



Rocky Mountain Human Services Community Advisory Council Operating Procedures

ARTICLE I. NAME

- A. The name of this Council shall be the Rocky Mountain Human Services Community Advisory Council (hereinafter referred to as the “CAC” or as the “Council”).
- B. The principal office of the Council shall be the Rocky Mountain Human Services (RMHS) of the City & County of Denver.

ARTICLE II. MISSION AND PURPOSE

- A. Mission. The Mission of the Community Advisory Council is to make informed recommendations that reflect transparency and drive transformation of the culture and community to be inclusive of people of all abilities and backgrounds.
- B. Purpose. The purposes of the Council are to:
 - 1. Advise the RMHS executive director and the Governing Board on Mill Levy expenditures; developmental disability system change and policy development and implementation.
 - 2. Considering best practices, recommend necessary procedures, programs or administrative action and to promote equal rights and opportunity for individuals with intellectual or developmental disabilities to RMHS executive director and Board of Directors.
 - 3. Develop and present goals and objectives of the Council to the executive director and Board of Directors at least annually.
 - 4. Review RMHS outcomes, successes and challenges.

ARTICLE III. MEMBERSHIP

- A. Number. The Council shall consist of no less than five (5) and no more than fifteen (15) members. One member of the council will be appointed by Denver Human Services for a two-year term and reappointment or assignment upon

completion of that term. RMHS Board of Directors shall appoint all other members of the Council.

- B. Composition. Appointments to the Council shall mirror, as much as possible, the demographics of the population of Denver County. Demographic considerations for the Council should include ethnicity, gender, race, disability, age, sexual orientation, political viewpoints and affiliations, and geographic location.
- C. Terms. The terms of members appointed by RMHS Board of Directors will be staggered and be for two years and eligible for reappointment upon completion of that term.
- D. Resignation. A Council member may resign his/her membership at any time by providing written or email notice to both the RMHS executive director, the Board of Directors and the Council Chairperson.
- E. Removal. A Council member may be removed for failure to attend (in-person or by phone) three consecutive meetings.
- F. Staff Liaison. The RMHS executive director, or designee shall be an ex-officio, non-voting member of the Council.

ARTICLE IV. MEETINGS AND QUORUM

A. Number. The Council shall meet at least 6 times per year.

B. Meetings

- a. Meetings shall be held in a location that ensures access to any member of the public.
 - i. Meetings will be open for observation from any member of the public and agendas will allow for public comment to be made
 - ii. Public participation can be in person, or via telephone
 - iii. Reasonable accommodations are available upon request
 - iv. The content of the meeting will be documented in an agenda that will be posted on the website prior to the meeting.
 - v. Upon action of the CAC, the meeting may be held in confidential session when necessary.
- b. Meeting minutes will be posted on RMHS webpage after their approval by the CAC.

C. Parliamentary Authority. If deemed necessary by the Chairperson to provide an orderly process in which to conduct the business of the Council, the rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Council

in all cases to which they are applicable and not inconsistent with these Procedures or any special rules of order the Council may adopt.

D. Participation. A member of the Council may fully participate in a meeting of the CAC through the telephone.

E. Quorum. A majority of the Council members of record shall constitute a quorum at a meeting of the CAC. A quorum is presumed to exist unless called; however, in no event shall any official business take place with less than one-half of voting members present.

F. Voting. Each appointed Council member has one vote. The only members permitted to vote are appointed Council members. No voting by proxy shall be allowed. When a quorum is present at any meeting, the affirmative vote of a majority of those present shall decide any question brought before such meeting.

a. The Chairperson may direct that a telephone ballot be taken on matters requiring immediate decision. All Members and the public must be notified of the call-in number and time at least 48 hours prior to this action and a majority of all Members is required to carry official action under this procedure. A record of this vote shall be maintained.

ARTICLE V. OFFICERS

A. Composition. Officers of the Council shall consist of a Chairperson.

B. Elections. The Chairperson shall be elected by majority vote, subject to confirmation by the RMHS Executive Director. A vacant office may be filled by election at any regular meeting of the Council. Only appointed members of the Council are eligible to hold office.

C. Chairperson: The Chairperson shall preside at meetings of the Council, and facilitate discussion and official business, encouraging participation of all members. They shall serve as an ex officio member of all committees. They may appoint members to represent the Council on an ad hoc basis to represent the Council for special purposes.

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