



# Harvey-Marion County CDDO

*Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.*

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## Harvey-Marion Community Council By-Laws

### **Article I: Name and Location**

**Section 1.1 Name.** The name by which the council shall be known is the Harvey-Marion Community Council.

**Section 1.2 Location.** The principle office of the Harvey-Marion Community Council shall be located in Newton, Kansas.

### **Article II: Organizational Purpose**

*The Harvey-Marion Community Council is organized to carry out the objectives and purposes of K.A.R. 30-64- 31 and any amendments thereto as follows:*

**Section 2.1 Advise on the local service system.** The Harvey-Marion Community Council is designed to express opinions, offer suggestions, and make recommendations to the Board of Directors of the Harvey-Marion County CDDO on all aspects of the local service system, including the types of services offered by the various providers within the service area, and the manner in which those services are provided.

**Section 2.2 Dispute resolution.** The Harvey-Marion Community Council is designed to provide a local means of resolving disputes between any parties of the local service system.

**Section 2.3. Capacity building.** The Harvey-Marion Community Council is designed to oversee the development of local capacity building plans.

### **Article III: Membership, Terms, and Offices**

**Section 3.1 Number of members.** The number of members of the council shall be fluid. The number of persons served, families, and guardians shall determine total membership, and shall be a majority of the membership. A majority is defined as one-half of the total membership, plus at least one person.

**Section 3.2 Categories of members.** Members shall be representatives from:

- a) Persons with a developmental disability;
- b) Family members of persons with a developmental disability;
- c) Guardians of a person with a developmental disability;
- d) Harvey-Marion County CDDO (one representative);
- e) Affiliated service providers (each provider may appoint one representative);





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**Section 3.3 Term limits.** Members shall not serve more than two consecutive three-year terms as members of the council.

**Section 3.4 Initial organization.** For the purposes of initial organization, members shall be appointed by the Executive Director of the Harvey-Marion County CDDO.

**Section 3.5 Election of successor members of persons served, family members, or guardians.** When resignation, term expiration or other circumstance results in a vacancy of a position filled by a person with a developmental disability, family member, or guardian, the following procedures will be used to elect a successor:

- a) The Harvey-Marion County CDDO representative on the Harvey-Marion Community Council will contact service area case managers to request names of persons served, families, and guardians in the service area who might serve as Council members.
- b) After receiving the names submitted, the Harvey-Marion County CDDO representative will contact the individuals whose names were submitted to confirm their interest and willingness to serve if elected and answer any questions they may have.
- c) The slate of candidates will be presented to persons served, families, and guardians in the Harvey-Marion County CDDO area for election by a simple majority vote.
- d) The Harvey-Marion County CDDO representative will notify the elected members and inform them of the Council's meeting times, dates, and location, and provide them a Community Council member notebook.

**Section 3.6. Selection of Successor Members of the Harvey-Marion county CDDO, and Service providers affiliated with the Harvey-Marion County CDDO.** When resignation, term expiration or other circumstance results in a vacancy of a position filled by a representative of Harvey-Marion County CDDO, or an affiliated service provider,

- a) The Executive Director/designee of the Harvey-Marion County CDDO shall appoint a successor representative of the Harvey-Marion County CDDO.
- b) Each affiliated service provider in the Harvey-Marion County CDDO area shall appoint its own successor representative.

**Section 3.7. Offices.** There shall be one elected office, that of a meeting Facilitator, who works with the Executive Director of the Harvey-Marion County CDDO to create meeting agendas. If elected, the Executive Director of the Harvey-Marion County CDDO may serve in this capacity. The Facilitator shall be elected on an annual basis.



**Harvey-Marion County Community Developmental Disability Organization**



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500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



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## **Article 4: Quorum and Voting**

**Section 4.1. Definition of a quorum.** In order for a quorum to exist at any meeting of the Community Council, at least a simple majority of members present shall be persons served, family members, and guardians. They may not also be either an employee or paid consultant of any provider or CDDO, or a board member of any provider or CDDO. No action may be taken without a quorum present, except for voting to reschedule a meeting when a quorum of members was not present.

**Section 4.2. Establishing a quorum.** At the beginning of each meeting, members will be asked to sign in on a sign-in sheet indicating whether the member is a person with developmental disabilities, family member or guardian, representative of CDDO or affiliated service provider, transition counselor, or other guest. The number of persons served, family members and guardians will be counted and totaled. If this total is not a simple majority, then this total minus one is the number of representatives of the CDDO, affiliated service providers, and transition counselors who will be selected by lottery to vote.

## **Article 5: Meetings, Notice of Meetings, Meeting Minutes**

**Section 5.1. Meeting frequency.** Meetings shall take place at least quarterly, and as often as necessary, in order to accomplish the organizational purposes.

**Section 5.2 Notice of Meetings.** Notice of regular and special meetings shall be communicated by a staff of the Harvey-Marion County CDDO using the last contact information provided by the member. Notice of meetings shall be provided at least five (5) days before a meeting.

**Section 5.3 Meeting Accommodations.** All meetings shall be held at locations with accessible parking spaces, entrances, and restrooms.

**Section 5.4 Minutes and Record Keeping.** The Harvey-Marion County CDDO shall provide a staff to take minutes of all meetings with the records of the meetings kept at the principal office of the Harvey-Marion County CDDO. This staff shall not be a voting member of the Harvey-Marion Community Council.

## **6. Membership Responsibilities**

**Section 6.1 Regular attendance.** Members are responsible to attend regularly and to notify the Harvey-Marion County CDDO staff in advance when they are unable to

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attend. The Targeted Case Manager is responsible for coordinating the transportation to the meetings for the persons who need this support.

**Section 6.2 Election of facilitator.** Members are responsible for annual election of a meeting facilitator, who shall work with the Executive Director of the Harvey-Marion CDDO to create meeting agendas.

**Section 6.3 Serving without remuneration.** Members shall serve without remuneration.

**Section 6.4 Resignation.** Members may resign by submitting written notice of resignation to Harvey-Marion County CDDO staff.

## 7. Amendments

These By-Laws may be altered, amended, repealed, or replaced and new By-Laws may be adopted by the membership of the Community Council, as necessary. Such alteration, amendment, repeal, or replacement shall require a two-thirds vote of the entire membership.

**Initially Approved: 12-10-08**

**Harvey-Marion Community Council: Approved 10-24-14 by unanimous vote; but less than 2/3 of entire membership were present. Approved 5-29-15 by unanimous vote with over 2/3 of entire membership present.**

