



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Council of Community Members</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed: 08-31-09, 08.26.10, 08-22-11</b>	<b>Policy No: 06-018</b>
<b>Revised: 11-05-01, 07-22-09</b>	<b>Forms:</b>	

**POLICY:** *The Shawnee County Community Developmental Disabilities Organization (CDDO) shall ensure that a Council of Community Members (hereinafter referred to as Council) is established to express opinions, make suggestions and provide recommendations concerning any service issue to the governing board of the Shawnee County CDDO, which is the Board of TARC, Inc.*

### GUIDELINES:

1. Council membership will be determined by the Council’s bylaws.
  - a. A brochure with explanation of the Shawnee County CDDO, Council and nomination form will be produced by the Shawnee County CDDO and distributed through provider agencies, public schools and by public service announcement.
  - b. The Shawnee County CDDO will verify that the nominees and voters meet the definition of consumer and/or parent/guardian.
  - c. At the end of the state fiscal year as defined in the Council By-Laws, there will be a call for new consumer representative members, who may be self nominated or nominated by a committee member.
  - d. A list of qualified nominees will be mailed to Council members and the election conducted by mail or email.
  - e. The election shall continue for two weeks from the date of mailing after which ballots will be counted.
  - f. Consumer representatives will be placed on the Council in the order of most votes received and shall be elected to a three year term.
  - g. In the event a member resigns; these positions may be filled without an election process upon approval from the Council.
  - h. Appointment of Provider representatives shall occur by July 1<sup>st</sup> according to the Council By-Laws.
2. The Council is responsible for overseeing, development, implementation, and progress reporting as to local capacity building plans in accordance with guidelines provided by the state.
3. The Council shall, under the authority of the governing body implement dispute resolution procedures required by the provisions of K.A.R. 30-64-32.
4. The principal office of the Council shall be in Topeka, KS. Correspondence may be sent to the Shawnee County Council of Community Members in care of the Shawnee County CDDO:

Shawnee County Council of Community Members  
c/o Shawnee County CDDO  
2701 Randolph  
Topeka, KS 66611