

**Cottonwood CDDO
Policies and Procedures**

POLICY NO. CDDO - 010

**SUBJECT: Council of Community
Members**

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EFFECTIVE DATE: January 1997

Policy:

Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) of Douglas and Jefferson counties will organize a Council of Community Members (CCM). This Council will help guide the development and provision of services for people with intellectual and/or developmental disabilities as well as develop and implement procedures for dispute resolution, per KAR 30-64-31.

Procedures:

1. The initial appointment of Council members will be made by Cottonwood, Inc. CDDO. Thereafter, the selection of successor members will be in accordance with procedures as adopted by the Council.
2. The membership shall consist of a majority of persons with an intellectual and/or developmental disability and family members or guardians of a person with an intellectual and/or developmental disability. In addition, membership shall also include representatives from affiliated providers of the CDDO.
3. A member of the Council of Community Members cannot serve more than two consecutive three-year terms; however, exceptions may be required to maintain consistent representation from key stakeholders.
4. The Council of Community Members may make suggestions and recommendations and express opinions to the Board of Trustees of Cottonwood, Inc. regarding any service issues including the development of services responsive to trends and area service needs, the types of services offered by providers within the service area and the manner in which these services are being provided.
5. The Council of Community Members will be responsible for the development and implementation of dispute resolution procedures, 30-64-32.

6. The Council of Community Members will be responsible for overseeing the development, implementation, and process reporting as to local capacity building plans, in accordance with guidelines provided by Kansas Department for Aging and Disability Services (KDADS).

7. The Council of Community Members will meet at least quarterly and at such other times as necessary to fulfill the Council's responsibilities.

8. The chairperson shall call meetings of the Council and notify the members of the time, date, and place of each meeting. Such notification of regular and special meetings shall be given to each member at least seven days in advance either in writing or by telephone.

9. A quorum shall consist of one-half of the membership of the Council and 51% of those present must be persons being served, family members or legal guardians of persons being served. These individuals may not be employees, paid consultants to any provider or the CDDO, or members of the Board of Trustees of any provider or the CDDO. Some members of the community are asked to attend, however, are not allowed to vote.

10. Community Service Provider representatives will be appointed by their respective organizations.

11. New members may be approved by the Council according to the following procedures:

- A. Consumers, family members and/or guardians may be nominated by individuals from Douglas and Jefferson Counties.
- B. Council nominations, to fill vacancies or to recruit interested individuals, will be solicited by way of, but not limited to:
 - I. agency publications
 - II. notices to area media
 - III. public speaking engagements
 - IV. word of mouth
 - V. Self-advocacy groups

12. After nominations have been received, the individuals who are consumers, family members, and/or guardians will approve new member(s) from the list of nominees.

13. Three consecutive unexcused absences without notice from regular Council meetings by any Council Member may constitute a resignation, which may be accepted at the discretion of the Council.