



**Montana Council on developmental Disabilities
Policy #3.2**

**Adopted June 19, 2008, Amended March 12, 2009,
Amended October 13, 2013**

**ELECTION OF COUNCIL OFFICERS, TERM OF SERVICE,
VACANCIES AND REMOVAL**

At least one of the Officers of the Council, either Chair or Vice-Chair shall be a person with a disability or a representative of a persons with a disability.

Election procedure

At the next to last meeting of the federal fiscal year, the Governance Committee shall solicit nominations in written form from Council Member for candidates to be considered for Council Chair and Vice-Chair.

Prior permission of the Council Member must be obtained from anyone who would like to submit a name for candidate consideration. If a member has been nominated as a candidate for office, and the member did not grant prior permission, the nomination is voidable by the candidate.

Receipt of written nomination forms must be received in Council offices at a date determined and announced by the Governance Committee. The Governance Committee shall review the nominations and an announcement of candidates will be mailed to the full Council two weeks prior to the Council meeting at which the election will be held.

At the last meeting of the federal fiscal year the election of officers will be held. No nominations will be accepted from the floor during the Council meeting. All candidates will be given the opportunity to address the Council regarding their candidacy for office. An election will be held utilizing paper ballots for the offices of Chair and Vice-Chair. If a member is unable to attend the Council meeting during which the election is held, he or she may request an Absentee Ballot from the Council.

The Chair or a member of the Governance Committee and the Executive Director of the Council will count the ballots. The election results will be

announced to the membership prior to the closing of the last meeting of federal fiscal year.

Term of Service

Members elected to Council offices will take office at the first scheduled meeting of the new federal fiscal year, and serve one term of two years.

Vacancies

If the office of the Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair until the next regularly scheduled Council meeting, and the vacancy shall be filled by an election held during the next Council meeting.

If the office of the Vice-Chair becomes vacant, the Chair shall assume the duties of the Vice Chair until the next regularly scheduled Council meeting, and the vacancy shall be filled by an election held during the next Council meeting.

Removal of an Officer(s)

Any Council member may recommend removal of an officer, or request the Council recommend the removal if the officer is the Chair, by making the request in writing to the Chair of the Governance Committee. The request shall include the reason for the recommendation to remove the officer and all supporting documentation.

After receiving the request for removal, the Governance Committee shall inform the officer in question of the request and the reason for the request. The officer in question shall be asked to present written information to the Governance Committee on their own their own behalf. Additionally, the officer in question shall abstain from participation on the Governance Committee, if they are a member of that committee, until resolution.

After receiving information from the officer in question, the Governance Committee shall meet (either physically or via telephone conference call) and decide upon their recommendation for removal. The recommendation shall be determined by a majority vote of the Governance Committee members.

At the first regularly scheduled Council meeting after the request for removal is submitted, the Chair of the Governance Committee shall present the written request for removal and supporting documentation along with the written information from the officer in question to full Council for their consideration. The Chair of the Governance Committee shall also present the recommendation of the Governance Committee regarding the request.

The person making the request for removal and the officer in question may request an opportunity to address the full Council. Each party shall be granted no more than fifteen (15) minutes to address the Council.

After reading written reports and hearing testimony, Council members shall be asked to vote on the request for removal. The ballot shall be written and confidential. The officer conducting the proceedings shall appoint two (2) Council members to gather the ballots and tally the results. The vote shall be provided privately to the officer in question before any Council announcement.

That portion of any Council meeting involving consideration of removal of an Elected officer shall be convened as an executive session. All Council liaison members and non-Council members, excluding the Executive Director, shall be excused from the meeting.

With the consent of two-thirds (2/3) of the current, full member status membership, the officer in question shall be removed from office.

In addition to removal from office, the Council may also recommend to the Governor that the officer in question be removed from the Council.