



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

Subject: Council of Community Members Effective Date: 12-15-97		Policy No: 06-018
Revised: 11-05-01, 07-22-09, 10-17-17	Forms:	
Reviewed: 08-31-09, 08.26.10, 08-22-11, 11-28-12, 10-17-17, 08-29-19		

**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 By-Laws.
  - a. A brochure with an explanation of the CDDO, Council and nomination form will be produced by the CDDO and distributed through provider agencies, public schools and by public service announcement.
  - b. The CDDO will verify that the nominees and voters meet the definition of consumer and/or parent/guardian.
  - c. At the end of the calendar 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 member of the Council.
  - d. A list of qualified nominees will be mailed to Council members and the election conducted by mail or time of meeting.
  - e. The election shall continue for two (2) 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. Should a council member resign or no longer qualify for membership they will be replaced with the next available nominee who received the most votes as listed by the election results.
  - h. Appointment of provider representatives shall occur by November 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, Kansas. Correspondence may be sent to:

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