



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

Subject: Council of Community Members Meetings Effective Date: 12-15-97		Policy No: 06-019
Revised: 11-05-01, 10-20-03, 07-22-09, 08-22-11, 11-15-16, 10-17-17	Forms:	
Reviewed: 08-31-09, 08.26.10, 08-22-11, 08-27-12, 09-08-14, 11-15-16, 10-17-17, 10-15-18, 08-29-19		

**POLICY:** *Meetings of the Council of Community Members will be held at least four (4) times a year with special meetings being called by the Council Executive Committee as needed.*

**GUIDELINES:**

1. The Council membership will determine dates, time and location for each meeting, if not the CDDO will make proposals for dates and time.
2. Meetings will be conducted using standardized parliamentary procedure, which ascertains that all members and guests, have the opportunity to speak.
3. All meetings of the Council as a whole, will comply with the Kansas Open Meetings Act and amendments thereof.
4. Special meetings of the Council as a whole, may be called by the Chair, or CDDO Representative provided that ten (10) days notice of such meeting is given to each member prior to such meeting. Special meeting notifications can be relayed via the SNCDDO website ([www.sncddo.org](http://www.sncddo.org)), mail, email, or telephone.
5. Except for voting to reschedule a meeting at which a quorum of members was not present, no action may be taken without prior approval by a quorum of the membership.
6. A quorum shall consist of a simple majority (51%) of the members of the Council in attendance with at least a simple majority (51%) of those present being consumer representatives.
7. When a vote is announced in advance, any member may vote by written and witnessed proxy. They must specify their vote and sign the document with a witness signature accompanying.  
 Proxy votes do not count as members present at the meeting for purposes of determining attendance or quorum.