

**Election of Vice-Chair and Consumer Member-at-Large to Executive Committee**

**Tab 17**

**Background:**

The Council Nominating Committee will provide recommendations for the Council Vice-Chair and the Consumer Member-at-Large to the Executive Committee. Nominations from the floor may also be accepted. A document that outlines the Nominating Committee Procedures and election process is included.

**Council Meeting**

**Agenda Item 6 & 7.**

**Expected Action:**

The Council will elect a Council Vice-Chair and Consumer Delegate-at-Large to the Executive Committee.

## TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES (TCDD) Nominations Information

**Background:**

Council Policies provide for the Council Nominating Committee to present a recommendation for the office of Council Vice-Chair, and a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting. The Nominating Committee was established during November quarterly meetings with Kris Bissmeyer (Public Policy Committee Representative), Lora Taylor (Project Development Committee Representative) and Kathy Griffis-Bailey (selected by the Council). Kris Bissmeyer is chairing the Nominating Committee this year.

During the past quarter, the Nominating Committee has considered recommendations for both of these positions and will bring forward nominations during the February Council meeting. Nominations from the floor may also be accepted. Nominating Committee Procedures are enclosed.

**VICE CHAIR:** When considering a nomination for Council Vice-Chair, please remember that in addition to the “usual responsibilities” as Vice-Chair, this person also Chairs the Council’s Audit Committee. TCDD Policies provide that an agency representative to the Council is **not** eligible to serve as Council Vice-Chair (i.e. those from the following agencies: DADS, DARS, DSHS, HHSC, TEA, Advocacy, Inc., the Center for Disability Studies, and the Center for Disability and Development). The chart below lists the Council members who are eligible for nomination.

TCDD policies also stipulate that Council members may serve no more than two consecutive, one-year terms as Vice-Chair. John Morris is serving in his first term as Council Vice-Chair position and is eligible to serve a second term. And as you know, Chair Brenda Coleman-Beattie has provided her resignation to the Governor and has asked John to serve as Acting Chair until the Governor designates John or another Council member to be chair. Current Committee Chairs are eligible for nomination to serve as Vice-Chair as well as newly appointed Council members, excluding the agency representatives. The chart that follows lists Council members who are eligible to be nominated for the office of Vice-Chair.

Council Member	Term Expires	From
Hunter Adkins	2015	Lakeway (Austin)
<del>Kris Bissmeyer</del> *	2017	San Antonio
Gladys Cortez	2017	McAllen
Kristen Cox	2015	El Paso
Andrew Crim	2013	Ft. Worth
Mateo Delgado	2013	El Paso
Mary Durham	2011	McAllen
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander
Dana Perry	2015	Brownwood
Joe Rivas	2017	Denton
Rick Tisch	2015	Spring
<del>Lora Taylor</del> *	2013	Houston
Susan Vardell	2013	Sherman

\*Members of the Nominating Committee may not be nominated by the Committee.

**CONSUMER DELEGATE-AT-LARGE:** Council Policies do not limit the number of terms a member may serve as the primary consumer delegate-at-large on the Executive Committee. Hunter Adkins is currently serving in her first term as the primary consumer delegate-at-large on the Executive Committee, and is eligible to be nominated for another term. Diana Kern, Joe Rivas, and John Morris have each previously served one or more terms as the Consumer Member-At-Large. Consumer Council members who are eligible for this nomination are:

<b>Council Member</b>	<b>Term Expires</b>	<b>From</b>
Hunter Adkins	2015	Lakeway (Austin
Kimberly Blackman	2015	Ft. Worth
Cindy Johnston	2013	Dallas
Diana Kern	2015	Cedar Creek
John Morris	2013	Leander
Joe Rivas	2017	Denton

**From: Council Policies**

**V. OFFICERS**

- A. Positions and Qualifications. Officers of the Council shall be a Chair and Vice-Chair. A representative of a state agency may not serve as an officer of the Council.
- B. Appointment and Election Procedures.
  - 1. The Council Chair shall be designated by the Governor to serve a term at the will of the Governor.
  - 2. The Council Vice-Chair shall be elected by the Council at the first regular Council meeting of the new calendar year except for a vacancy. The term of office for the Council Vice-Chair shall be one calendar year. No member may hold the office of Council Vice-Chair for more than two consecutive full terms.
- C. Vacancies in Office
  - 1. A vacancy in the office of Council Chair may be filled only by the Governor. The Council Vice-Chair shall perform the duties of the Chair during the period of vacancy.
  - 2. A vacancy in the office of Vice-Chair may be filled by a majority vote of the members present at any scheduled meeting of the Council. Vice-Chairs elected in this manner shall serve until the election of a Vice-Chair at the first regular Council meeting of the new calendar year.

#### D. Duties of Officers

1. The Chair is responsible for the general supervision of all activities of the Council in order to assure that the objectives of the Council are executed in the best possible manner. The responsibilities of the Chair shall include, but not be limited to, the following duties:
  - (a) The Chair shall preside at all Council meetings.
  - (b) The Chair shall serve as the Chair of the Executive Committee and as a voting, ex-officio member of all committees except the Nominating Committee.
  - (c) The Chair shall appoint the members of all standing and ad hoc committees except the Nominating Committee and the Executive Committee.
  - (d) The Chair shall appoint Chairs of all standing committees in a manner prescribed in Article VI of these bylaws. All such appointments are subject to the approval of the Council.
  - (e) The Chair shall call special meetings of the Council, as necessary.
  - (f) The Chair shall approve the agenda for each Council meeting.
  - (g) The Chair shall represent the Council at public meetings and conferences and in dealing with other organizations or shall designate an alternate to do so.
  - (h) The Chair shall approve out-of-state travel of Council members or staff pursuant to travel procedures established by the Executive Committee.
  - (i) The Chair shall provide advice and consultation to the Executive Director concerning activities conducted by Council staff.
  - (j) The Chair shall prepare the annual performance evaluation of the Executive Director after considering input from Committee Chairs and Council members.
  - (k) The Council Chair shall be authorized to act for the Council on matters which require Council action when neither the appropriate committee(s) nor the full Council can meet, providing:
    - i. input is solicited from the Council Vice-Chair, the Chair of the appropriate Committee, and other members of the Council reasonably known to be knowledgeable about the matter at hand (For purposes of this sub-section, "input" means to receive and disseminate information.); and,
    - ii such action shall be reviewed by the appropriate Committee of the Council when it next meets.

In the event three or more Council members place in writing a request for recession of this authority to the Executive Committee, this authorization may be temporarily suspended by the Executive Committee pending full review by the Council. The Executive Committee shall review and affirm or disaffirm such actions and recommend to the Council continuance or discontinuance of authority for such matters.

2. The responsibilities of the Vice-Chair shall include, but not be limited to, the following duties:
  - a. The Vice-Chair shall perform the duties of the Chair in all cases when the Chair is unable to serve.
  - b. The Vice-Chair serves as Chair of the Audit Committee.
  - c. The Vice-Chair shall be a voting ex-officio member of all other committees except the Nominating Committee.
  - d. The Vice-Chair shall assume such additional duties as may be requested by the Chair.

## VII. COMMITTEES OF THE COUNCIL

### G. Nominating Committee Duties and Composition

1. The Nominating Committee shall have the following powers and duties, and others that may be designated from time to time by the Council:
  - (a) Presents a recommendation to the full Council for the office of Council Vice-Chair at the winter Council meeting.
  - (b) Presents a recommendation to the full Council for a primary consumer delegate-at-large to the Executive Committee at the winter Council meeting.
2. Each standing committee except the Executive Committee shall elect one member for the Nominating Committee prior to the fall Council meeting.
3. At the fall Council meeting, the Council shall elect a member who is not an Executive Committee member to serve as a member of the Nominating Committee and, if necessary, an additional member to ensure a committee of not less than three nor more than five members. The members of the nominating committee shall select a Chair from among the members of the committee.

### COUNCIL PROCEDURE #7: NOMINATING COMMITTEE ELECTION PROCEDURES

1. **Council Member Input.** The Nominating Committee shall solicit input from Council members prior to determining nominations for Council Vice-Chair and for Consumer Member-at-Large to the Executive Committee.
2. **Meetings.** Meetings of the Nominating Committee shall be restricted to members of the Committee only.
3. **Members Not Eligible.** Nominating Committee members are not eligible for nomination for Vice-Chair or Consumer Member-at-Large.
4. **Nominations from the Floor.** Nominations by Council members from the floor will follow presentation of each nomination by the Nominating Committee. Nominations from the floor do not require a second.
5. **Ballot.** If more than one individual is nominated for a position, the election shall be by secret ballot. The Nominating Committee Chair shall count the ballots and announce the outcome.
6. **Vacancy.** A vacancy in the office of either position may be filled by a majority vote of the members present at any scheduled meeting of the full Council. Nominations shall be made by the Chair of the Nominating Committee, with additional nominations accepted from the floor. Individuals elected in this manner shall serve until regular elections at the next winter Council meeting.