



Guam

Developmental Disabilities Council

Konsehelon Guåhan para i Taotao ni' Maninutet desde ki Manhoben

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Policy No. **GDDC 2008-001**

POLICY ON COUNCIL MEMBERSHIP

Adopted September 24, 2008

I. PURPOSE

The Council seeks to develop an active membership of people with developmental disabilities, their family members, and agency representatives who will work together to further the independence, productivity, integration and inclusion of people with developmental disabilities.

This policy intends to assure that the Council: 1) recruits members who will promote its mission, 2) provides the support necessary for members to fulfill their roles, and 3) ensures its composition is consistent with the provisions of the Developmental Disabilities Act.

II. COMPOSITION

The Composition of the Council shall conform with its by-laws and the requirements of the Developmental Disabilities Act. It shall consist of twenty-seven (27) voting members in the following categories:

- A. The director of each of the following organizations, or his/her designee:
1. Division of Vocational Rehabilitation (DVR), Department of Integrated Services for Individuals with Disabilities (DISID)
(Rehabilitation Act of 1973)
 2. Division of Child/Adolescent Service, Department of Mental Health & Substance Abuse (DMHSA)
(Rehabilitation Act of 1973)
 3. Division of Special Education, Guam Public Schools System (GPSS)
(Individuals with Disabilities Education Act)
 4. Division of Senior Citizens, Department of Public Health & Social Services (DPHSS)
(Older Americans Act 1965)
 5. Division of Public Health Services, Department of Public Health & Social Services (DPHSS)
(Title XIX of the Social Security Act)
 6. Guam CEDDERS (Centers for Excellence in Developmental Disabilities Education, Research & Service)
 7. Guam Legal Service Corporation

- (Protection and Advocacy Agency)
 - 8. Higher Education
 - 9. Guam Housing & Urban Renewal Authority
(Other)
 - 10. Office of Maternal, Child and Family Health, Department of Public Health & Social Services (DPHSS)
(Title V of the Social Security Act)
- B. One representative of local and non-governmental agencies and private non-profit groups concerned with services for individuals with developmental disabilities (Guma' Mami, Inc.).
- C. People with developmental disabilities and their family members or guardians. These individuals shall comprise of at least 60% of the Council membership in accordance with the following provisions of the Developmental Disabilities Act:
- 1. At least one-third (1/3) of the members categorized in paragraph IIC shall be individuals with developmental disabilities.
 - 2. At least one-third (1/3) of the members categorized in paragraph IIC shall be parents or guardians of children with developmental disabilities, or immediate relatives or guardians of adults with developmental disabilities.
 - 3. The remainder of the members categorized in paragraph IIC shall be a combination of individuals described in C1 and C2; at least one of whom shall be an immediate relative or guardian of an individual with a developmental disability who resides or previously resided in an institution or shall be an individual with a developmental disability who resides or previously resided in an institution; and
 - 4. Members categorized in paragraph IIC shall not be employees of a State agency that receives funds or provides services under this subtitle, and are not managing employees of any other entity that receives funds or provides services under this subtitle.
- D. Other individuals who are deemed by the Chairperson to have important contributions to make to the Council may be appointed as ex-officio members. Those individuals may participate in the meetings, but they may not make motions or vote on matters before the Council.

III. APPOINTMENTS

- A. Government agencies and the Protection and Advocacy (P&A) agency shall be represented on the Council by the Director of the respective agency or the Director's designee. Only one individual per agency may serve as a designee and must be specified in writing by the Director of that agency in advance.
- B. The person who represents Higher Education on the Council shall be a faculty member or other relevant individual. This position shall be filled based on a recommendation from the Nominating Committee and approval by the Council for a two-year (renewable) term.

- C. Non-governmental members listed in paragraph IIB and IIC shall be appointed by the Governor for four (4) year terms. The terms of gubernatorial appointees shall begin on July 1st. In the event the Governor, due to the press of more important business, fails to replace or re-appoint members of the Council whose terms have expired, said members shall continue to serve on Council in good standing, until such time as the Governor is able to make new appointments.
- D. The Council shall, on an annual basis, solicit nominations and make recommendations to the Governor for appointments to the Council. The council shall disseminate island-wide a request for nominations to people with disabilities, families, advocacy organizations, service providers and other interested parties.
- E. The Council shall seek to develop and maintain a membership that:
 - 1. is comprised of individuals who have shown a commitment to the independence, productivity, integration and inclusion of people with developmental disabilities;
 - 2. reflects the demographic diversity of the island; and
 - 3. is committed to all people with developmental disabilities and not one specific entity
- F. The Council shall poll those members appointed by the Governor as listed in paragraphs IIB and IIC annually regarding their interest in continuing to serve on the Council. Members whose terms are not expiring, but who are unable to continue to participate, shall be encouraged to send to the Council a letter of resignation. The letter shall be sent to the Governor and a recommendation for an appointment to complete the term shall be made.
- G. The Council shall maintain a record of attendance of its members and the Chairperson shall send a letter to remind a member of his/her expected commitment to the Council after the second consecutive absence, without a legitimate excuse, from a regular General Membership meeting. After the third absence, without a legitimate excuse, the Chairperson shall send a letter asking the member to consider resigning. After the fourth consecutive absence, without a legitimate excuse, the Executive Director shall consider asking the Governor to remove the member from the Council.
- H. The Council shall accept nominations for re-appointment from members listed in paragraph IIB and IIC whose first terms are expiring and shall consider them according to the same criteria as new nominations. Note: Filling a partial term counts as a "first term."
- I. No council member listed in paragraphs IIB and IIC shall serve more than two (2) consecutive terms.
- J. The Chairperson may appoint and re-appoint individuals to serve as "ex-officio" members for a one-year period, provided they are approved by a majority of the members of the Executive Committee.

IV. MEMBER PARTICIPATION

- A. It is expected that members will attend the regular bi-monthly General Membership meetings of the Council and will participate in committees and/or other activities that further the work of the Council.
- B. Council members shall be notified of the bi-monthly meetings at least one week in advance.
- C. The Council shall support the participation of its members in the following ways:
 - 1. Council meetings, activities and materials shall comply with the Council's Policy on Accessibility.
 - 2. Council members appointed by the Governor pursuant to paragraph II(C) may be reimbursed for reasonable and necessary expenses incurred (including expenses for child care and personal assistance services) while in attendance at official meetings. Meals and mileage expenses incurred shall be reimbursed in accord with prevailing island and off-island expense reimbursement schedules for Government of Guam employees.
 - 3. The members eligible under paragraph IV(C)(2) shall be eligible for a stipend in the amount of \$50.00 for attendance at a Council meeting; such compensation not to exceed \$100.00 per month.
 - 4. Receipts are required for reimbursement of expenses.