

Redwood Coast Developmental Services Corporation

STANDING RULES With January 8, 2005 and July 22, 2005 revisions

"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 At any meeting they may be suspended by a majority vote, or they may be amended or rescinded by a two-thirds vote.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notice of the proposed action was given at a previous meeting or in the call for this meeting, they may be amended or rescinded by a majority vote.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. Standing Rule: Election of Directors

The Election Committee shall have the following duties and responsibilities in addition to those specified in Section 8.04 B of the Bylaws:

- A. Maintain the electorate list; process additions, subtractions and up-dates to the list on an annual basis, including the duty to annually contact individuals from whom no contact has been received in five years; and receive, process and respond to Voter Registration Cards.
- B. Introduce newly elected Board members at the next regularly scheduled meeting of the Board.
- C. Within two months of the election, a member of the Election Committee shall meet with each successful candidate to familiarize him or her with the RCDSC Board Member binder, and brief the new member on current Board issues to expedite his or her participation at the next meeting of the Board.
- D. In the event of a vacancy on the Board, the Election Committee shall recommend one or more individuals to the Board for appointment for the remaining vacant term. *In addition, individuals may nominate themselves at a regular Board meeting. The Election Committee shall advertise the vacancy in the local newspapers in the four-county RCRC area to assure that all qualified candidates are aware of the vacancy.*

2. Election Procedures:

- A. For the calendar year 2001 and all years thereafter, individuals who wish to vote must submit a voter registration card, confirming eligibility and postmarked on or before April 15 of the year of the election. An individual may submit only one registration card. The voter will vote within the voting area in which the voter resides. This registration is effective as long as the voter maintains eligibility by voting at least once in a two-year period and as defined in the RCDSC Bylaws, Section 5.05.”
- B. The chair of the Election Committee (Section 8.04, B of the Bylaws) shall be responsible for the creation of a List of Electors, made up of those who have submitted registration cards in accordance with paragraph A. This list will contain names and addresses only, and is to be used solely for mailing of ballots. This list may be examined at any RCRC office.

- C. The Election Committee shall issue ballots in a manner to insure that they are not counterfeited or duplicated. The method used to meet this requirement shall maintain the secrecy of the individual's vote.
- D. Ballots shall be mailed before June 1 and must be returned to the address identified on the ballot, postmarked no later than June 22.
- E. The ballots shall be counted by June 30 by a team consisting of *one(1) Area I Board* member and a minimum of three of the following individuals:
 - a. One RCDSC Board member;
 - b. The Chairperson of the Election Committee or a designee;
 - c. One member of the Consumer Advisory Committee;
 - d. One community member volunteer.

No person running for the Board may serve on the counting team.

- F. Successful candidates shall be notified of their *election* within three *working* days by either telephone or mail.

3. Candidate Declaration

- A. Individuals seeking election or re-election to the RCDSC Board of Directors must declare their candidacy by submitting a statement of interest of 150 words or less to the Chairperson of the Election Committee. This statement, must reach the RCDSC Post Office box, postmarked on or before May 1 of the year in which election is sought. Properly submitted statements shall be distributed with the ballots mailed to the electorate. Current Board members, whose terms end in a given year, shall be notified of that fact by the Secretary by April 1 of that year.
- B. Following a candidate's declaration of candidacy, a member of the Election Committee shall meet with the candidate to explain "Conflict of Interest" (Section 5.04 of the Bylaws), reimbursements of expenses, Board duties and functions and to give a general overview of the RCDSC. (Section 5.05 of the Bylaws)

4. Board of Directors' List

- A. Director List positions #4 and #6 will be designated as the Del Norte/Humboldt consumer positions. Director List positions #12 and #14 will be designated as the Lake/Mendocino consumer 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 Consumer	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 Consumer	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 Consumer	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 Consumer	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

5. 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)

6. David A. Isom Award Procedures

Annually, the RCDSC, the Area 1 Developmental Disabilities Board, 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, RCDSC 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 consumers and their families.
- C. Completed nomination forms are to be sent to the Area I Board no later than *March 15*. The Area I Board 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 Area 1 Board.

The Area Board 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 consumer 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. Consumers 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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Bylaws Revisions – January 8, 2005, July 22, 2005, March 10, 2007 and May 19, 2007
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