

Montana Council on Developmental Disabilities
Policy No. 6.1

Adopted June 19, 2008, Revised October 15, 2009, Revised January 14, 2010

COUNCIL MEETINGS AND AGENDA DEVELOPMENT

The full Council will begin its meeting on the first day (Thursday) and will continue its meeting through the second day (Friday).

Annual Meeting Schedule

The Council shall approve an annual schedule of meetings at the last scheduled meeting of a federal fiscal year by majority vote when a quorum of members is present.

Agenda Development

The Council Chair and Executive Director will develop an agenda based upon input from the Council. Agendas should include but not be limited to the following:

- Council Chair's Report
- Executive Director's Report
- Action items and vital information from committee, workgroups and/or the Executive Director
- Agency updates
- In-service training, information or education beneficial to the Council as a whole.
- Council direction or action

COMMITTEE AND WORKGROUP AGENDAS

All agendas shall be developed by the respective committee and workgroup chairs and the Executive Director. The committee and workgroup chairs will seek committee and workgroup membership input prior to development of the agendas.

Meeting Packet Distribution

The Executive Director shall prepare and assure distribution of meeting packets at least two weeks prior to the meeting date.

Meeting by Alternative Format

Regular and special meetings of the Council may be conducted on a face-to-face basis or by alternative means such as conference call or video conference depending upon financial or other considerations.

Cancellation of a Meeting

The Executive Director will call a special meeting of the Governance Committee to discuss the cancellation of a meeting. A meeting can be cancelled by a majority vote of the Governance Committee. The special meeting may be held electronically or by phone.