

**CDDO OF SOUTHEAST KANSAS
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICIES AND PROCEDURES**

REGARDING: Community Council

REFERENCE: K.A.R. 30-64-31

Revised 10/18

POLICY

The CDDO will organize and maintain a council of community members called The Community Council. The Council will oversee the development and provision of services for persons with developmental disabilities, develop and monitor a dispute resolution process for persons receiving services, service providers, and other parties within the community services system, and ensure the quality of services provided.

PROCEDURE:

Community Council Responsibilities:

1. Guide and oversee the development and provision of community services provided in the CDDO service area
2. Review information provided to it by the CDDO, service providers, persons with disabilities, and other stakeholders in order to meet its responsibilities
3. The Council has the right to express opinions, make suggestions and recommendations to the CDDO Board of Directors on any issues concerning service provision in the service area, including the types of services available and how those services are being provided
4. The Council is responsible for overseeing the development, implementation, and progress reporting for local capacity building plans
5. In cooperation with the CDDO and service provider representatives, the Council will develop and approve a dispute resolution process required by K.A.R. 30-64-32
6. The Council will ensure the quality of services through a sub-committee for Quality Assurance (QA)

Membership:

The Community Council shall consist of persons with intellectual developmental disabilities (IDD), family members/guardians of persons with IDD, representatives of the CDDO and service providers, and other interested persons. The membership of the Council will be determined by the Council and be at least 51% persons with IDD or family members/guardians of persons with IDD (category #1). The remaining membership (category #2) will consist of a representative of the CDDO, who will be a standing member, representatives of service providers, and other interested community members.

The Council will determine, and amend as it deems appropriate, the total number of voting members of the Council, and the actual percentages required for membership categories #1 and #2. Any action relative to the composition of the Council membership will be documented in the minutes of the Council meetings.

The members in category #1 will be chosen through an election by persons with IDD and family members/guardians of persons with IDD. The CDDO will solicit nominations for this category of membership through service providers, persons with IDD, family members/guardians of persons with IDD, advocacy and advisory groups, and other suitable sources.

Members in category #2 will be appointed/elected by the current Council members.

No member of the Council will serve more than two consecutive three-year terms. The Council retains the right to appoint temporary members in order to retain a quorum required to conduct business.

New Council members will receive an orientation which may include mentoring by a volunteer member, and training in assertiveness and effective participation, if requested and/or appropriate.

Meetings:

The Community Council will meet at least quarterly, and at such other times as needed to fulfill its responsibilities.

Quorum:

A quorum requires 51% of members present be from membership category #1. Persons who make up the 51% to achieve a quorum may not be employees, paid consultants, or board members of the CDDO or any service provider.