

Washington State
Developmental Disabilities Council
Helping people with developmental disabilities build better lives

Policy No. 406

Council Member Participation and Attendance

Adopted July 2002

Revised September 21, 2006

Participation

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to support full participation in and equal access to all Council meetings and Council sponsored activities for all Council members.

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its appointees and agency representatives including the work and on-going communication necessary between meetings to assure the Council's work is achieved in a timely fashion.

The DD Act requires the representation of certain state agencies on the Council. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency Representatives may appoint a designee to serve on his/her behalf. However, the designee must be in a position to bring Council issues to the Agency Representative and represent the agency before the Council. To ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

Attendance

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and reason for any member's non-attendance. All absences should be reported to Council staff before the meetings.

When a Council member has missed 6 or more meetings in a twelve-month period, the Membership Committee shall prepare a letter for the Council Chair to send to the member to request that the member clarify future participation or to provide written notice of their resignation.

For this policy a meeting is: A Committee meeting or a Workgroup meeting, or a full Council meeting.

Upon receiving input back from the member, the Membership Committee shall review this matter, including the input from the member, at the next scheduled meeting and recommend follow up action to the Council Chair.

The Membership Committee, if asking the Governor's Office to replace a member, shall submit at least three nominees from the list of candidates developed during the regular annual membership recruitment.

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