

Elizabeth Richardson Center Procedures

Procedures for choosing the ex-officio member for the ERC Board of Directors

Purpose

To define the process by which individuals served at ERC are chosen to serve as the ex-officio member of the ERC Board of Directors as defined by the by-laws under which ERC operates.

Scope

- This procedure applies to adults who are served in any ERC program.

Definitions

1. Ex-officio member – an individual chosen to represent the interests and to advocate for individuals with disabilities to the ERC Board of Directors. The individual may serve on any standing or ad hoc committee of the board except the Executive Committee. This is a non-voting position on the board.

Identification of potential candidates process

1. Candidates should be willing and able to:
 - a. Attend board meetings;
 - b. Attend meetings of any committee to which they are assigned;
 - c. Contribute to discussions and present ideas for consideration;
 - d. Advocate for those with a variety of disabilities;
 - e. Learn about ERC as an entity – not just the program they attend;
 - f. Keep the Board of Directors apprised of events and activities that are planned so board members can attend and participate.
2. Candidates should:
 - a. Have a positive attitude;
 - b. Have a record of good behavior;
 - c. Have excellent communication skills.

Nomination process

1. During the month of October prior to the last year of the current ex-officio member's term, adults participating in ERC programs will be notified there is an opening for an ex-officio member and how to apply for the position. This process may be utilized at other times if a current ex-officio member resigns before the end of designated term period.
2. The names of all those who have expressed interest will be presented for a vote to the adult program participants.
3. During the months of November and December, the Executive Director, the Director of Administration and the President of the Board of Directors will interview the top three (3) candidates individually as indicated by the votes received.
4. The candidate chosen will be presented to the board at the board meeting in January.
5. The candidate will then be expected to attend board meetings to observe and become familiar with the procedures and the role of the ex-officio member of the Board of Directors.
6. When the current ex-officio member's three (3) year term is complete in October, the new ex-officio member will take their seat at the next regularly scheduled board meeting in December.

Printing this document may make it obsolete. The latest version will always be on the ERC website at www.ercinc.org/about/policies.

Reviewed and Approved

- The Director of Administration and the Board President reviewed and approved this procedure on 7/11/2016.