

Membership Resource Toolkit TOC

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Membership Committee

(Source: SCDD Bylaws)

The Membership Committee shall recruit and vet potential candidates for appointment to the Council and advise the Governor on Council appointments and vacancies. The Membership Committee is responsible for coordinating Council and public input to the Governor regarding all recommendations on behalf of the Council. The Chairperson of the Committee is charged with submitting the Council's recommendations to the Governor. The Committee shall:

- a) Be comprised of at least three (3) members, a majority of which shall be Council members.
- b) Be comprised of self-advocates and family advocates.
- c) Coordinate Council and public input regarding appointments to the Governor.
- d) Solicit recommendations for candidates via social media, email/web alerts, from among self-advocacy groups, family support groups, non-agency Councilmembers, Federal Partners and service providers for the purpose of identifying multiple candidates recommended for appointment and ensuring that membership composition requirements of Section 125(b) of the DD Act and Section 4521 of the Welfare and Institutions Code are met including those pertaining to socioeconomic, geographic, disability, racial, ethnic, and language diversity and in an effort to solicit recommendations from organizations representing a broad range of individuals with intellectual and/or developmental disabilities and individuals interested in individuals with intellectual and/or developmental disabilities.
- e) While maintaining confidentiality of names, make a report of submissions to the Governor's Office to the Council during the next regular meeting following any submissions.
- f) In the interest of interagency collaboration and coordination, at least every 60 calendar days, provide written notification to the Council or its Executive Committee, the Designated State Agency, and the Governor's Office of 1) the expiration date of each member's term, and any vacancy existing on the Council that remains unfilled for more than 60 days. Such notification may be made by electronic mail or as part of a Council agenda item, as appropriate.
- g) Notify the Governor's Office in writing immediately when a vacancy occurs prior to the expiration of a member's term.
- h) Solicit support from the Designated State Agency for appointments when a vacancy occurs for more than four months.
- i) Make recommendations to the Council on membership of Regional Advisory Committees and local self-determination advisory committees as directed by the Council.

COUNCIL MEMBERSHIP

(Source: SCDD Bylaws)

Appointment to the Council requires each member to fully discharge his/her duties consistent with the responsibilities of representing persons with intellectual and/or developmental disabilities. The membership of the Council shall consist of the categories of people in accordance with state and federal law.

SECTION 1. Appointments:

- a) There shall be thirty-one (31) voting members on the Council appointed by the Governor as specified by Division 4.5, Chapter 2, Article 1, Sections 4521 (b) (1) and (2) of the Welfare and Institutions Code.
- b) To assist the Governor in carrying out appointments under Welfare and Institutions Code Section 4521, the Council may coordinate Council and public input to the Governor, to the extent feasible, regarding recommendations for membership to help ensure that members of the Council reflect the socioeconomic, geographic, disability, racial, ethnic, and language diversity of the state.
- c) In accordance with Section 125(b) of the DD Act, the Council will work through its Membership Committee and with the Governor and concerned organizations to ensure that:
 1. Recommendations for appointments to the Council are solicited from organizations representing a broad range of individuals with intellectual and/or developmental disabilities and individuals interested in individuals with intellectual and/or developmental disabilities, including the non-State agency members of the Council;
 2. Membership of the Council shall be geographically representative of the State and reflect the diversity of the State with respect to race and ethnicity;
 3. Membership of the Council is rotated, except that members may serve until members' successors are appointed; and
 4. The Council will notify the Governor regarding membership requirements of the Council, vacancies, recommendations for appointments, and when vacancies of the Council remain unfilled for a significant period of time.

SECTION 2. Term of Office:

The term of office on the State Council shall be in accordance with state law. As specified in Section 4521(d) of the Welfare and Institutions Code, the term of each self or family advocate member and representative of a non-governmental organization shall be for three years, with the term beginning on the date of appointment to the first term. These members may serve no more than two terms. A member may continue to serve following the expiration of his or her term until the Governor appoints that member's successor.

SECTION 4. Vacancies:

A vacancy on the Council exists if any of the following events occur before the expiration of the term:

- a) The death of the member.
- b) An adjudication pursuant to a legal proceeding declaring that the member is physically or mentally incapacitated due to disease, illness, accident, or other condition and there is reasonable cause to believe that the member will not be able to perform the duties of office for the remainder of his/her term.
- c) The member's resignation.
- d) The member's removal from office.
- e) The member's ceasing to be a legal resident of the state or the area the member was appointed to represent.
- f) The member's absence from the state without the permission required by law beyond the period allowed by law.
- g) The member's ceasing to discharge the duties of his/her office for the period of three consecutive meetings, except when prevented by sickness, or when absent from the state with the permission required by law. After three (3) consecutive unexcused absences, a member shall be considered as having ceased to discharge the duties of Council membership. An unexcused absence is an absence of a member when previous notice of absence has not been given to the Council Chair or Committee Chair and to the Executive Director by telephone, email, or mail.
- h) The member's conviction of a felony or any offense involving a violation of his/her official duties. A member shall be deemed to have been convicted under this section when trial court judgment is entered.
- i) The member's refusal or neglect to file his/her required oath, statement of economic interests, or other required filings within the time prescribed after being provided notice of non-compliance and a reasonable time to comply.
- j) The decision of a competent tribunal declaring void the member's election or appointment.
- k) The making of a vacating order or declaration of vacancy.
- l) The member assumes a position or responsibility that violates the Council's conflict of interest policy.

The Council shall notify the Governor regarding membership requirements of the Council and shall notify the Governor in writing immediately when a vacancy occurs prior to the expiration of a member's term, at least six months before a member's term expires, and when a vacancy on the Council remains unfilled for more than 60 days.

SECTION 5. Resignations:

Members shall serve a designated term unless they resign, or are otherwise disqualified to serve, or until successors have been appointed. Any member may resign at any time by giving written notice to the Chairperson and to the Executive Director. Such resignation shall take effect on the date of receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.



Policy Questions About the Regional Advisory Committees (RAC)

Key:

Bold= Policy Question

Plain text=Policy Adopted by the Council

Who is eligible to be a RAC member?

RACs should reflect the geographic, ethnic, and language diversity of the state, as described in statutes.

What about prior Area Board members?

Any Area Board member on December 31, 2014 may continue to serve on the RAC for that RO area until his/her term expires.

Who cannot be a member of a RAC?

Sitting SCDD Council members cannot be also be members of the RAC. Councilmembers from a region are required to participate in his or her local RAC.

Any member of a Regional Center Governing Board, or a committee of a Regional Center Governing Board (excluding Self-Determination Advisory Committees and Self-Advocate Advisory Committees), shall not be eligible to serve on a SCDD Regional Advisory Committee.

How many members will the RAC have?

The goal is for each RAC to have 9-15 members, based on need, geographic area covered, or population. The Council's Membership Committee may determine the total number between 9 and 15 based on need and recommendations from the Regional Office and RAC. The RACs that inherited more than 15 members may reach the maximum number through attrition as the initial members terms expire.

Should every county be represented?

The RAC should have at least one member from each county in the RAC's region.

Are there other limitations on membership?

Providers are allowed to be members of a RAC. Providers are not to be more than 25% of total RAC membership.

What's the self-advocate percentage representation on each RAC?

At least 35% of RAC members shall be self-advocates. At least 35% of RAC members shall be family-advocates. The remaining 30% shall be self-advocates, family advocates, or other.

Will there be term limits?

Each RAC member serves at the pleasure of the Council. Each individual is eligible for two 3-year terms. The term limits begin anew as of January 1, 2015

What is the attendance policy for RAC members?

If a member of a RAC has unexcused absences for more than 25% of the RAC meetings within a calendar year, the member shall be considered as having ceased to discharge the duties of RAC membership.

What about conflicts of interest?

While it is not anticipated that RAC members will be making governmental decisions, if that happens and an individual has a conflict, that individual is expected to not be a part of the conversation or decision for that item.

RAC Membership Appointments

- Each RAC and RO can forward names to the SCDD Membership Committee for consideration.
- Each RAC may have its own Membership Committee for purposes of identifying and recruiting potential members and referring them to SCDD Membership Committee for consideration of referral to the SCDD.
- Candidates complete the standardize online application which is forwarded to the SCDD Membership Committee for consideration.
- The SCDD's Membership Committee appoints applicants, regardless of whether a vacancy exists. If there is not a current vacancy, the selected candidate becomes active once a vacancy occurs on their local committee. In the interim, the candidate is encouraged to participate as members of the public to stay engaged.

What are the officers of the RAC?

RAC members shall elect a Chair and a Vice Chair from among its membership. The role of the Chair and Vice Chair is to run the RAC meetings.

What subcommittees may a RAC have?

A RAC may convene a Membership Committee for the purpose of screening and making recommendations to the Council's Membership Committee on candidates for the RAC.

Member Conduct

Each member of a RAC shall comply with the Council's Zero-Tolerance Policies which include:

- Discrimination
- Drug Free Workplace Statement
- Sexual Harassment
- Unprofessional Conduct
- Workplace Violence Prevention

A copy of these policies will be provided to the member upon appointment.

What is the role of the RAC?

Per statute, the role of the RAC is to:

- Advise SCDD and its RO on local issues and identify and provide input regarding local systemic needs within its communities;
- Provide input and be a source for data for the SCDD to consider in the formulation of the state plan;
- Provide public information programs for consumers, families, professional groups, and the general public to increase professional and public awareness of areas identified within the state plan;
- Engage in other activities as requested by SCDD.

The RAC may make recommendations to the Council. The RAC may not take positions independent of the Council.

**Please note that percentages do not total 100% due to the exclusion of Native Hawaiian and Other Pacific Islander as a demographic category.*

Source: www.census.gov

Population and Demographic statistics as of July 2015

North Coast

County	Del Norte	Humboldt	Mendocino	Lake	Total Population
Population	27,254	135,727	87,649	64,591	315,221
White	62.8%	74.9%	65.8%	71.5%	68.75%
Afr. Amer.	3.3%	1.2%	0.73%	1.8%	1.76%
Am. Indian	6.9%	5.2%	3.9%	2.3%	4.58%
Asian	3.4%	2.7%	2.0%	1.2%	2.33%
Latino	19.8%	11.1%	24.5%	19.6%	18.75%

Bay Area

County	Alameda	Contra Costa	Marin	San Francisco	San Mateo	Total Population
Population	1,638,215	1,126,745	261,221	864,816	765,135	4,656,132
White	32.5%	45.0%	71.9%	41.0%	39.9%	46.06%
Afr. Amer.	10.9%	8.8%	2.6%	5.1%	2.4%	5.96%
Am. Indian	0.27%	0.3%	0.21%	0.22%	0.15%	0.23%
Asian	28.9%	16.2%	6.0%	34.7%	27.5%	22.66%
Latino	22.6%	25.3%	16.0%	15.3%	25.1%	20.86%

North Valley Hills

County	Amador	Calaveras	Tuolumne	Stanislaus	San Joaquin	Total Population
Population	37,001	44,828	53,709	538,388	726,106	1,400,032
White	79.1%	81.8%	80.8%	43.5%	33.4%	63.72%
Afr. Amer.	2.0%	0.87%	1.9%	2.6%	7.0%	2.87%
Am. Indian	1.5%	1.2%	1.5%	0.54%	0.45%	1.04%
Asian	1.2%	1.4%	1.2%	5.3%	14.6%	4.74%
Latino	13.5%	11.5%	11.8%	44.8%	40.8%	24.48%

Los Angeles

County	Los Angeles
Population	10,170,292
White	26.6%
Afr. Amer.	8.1%
Am. Indian	0.19%
Asian	14.4%
Latino	48.4%

Orange County

County	Orange
Population	3,169,776
White	41.4%
Afr. Amer.	1.6%
Am. Indian	0.20%
Asian	19.6%
Latino	34.4%

San Bernardino

County	Mono	Inyo	San Bernardino	Riverside	Total Population
Population	13,909	18,260	2,128,133	2,361,026	4,521,328
White	65.6%	64.3%	30.0%	36.7%	49.15%
Afr. Amer.	0.71%	0.78%	8.3%	6.1%	3.97%
Am. Indian	1.9%	10.3%	0.40%	0.48%	3.27%
Asian	1.7%	1.5%	6.8%	6.3%	4.08%
Latino	27.7%	20.9%	52.2%	47.9%	37.18%

Division of Responsibility At-A-Glance

Task	Responsibility
Recruitment	Manager & HQ
Processing of Application	HQ
Interviewing Applicants	Manager
Recommendations for Committee	Manager
Welcome Letters	HQ
Onboarding and training for RAC/SDAC	Manager
Onboarding and training for Councilmembers	HQ
RAC/SDAC Removals	Manager

Council and RAC Application/Appointment Process

The State Council on Developmental Disabilities (SCDD) solicits volunteers to serve on the Council and its 12 local Regional Advisory Committees on an ongoing basis. The recruitment flyer is housed on SCDD's home page at <https://scdd.ca.gov/wp-content/uploads/sites/33/2016/10/HQ-SCDD->. Once an application has been completed, Membership staff receive both a redacted and unredacted application.

Before the Committee meets:

1. HQ staff receives/logs in the application and sends it to Regional Manager in the catchment area and requests a recommendation using the Recommendation Form.
2. The Regional Manager completes the recommendation form and sends it to committee staff. HQ staff then enters information into the log for Committee members to consider when reviewing applications.

During the Meeting:

1. The Membership Committee members are provided the Regional Managers recommendation and vet through the qualifications of each candidate.
2. **RAC Applications:** The Membership Committee either appoints members to RAC and/or provides direction to staff on next steps (e.g., appointment letter, declination letter, RAC redirection letter, etc).
3. **Council Applications:** The Membership Committee provides recommendations to the Governor's Office of all Council vacancies and also provides additional direction to staff on next steps (e.g., additional questions, interview, referral to RAC, etc.)

After the Committee meets:

1. HQ staff reaches out to Regional Manager's when applicable to obtain additional information.
2. HQ staff updates the roster.
3. HQ staff contacts applicant to schedule interview with Committee Chair (when applicable).
4. HQ staff completes applicable letters with relevant attachments (e.g., zero tolerance policies) for Director/Chair signature and copies affected Regional Office.

Local SDAC Application/Appointment Process

According to statute, each of the 21-regional centers shall have a local Self-Determination Advisory Committee (SDAC) for which the State Council on Developmental Disabilities shall appoint one-half of the membership. The number of members seated on each SDAC as well as membership term limits are at the discretion of each Regional Center as long as the makeup of the Committee is in line with Statute.

When an SCDD vacancy is identified, SCDD regional staff shall do outreach by soliciting applicants to go online to <https://scdd.ca.gov/ssdac/local-self-determination-advisory-committees/> to complete an online application. Once an application has been completed, Committee staff receive both a redacted and unredacted application.

Before the Committee meets:

1. HQ staff receives/logs in the application and sends it to Regional Manager in the catchment area and requests a recommendation using the Recommendation Form.
2. The Regional Manager completes the recommendation form and sends it to committee staff. Staff then enters information into the log for Committee members to consider when reviewing applications.
3. Membership Committee members are provided with the Regional Managers recommendation and vet through the qualifications of each candidate.
4. Membership Committee members appoint applicants and provide direction to staff on next steps (e.g., appointment letter, etc.)

After the Committee meets:

1. HQ staff completes applicable letters (including unprofessional conduct letter) for Director/Chair signature and copies affected Regional Office.
2. HQ staff updates the roster.
3. Regional Manager notifies/welcomes selected applicants and advises them that a letter will be following shortly.

Removals

Process for RAC and/or Local SDAC. If a member violates the RAC or Zero Tolerance policy they may be removed.

RAC Policy Violation Removals – if a member is in violation of the RAC Policy, it is the manager’s responsibility to contact them and notify them of the violation. Depending on what occurs during the notification process, the manager may choose to leave them on the RAC or remove them. If a removal takes place, this will be done in writing. The manager will then report the removal at the next appropriate Membership meeting.

SCDD-Appointed Local SDAC Policy Violation Removals – if a member is in violation of the Unprofessional Conduct Policy, it is the manager’s responsibility to contact them and notify them of the violation. Depending on what occurs during the notification process, the manager may choose to leave them on the Local SDAC or remove them. If a removal is recommended, the Executive Director, Staff Counsel and HQ Operations & Committee Support Manager will be notified in advance. If a removal takes place, this will be done in writing. The manager will then report the removal at the next appropriate Membership meeting.

Regional Office Manager Recommendations to Membership Committee

Guidelines for Providing Recommendations

Please include:

- 1) The applicant's experience serving on public boards.
- 2) Race/Ethnicity Demographics
- 3) Disability Demographics
- 4) Why you believe the applicant would/would not be a good fit.

Note: these are minimum guidelines, please feel free to include additional information

Council Applications

Application Number	Council Recommendation Yes, No, Waitlist*, Hold for Future Consideration*

RAC Applications

Application Number	RAC Recommendation Yes, No, Waitlist*, Hold for Future Consideration*

*Waitlist = will appoint and report to the Committee once a vacancy exists

*Hold for Future Consideration = have not had an opportunity to interview or still unsure.

RAC Appointments from Waitlist

Application Number	Notes

RAC Removals

Application Number	Name	Notes

*Waitlist = will appoint and report to the Committee once a vacancy exists

*Hold for Future Consideration = have not had an opportunity to interview or still unsure.

RAC Reappointments

Application Number	Notes

*Waitlist = will appoint and report to the Committee once a vacancy exists

*Hold for Future Consideration = have not had an opportunity to interview or still unsure.

SDAC – New Applications

Application Number	SDAC Recommendation Yes, No, Waitlist*, Hold for Future Consideration*

SDAC – Appointments from Waitlist

Application Number	Notes

SDAC Removals

Application Number	Name	Notes

*Waitlist = will appoint and report to the Committee once a vacancy exists

*Hold for Future Consideration = have not had an opportunity to interview or still unsure.