the absence of the Chair, the Vice Chair shall preside and perform all duties assigned to the Chair's office. In addition, the Vice Chair shall perform all other duties as assigned by the full Council or Chair.

**CONSUMER REPRESENTATIVE:** The Consumer Representative shall assume the powers and duties of the Vice Chair in his/her absence and/or the powers and duties of the Chair in his/her absence as well as that of the Vice Chair, if both are absent. In performing his/her regular duties, the Consumer Representative shall:

1. Consult with Council Officers and Executive Director regarding consumer member needs and Council business;
2. Oversee the representation and monitor the need for supports for consumers on the Council as well as assure consumer input in all Council policies, goals, procedures, and activities;
3. Perform all other duties as assigned by the full Council.

#### **D. REMOVAL OF OFFICERS**

1. Any Council member may recommend removal of an officer, or request the full Council recommend the removal if the officer is the Chair, by making the request in writing to the Chair of the Membership Committee. The request shall include the reason for the recommendation and all supporting documentation.
2. After receiving the request for removal, the Membership Committee shall inform the officer in question of the request and the reason for the request. The officer in question shall be asked to present written information to the Membership Committee on their own behalf. Additionally, the officer in question shall abstain from participation on the Membership Committee until resolution.
3. After receiving information from the officer in question, the Membership Committee shall meet (either physically or via telephone conference call) and decide upon the recommendation to the full Council. The recommendation of the Committee shall be determined by a majority vote.
4. At the first regularly scheduled Council meeting after the request for removal is submitted, the Chair of the Membership Committee, shall present the written request for removal and supporting documentation along with the written information from the officer in question to the full Council for their consideration. The Chair of the Membership Committee shall also present the recommendation of the Membership Committee regarding the request.
5. The person making the request for removal and the officer in question may request an opportunity to address the full Council. Each party, upon request, shall be granted no more than fifteen (15) minutes to address the Council.
6. After reading written reports and hearing testimony, Council members shall be asked to vote on the request for removal. The ballot shall be written and confidential. The officer conducting the proceedings shall appoint two (2) Council members to gather the ballots and tally the results. The vote shall be provided privately to the officer in question before any Council announcement.

7. That portion of any Council meeting involving consideration of removal of an elected officer shall be convened as an executive session. All non-Council members, excluding the Executive Director shall be excused from the meeting.
8. With consent of two-thirds (2/3) of the current Council membership, the officer in question shall be removed from office or, in the case that the officer in question is the Chair, the request to recommend removal of the Chair shall be submitted to the Governor's office. The Chair of the Membership Committee shall present the recommendation of the Council, the reason for the recommendation, and all supporting documentation to the Governor's office.
9. In addition to removal from office, the Council may also recommend to the Governor that the officer in question be removed from the Council.

#### **E. VACANCY OF A COUNCIL OFFICE**

**REPLACING VACATED CHAIR'S OFFICE:** In the event that the Governor removes the Chair of the Council or the Chair resigns, the Membership Committee and the Council shall follow the procedures described in paragraph A. Council Chair Nominations in Council Policy No. 105 Council Officers, to fill the vacancy except the time shall be as soon as practical as determined by the Committee.

**REPLACING OTHER OFFICERS' POSITIONS:** In the event that the Council votes to remove the Consumer Representative or the Vice-Chair or either officer resigns, the Membership Committee shall meet and recommend two (2) candidates for the vacant office to the full Council. The full Council shall elect one (1) of the candidates for the vacant office by written ballot within thirty (30) days.