

Redwood Coast Developmental Services Corporation

STANDING RULES

"Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting. At any meeting they may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote. If notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote. No Standing Rule or resolution is in order that conflicts with the constitution, or Bylaws, or Standing Rules." This is a quote from Roberts' Rules of Order.

1. Board Development Committee

1. The Board Development Committee shall oversee the membership of the Board of Directors to provide candidates to the Board according to the representation outlined in the Bylaws.
2. Annually, in January, the Committee will send out a "Call for Applications" for the Board of Directors to all RCRC clients and families via 1st class mail. A call for applications will also be sent to vendors in the vendor checks and announced at the next Alliance of Service Providers' meeting by the vendor representative..
3. This Committee shall prepare community service announcements and provide community outreach for the purpose of advertising the vacancies on the board and recruiting interested, qualified board members.
4. Community service announcements will be distributed to the newspapers and radio stations in the four-county area.
5. The call for applications will also be provided to staff, posted on our website, and sent by e mail to potential resources that may be identified from time to time. These announcements will identify any special requirements for the positions to be filled, although all who qualify are encouraged to apply.
6. The chairperson of this Committee will report at each Board meeting the status of the positions open on the board. It is the duty of every member of the Board of Directors to endeavor to cultivate new board membership.
7. Recruitment shall be an ongoing activity throughout the year as vacancies become evident, and the Board shall be proactive when vacancies are anticipated as terms of directors are ending.
8. This Committee will accept applications to the board for review and interview candidates to present qualified candidates to the Board. The Committee will select the most qualified candidates who best fit the categories of Directors that the Board needs to fill.
9. The committee will recommend the most qualified candidates for appointment at the regularly scheduled Board meetings for approval by a majority vote of the Board of Directors. This vote may be a confidential written ballot if requested by any Director.
10. The Board Development Committee will pair each new Director with an experienced Director who will mentor the new appointee by familiarizing them with the RCDSC Board binder, and brief the new member on current Board issues to expedite his or her participation at the next meeting of the Board.

11. The duties of the Board Development Committee may be delegated to staff with oversight by the Committee.
12. The Board Development Committee will present to the Board opportunities for education in the areas of interest to the Board.

2. Board of Directors’ List

A. Director List positions #4 and #6 will be designated as the Del Norte/Humboldt client positions. Director List positions #12 and #14 will be designated as the Lake/Mendocino client positions in compliance with Bylaws Article 5, Section 5.03 D.6 and D.7.

B. Director List position #17 will be designated as the Vendor Representative position.

C. The Board of Directors’ Term and Information List:

Position 1	Del Norte	expires 7/09 and thereafter alternating every 3 years & 4 years
Position 2	Del Norte	expires 7/08 and thereafter alternating every 3 years & 4 years
Position 3	Humboldt	expires 7/10 and thereafter alternating every 3 years & 4 years
Position 4	Humb/DN	Client - expires 7/09 and thereafter alternating every 3 years & 4 years
Position 5	Humboldt	expires 7/09 and thereafter alternating every 3 years & 4 years
Position 6	Humb/DN	Client - expires 7/08 and thereafter alternating every 3 years & 4 years
Position 7	Humboldt	expires 7/08 and thereafter alternating every 3 years & 4 years
Position 8	Humboldt	expires 7/08 and thereafter alternating every 3 years & 4 years
Position 9	Lake	expires 7/08 and thereafter alternating every 3 years & 4 years
Position 10	Lake	expires 7/10 and thereafter alternating every 3 years & 4 years
Position 11	Lake	expires 7/09 and thereafter alternating every 3 years & 4 years
Position 12	Mendo/Lake	Client - expires 7/10 and thereafter alternating every 3 years & 4 years
Position 13	Mendocino	expires 7/08 and thereafter alternating every 3 years & 4 years
Position 14	Mendo/Lake	Client - expires 7/09 and thereafter alternating every 3 years & 4 years
Position 15	Mendocino	expires 7/10 and thereafter alternating every 3 years & 4 years
Position 16	Mendocino Coast	expires 7/10 and thereafter alternating every 3 years & 4 years
Position 17	Vendor Rep	expires 7/08 and thereafter alternating every 3 years & 4 years

3. Fidelity Bonds

Officers of the Board and their agents (employees of the Corporation) who have the authority to sign checks and other financial instruments of the Corporation shall obtain fidelity bonds to cover the signature limit of that officer or agent. The Corporation shall pay the premium for these bonds.

Signature limits shall be assigned by the Executive Director and approved by the Board.
(Section 9.07(C) of the Bylaws)

4. David A. Isom Award Procedures

Annually, the RCDS, the State Council on Developmental Disabilities – North Coast Office (SCDD-North Coast Office), local People First Chapters and Parent Groups select a person to be honored for his/her services to persons with developmental disabilities in the RCRC service area with the David A. Isom Excellence Award. The award procedure is:

A. Each year, by January 31, RCDS Board members will contact People First Chapters, Parent Groups and any other appropriate groups to explain the history, purpose, and

nomination process of the David A. Isom Award. They will specifically discuss who is eligible to make nominations for this award, who is eligible to receive this award and alert these groups that the nomination form will be distributed in RCRC's January newsletter.

- B. No later than February 1 of each year, each RCDSC office shall distribute a nomination letter and form requesting nominations for the award to RCRC clients and their families.
- C. Completed nomination forms are to be sent to the SCDD-North Coast Office no later than *March 15*. The SCDD-North Coast Office will separate the nominations by the service area of each RCRC office and forward them to the RCDSC Board President by March 22.
- D. The RCDSC Board President will, in turn, forward the nominations to the RCRC Board members from the respective service areas by April 1. These representatives shall meet with the People First chapters, parent groups and/or other appropriate groups in their area and present the names of the nominees for selection of one recipient from that area. The RCDSC Board representatives will explain the purpose of the award and the selection process at the meeting in their area.
- E. No later than June 1, the RCDSC Board representatives from each area will forward the name of their award recipient, in writing, to the SCDD-North Coast Office.

The SCDD-North Coast Office will create an award certificate for each of the recipients and forward them to the RCDSC Board President by June 15.
- F. No later than June 30, the RCDSC Board President and the successful nominator will inform the award recipient of his/her selection.
- G. The RCDSC Board shall arrange for a client representative and the nominator from each area to be present at the award presentation. This may be at the RCDSC Board Annual Meeting in July or at a meeting of the recipient's peers. Clients involved in the selection process will be encouraged and assisted when necessary, to attend this meeting.
- H. The RCDSC Board will announce the names of each year's recipients at the Annual Meeting of the Board in July. Immediately following this meeting, the Board representative from each area will notify the media in their area of the winner. The notification will include a description of the award and purpose,

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Revisions: January 8, 2005, July 22, 2005, March 10, 2007; May 19, 2007; March 26, 2016; and **May 20, 2017.**