

Communication Guidelines

1. **Be accepting of everyone's opinion.** Every member of VTDDC is entitled to his/her own opinion. While members might disagree with an individual's opinion, it is important to honor that person's right to that opinion.
2. **Be honest.** It is important that members state their feelings and opinions honestly. While being honest about what you really think and feel may be difficult, members are encouraged to do their very best in this regard.
3. **Take risks.** Members acknowledge that being honest, pushing oneself beyond the usual limits, and truly listening to others may involve a degree of personal risk taking. Members feel that such risk-taking assists the VTDDC to be more effective.
4. **Ask questions to learn more.** Active listening is important. Ask questions to learn more about what another person thinks or feels. Asking questions helps them feel more valued.
5. **Be all of who you are.** Sometimes VTDDC members present only a certain side of themselves, i.e., as a parent, or as a service provider, etc. All VTDDC members have feelings and opinions that may not be reflected in their particular role. Members are encouraged to share their full perspectives and resources in VTDDC activities.
6. **Identify specific goals.** By defining tasks and goals in specific terms, accomplishments and successes are more obvious and more tangible.
7. **Listen to each other.** In any group where there are individuals with strong personalities and opinions, it is difficult for people to effectively listen to each other. In order for people to feel comfortable participating fully and to ensure that the diverse opinions of members are heard, people need to actively listen to each other. In some cases, this might mean waiting before you react to someone's comments. You might want to ask questions to find out more before you respond, or you can paraphrase what someone has said to ensure that you heard them

correctly before you respond. However it is accomplished, listening to each other will positively support overall communication.

8. **Work to balance participation.** Sometimes, talkers need to be quiet while non-talkers need to push themselves to participate more.
9. **Close the gap.** Often in large groups, individuals go along with decisions or the public discussion, but later, outside of the meeting and in a smaller group, they express their discomfort with the decision or the discussion that occurred. People who have feelings contrary to the group must make an effort to raise their concerns before a decision is made. This will allow the group to benefit from everyone's thoughts and feelings.
10. **Bring discussions to closure.** We need to provide enough time and information for members to make effective decisions. We need to bring discussions to adequate closure so that everyone feels comfortable about moving on with the next order of business.
11. **Talk about our successes.** Given the advocacy nature of VTDDC and the large amount of work it seeks to accomplish, people often focus on what still needs to be done rather than on what has been accomplished. We need to pay attention to VTDDC successes so members can approach activities in a positive manner and be more aware of the positive results of our efforts.
12. **Evaluate our progress in communicating effectively.** At each meeting, we will provide an opportunity for the group to evaluate their progress using these Communication Guidelines.

[Adopted 1990. Revised March 19, 2000.]

Conduct of Meetings

(This policy also applies to committee meetings, as appropriate.)

1. Call meetings to order at appointed time, or as soon thereafter as a quorum is present.
2. If requested, have the Minutes of the previous meeting read aloud (if lengthy, a summary will do), make corrections and/or approve.
3. If committee is making a recommendation to the VTDDC it should be in the form of a written motion and included on the VTDDC agenda.
4. The President should repeat all motions and ensure that the recorder has a proper written motion before it is seconded or debated. After debate closes, the motion should be read to the assembly and the effect of a “yes” or “no” vote will be explained before a vote is taken.
5. Prior to each formal vote, the VTDDC will take a break for up to 5 minutes in order to provide members with time to think and to discuss decisions with support people or other VTDDC members or staff. Additional time will be given to members upon request.
6. Votes shall be made by voice and by raising one’s hand.

[Adopted October 22, 2004.]

7. After every vote, the President should state whether the motion passed or failed and the next order of business.
8. Robert’s Rules of Order Revised should be followed as much as possible. Realizing that most people are not experts on Rules of Order, the President should be allowed considerable latitude while conducting business – Rules of Order should not be allowed to impede the conduct of VTDDC business. However, standard procedures for making motions and amendments and disposing of each should be followed.

9. The President should adjourn meetings at the prearranged time or ask for a motion for a meeting extension.

[Adopted November 19, 1982. Revised September 14, 1992. Revised May 2, 2003. Revised October 22, 2004.]

Member Participation Policy

What is your role as a member?

- 1) Learn about VTDDC's:
 - History
 - Mission Statement & Vision Statement
 - Publications, Activities and Grant Projects
 - State Plan Goals
 - Public Policy Priorities

- 2) Accept a share of the responsibility for getting VTDDC's work done.
 - Attend and actively participate at VTDDC Quarterly meetings.
 - Actively participate in a VTDDC Committee or arrange another assignment with VTDDC's Executive Director that furthers VTDDC's work.
 - Read mail from VTDDC and answer as soon as possible.
 - Figure out what you can do to help. Volunteer, and then do what you said you would do to the best of your ability.
 - Share your knowledge, skills and experiences with other members.
 - Be an advocate by communicating with friends, acquaintances, agency staff and state officials (that could include your legislator and the Governor).
 - Help VTDDC know about and work on solving problems in your community and in the State.
 - Be ready to work with other members.
 - Be an active listener: Listen first, and then ask questions.

- 3) Keep informed:
 - Know what VTDDC needs to do. Ask questions about it.
 - Talk with VTDDC staff and other members when you have questions or concerns.
 - Take time to understand other members' issues and ideas.

- Look at information about VTDDC work, including what other DD Councils are doing and what is happening in other states.
 - Be willing to attend conferences, trainings or other events that can help you understand issues, and to share with VTDDC.
- 4) Develop into an effective member and advocate by:
- Working on your own voice and who you can talk with.
 - Learning to talk about your experiences and ideas clearly.

[Adopted June 26, 2008.]

Member Expense Policy

Stipends:

Stipends are given as a way of compensating members of the public for their time and valuable participation.

VTDDC members who are not paid by another agency to attend to VTDDC business may be given a stipend for a meeting held in-person, by phone, or by similar electronic means as follows:

- \$30 ~ Half day (for meetings at least 2 hours)
- \$60 ~ Full day (for meetings at least 4 hours)

These events include quarterly Council meetings, special meetings called by the Chair, and meetings of any committee of the Council. It may also include attending a meeting, training, or similar event on behalf of the Council. Stipends are not available for meetings under 2 hours or for time spent preparing for meetings.

In-State Travel Expenses:

On request, members who are not paid by another agency to attend to VTDDC business will be reimbursed for expenses to attend Council and committee meetings. State agency members may be reimbursed if prior arrangements are made with the Executive Director. Expenses that are routinely reimbursed are:

- **Mileage.** Reimbursement at the current State rate will be based on the number of miles traveled by the shortest route as calculated by MapQuest inquiry. Note: You cannot be reimbursed for gasoline, accessories, damages, repairs, depreciation, anti-freeze, towage, insurance or similar expenses because these are considered part of the mileage rate.
- **Transportation Expenses,** including bus and train fares, tolls, parking and the like. Receipts are required.
- **Overnight Accommodations.** If a Council member needs to travel more than 1.5 hours to a meeting – or if there are accommodation needs – the VTDDC will

provide overnight lodging near the meeting location. Lodging must be arranged in advance with the VTDDC and approved by the Executive Director. Overnight accommodations are generally reserved for quarterly meetings only.

Out-of-State Travel Expenses:

When traveling out-of-state on behalf of the VTDDC – for example, to attend a national conference – the Council will pay for air and ground transportation, airport parking, conference fees, lodging, and meals. Payment will be made in advance whenever possible and to the degree allowable by State of Vermont regulations.

- **Meals:** Members will be given a meal allowance based on the standard state rates for any meal not provided as part of the event that the member is attending. Meal allowances are not provided until after the trip. Any member who may have difficulty covering the cost of meals while traveling on VTDDC business should speak to the Executive Director to make special arrangements. Please be aware that meal allowances are a fixed rate (for example, \$6.25 for breakfast), regardless of how much you choose to spend for a meal. Receipts are not required to receive a meal allowance.
- **Specialized services:** Any member requiring accommodations to travel should work closely with VTDDC to ensure that appropriate arrangements are made for your comfort and convenience.

Other Personal Expenses:

Some VTDDC members require specialized transportation, personal care, child care, or other supports in order to attend meetings and events. If reasonable, the cost of these supports will be covered by the member's individualized service budget. If funds are not available in a member's service budget, VTDDC will cover the cost. Arrangements must be made in advance with the Executive Director.

In order to comply with state contracting and insurance rules, VTDDC reserves the right to select appropriate vendors for personal care, transportation, and similar services when paying for these services

Disability-Related Events, Trainings, or Conferences Connected with VTDDC Business (in-state and out-of-state).

The Executive Director may approve requests to support member participation in activities when the total expense is less than \$250.

Procedures for Stipends and Reimbursements:

Members must submit a signed State of Vermont Personal Expense Claim form to receive stipends or expense reimbursement. Members are encouraged to submit the form at the end of the meeting or as soon as an expense is paid or incurred. Requests made more than six months after a meeting or incurring an expense may not be honored.

VTDDC follows the guidelines applied to state employee expense accounts.

[Adopted June 14, 2011, based on February 9, 2006 revision. Meals revised June 25, 2015. Revised May 5, 2019.]

Accommodation and Support Policy

All members shall receive the accommodations and support they need to fully participate in all VTDDC activities, including but not limited to VTDDC meetings and committee meetings. The Membership Committee shall have oversight of the member accommodation and support policy. It is the responsibility of VTDDC staff to ensure that all members are provided with needed accommodations and support.

Identification of Support and Accommodations for New Members

1. The Executive Director will meet personally with each new member.
2. The Executive Director will review the VTDDC Handbook and provide basic information about the role of the VTDDC and the responsibilities of members.
3. The Executive Director and new member will complete the Member Accommodation and Support Checklist together.

On-going Accommodations and Support

1. Support and accommodations include those needed prior to, during and after VTDDC and committee meetings to ensure full participation of all members.
2. Prior to each VTDDC or committee meeting, VTDDC staff shall arrange for the support and accommodations identified in each member's Checklist. If support will be provided by the member's usual support worker, VTDDC staff will check to make sure she/he will be available to provide the needed support. If not, alternative arrangements will be made.
3. Prior to voting at VTDDC or committee meetings, the President or Chair shall take a break for up to 5 minutes for members to consult with their support persons, other VTDDC members or staff, and to entertain questions about the pending motion. Additional time will be given to members to consider decisions upon request.
4. The VTDDC shall assume responsibility for payment of support persons hired by the VTDDC, or a member's usual support worker whose contract does not include hours to provide support for VTDDC meetings.

5. The VTDDC shall assume responsibility for payment for all accommodations needed to make meetings fully accessible to people who are deaf, hard of hearing, blind or visually impaired.
6. The VTDDC shall assume responsibility for payment for transportation arranged by VTDDC staff. If a member arranges for her/his own transportation, the person providing the transportation shall be reimbursed for the hours providing transportation (unless paid by another source) and for mileage at the state rate for automobiles or accessible vans.
7. The Executive Director shall communicate at least annually with members who request support and accommodations to get input and feedback on the effectiveness of the support and accommodations.

Training for Support Persons.

1. Prior to providing support for a VTDDC or committee meeting, support persons will receive written information on how to support participation of self-advocates or people with learning disabilities. Support persons should also consult with the person she/he will be supporting about the specific kinds of assistance the VTDDC member would like.
2. As needed, the Membership Committee shall arrange for training for support persons on effective ways to provide support for VTDDC and committee meetings. This training shall be open to all VTDDC members, as well.

Pool of Support Persons

1. The Executive Director shall maintain a list of trained support persons to provide support for VTDDC and committee meetings to members who require support but do not have a usual support worker, or when their usual support worker is unavailable. When a support person cannot be obtained, other VTDDC members or staff may provide support.
2. The VTDDC shall reimburse support persons at a reasonable rate. Mileage and expenses for support persons shall be reimbursed at the state rate.

[Adopted October 22, 2004.]

Diversity Policy

There is a myth that little human diversity exists in Vermont and it is, therefore, a place where a policy addressing diversity is not needed. This, of course, is denial of the truth and ignorance of the state's history. The University Center for Excellence on Developmental Disabilities (UCEDD), the Vermont Developmental Disabilities Council (VTDDC), and the Vermont Protection & Advocacy (P&A) Board has formulated the following as a definition of "diversity."

Definition of Diversity

Diversity is not a theory, but a reflection of everyone in the human family. Diversity includes those characteristics that span all dimensions of individual and societal experiences.

Diversity acknowledges the richness of our differences in a way that unites and celebrates our unique qualities. Diversity requires a commitment to creating a society designed to value rather than blend or diminish our individual or group distinctiveness, while still promoting our common bonds as people.

Dimensions of diversity include, but are not limited to, the following:

- gender
- race
- sexual orientation
- economic status
- religion
- language
- nation of origin
- physical, mental and behavioral ability
- communication differences
- learning differences
- physical or mental health status
- age

Too often, these human dimensions divide rather than bring people together and become the basis for discrimination. There are many types of discrimination - open and hidden, conscious and unconscious - all of which can and does interfere with all that

people attempt to accomplish. Thus, it is necessary to take a step by step, common sense approach to making this definition of diversity real.

In order to prevent the continued denial of diversity within this state, as well as other forms of discrimination, this policy directs action to take on three fronts – 1) membership within the UCEDD, VTDDC, and P&A; 2) knowledge and competence regarding diversity; and 3) design and delivery of services. Although our definition covers all forms of diversity, because of the continually changing demographics of our society, it is important to give particular attention to ethnic minorities in the implementation of this policy.

Goals

What follows are specific goals to promote diversity within the Administration for Developmental Disabilities (ADD) funded organizations (i.e., UAP, DDC, P&A Board) and associated councils.

Membership

The overarching goal is to maximize the diversity of membership of the UCEDD, VTDDC, and P&A Board. To this end, the VTDDC recommends that a plan be formulated to recruit individuals reflecting diverse membership (e.g., see definition of diversity above). A "nurturing" environment be consciously developed so all members representing diverse group membership feel welcomed, supported, and respected.

Knowledge and Competence Regarding Diversity

The goal is to promote awareness and sensitivity to, and competence regarding, diversity among all staff and volunteer affiliates of the organization. To this end, it is recommended that:

1. All members have the opportunity to explore their own biases, prejudices, cultural values and beliefs.
2. All members have the opportunity to explore expressions of diversity other than their own.

3. All members have the opportunity to be trained in conflict resolution around issues of diversity.
4. Training experiences will be initiated within the next year, and will be ongoing for all employees and associated volunteers to address the above three objectives.

Design and Delivery of Services

The goal is to conduct research and design and deliver service systems that are sensitive to the diverse needs of people with developmental disabilities and their families. To this end, it is recommended that:

1. Outreach and a continuing assessment of people with developmental disabilities and their families in Vermont be conducted to determine their differing needs that are unique to their socio-cultural background or situation.
2. Service design and delivery reflect the information derived from this assessment.
3. The VTDDC submits/selects grants that respect diversity.
4. Grant proposals submitted by or to the UCEDD, VTDDC, and P&A Board have a component that addresses issues of cultural and other types of diversity.
5. The organizations involved ensure that information they or their grantees produce and disseminate is presented in a format which is understandable by and respectful of recipients' diverse needs and dimensions.
6. Information that is disseminated by these organizations includes the promotion of diversity awareness, sensitivity, and competence of the general public.

[Adopted December 5, 1994.]

Conflict of Interest

Discussion:

All VTDDC members are encouraged to participate in Council and Committee discussions and decision-making. However, VTDDC must also avoid any potential conflicts of interest -- or the appearance of a conflict -- as it does its work. This is so important that it appears twice in the federal DD Act and in State of Vermont policies. The Governor's office asks members of the public who join the Council to sign a form stating that they will not seek personal gain when participating in a Council decision.

What is a conflict of interest?

When a member participates in making a Council decision, he or she must not be swayed in their decision by the fact that they could get something of value as a result of the Council's decision. A conflict of interest occurs when a Council member, their immediate family, or an organization that the member serves, could benefit from a decision made by the Council.

This comes up most often when awarding a grant. **A member should not participate in discussion or vote on a grant that could (1) benefit him or her; or (2) benefit a close family member; or (3) benefit an organization where the member or his/her immediate family serves as an officer, trustee, staff member, or paid consultant.** This is because their own personal interest could influence how they feel about the grant.

A conflict of interest does not necessarily need to involve money. The benefit could be property, a favor, services, or the promise of future employment.

What does conflict of interest mean for a member who represents an entity of State government?

Along with the definition above, a conflict of interest also occurs for an *ex officio* member when VTDDC is taking a position on a bill, law, regulation, rule, or policy that directly affects the programs and services of the agency represented by the member.

Definitions:

A “member” means persons who are appointed by the Governor and agency staff who serve on the VTDDC by virtue of the office they hold or the agency they represent. Members who represent State government are “*ex officio*” members.

Policies:

1. A member who is affiliated with an entity applying for or receiving VTDDC funds shall abstain from deliberation and voting about awarding, withholding or terminating grant funds. This policy also applies to any VTDDC member who is a family member of someone affiliated with an entity that is applying for VTDDC funds.
2. An *ex officio* member shall abstain from deliberation and voting on policy positions when the agency he or she represents is affected by that VTDDC policy position.
3. A member must declare any potential conflict of interest and disqualify himself or herself from deliberation and voting on a grant award or policy position when those conflicts of interest occur. Such abstention from voting shall be noted in the minutes of the VTDDC meeting.
4. No member's salary may be paid from any contract or grant of the VTDDC.
5. Challenges by other members of VTDDC regarding an individual's potential conflict of interest will be brought to the attention of VTDDC’s President and determined in accordance with Roberts Rules of Order.
6. A member or employee who has a developmental disability or who has a relationship or association with someone with a developmental disability shall not be construed as having a conflict of interest because of that disability, relationship or association.

[Adopted June 26, 2008; revised June 28, 2018.]

The DD Act and Conflict of Interest

The federal DD Act mentions conflict of interest twice:

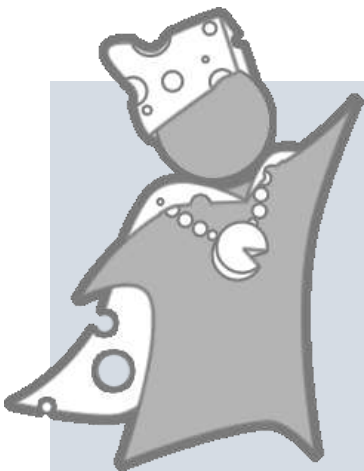
1. Section 124 of the DD ACT is about the **State Plan** and refers to the **Assurances** signed between the Agency of Human Services and the VTDDC.

Section 124 (5): "The plan shall provide an assurance that no member of such Council will cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest."

2. Section 125 talks about what a "**Conflict of Interest.**" means for members of the Council.

Section 125, (B) Authority and Limitations -(ii) "*Recuse themselves from any discussion of grants or contracts for which such representatives' [i.e. Council members] departments, agencies, or programs are grantees, contractors, or applicants and comply with the conflict of interest, assurance requirement under section 124(c)(5)(D).*

Test yourself! Here's a funny way to look at it:



You are a judge to the upcoming "Big Cheese" competition. You will taste test cheddar, swiss, and gouda, and pick your favorite. Whichever company wins will be this year's "Big Cheese".

You also work for Good Gouda Inc. Do you...

- A) Vote for Gouda
- B) Vote for Cheddar or Swiss instead
- C) Abstain from tasting and voting
- D) Taste and talk with judges, but abstain from voting

Guidelines for Representing the VTDDC

This policy answers the question, “how do members of the Council share information with the public about the Council’s work or the Council’s policy positions.”

The answer to this question depends on (1) who is asking for the information; and (2) what type of information is requested.

1. Who is asking for the information?

- **The Press:** Questions from the press (newspapers, TV, etc.) must be handled carefully. If asked by a reporter from a newspaper, radio show, or TV station about a Council policy position, Council members should ask the reporter to contact the Chair or the Executive Director. Members should not talk to the press on behalf of the Council. Members are always free to share their personal opinions and stories with the press. At these times, the member is not speaking for the Council; the member is speaking as a person with lived experiences related to disability issues.
- **Everybody else:** Policy makers, friends, even groups that you do not know may reach out and ask you about the Council. How you respond depends on what kind of information they are seeking. If you are not sure, you can ask the Executive Director or Chair for guidance.

2. What type of information is requested?

- **Approved Policy Positions and Decisions:** Any VTDDC member may speak to others about an Approved VTDDC Policy Position or Council Decision.
 - I. Approved Policy Positions are those that have been adopted by Council vote – for example, the Annual Legislative Platform.

- II. Council Decisions are matters on which the Council has voted – for example, the decision to award a specific amount of money to an organization or project.

If a member disagrees with an Approved Policy Position or Council Decision, the member still has an obligation to state what the Council has voted to support. When representing the Council, the member should not voice their objections to an Approved Policy Position or Council Decision. [See [Responsibility to the Whole](#), below].

- **When these is no Approved Policy Position:** A member of the public may ask you about an issue where the Council has not made a decision or taken a vote. This happens often with public policy issues, because they change so quickly. When this happens, please refer these questions to the VTDDC Chair, a member specifically appointed by the Chair, and/or the Executive Director and staff supervised by the Executive Director.

As always, a member is welcome to share their personal experiences and opinions, which draw on lived experience. Be sure to make it very clear that you are not speaking for the Council: Say, “The Council hasn’t voted about this, but as a self-advocate/family member, I think...”

- **General information about the Council:** This includes information about the Council’s Five-Year Plan, the projects that the Council funds, and how the Council operates. Any VTDDC member may share information about the Council – in fact, it’s encouraged! A few important policies to keep in mind:
 - I. **Committing Council Resources:** A Council member should not promise an individual or group funds, staff time, or other Council support. Council resources – including funds, staff time, and Council influence – can only be committed by: (1) vote of the whole Council; or (2) by the Executive Committee, the Chair, or the Executive Director acting within VTDDC’s annual budget, policies, and Five-Year State Plan.

- II. **Communicating with Council Leadership:** A Council member should always let the Chair and/or Executive Director know about contacts with the public concerning Council matters. This includes when a member gives a formal presentation about the Council, speaks with an elected official about the Council, or has contact with an individual or group that is seeking something from the Council such as membership or funding. This ensures that staff or leadership will follow-up if needed

3. Other

- **Respecting Member Privacy in Voting:** VTDDC members should not talk with others -- even friends and family -- about how individual Council members voted. Votes are recorded and posted publicly with the VTDDC meeting minutes. Anyone interested in a vote may go to VTDDC's website and review this information. Unless a Roll Call Vote was taken, votes are recorded anonymously.
- **Responsibility to the Whole:** When talking at a meeting, members are free to debate and respectfully disagree. Each member brings their own, unique perspective. It is healthy to hear different opinions. However, once a vote is taken, Council members must come together and support the group's decision. This is a member responsibility, even if you voted against the decision. This duty is sometimes called "responsibility to the whole." Once the Council has voted, it speaks in a single, unified voice.

[Adopted January 5, 1989. Revised September 14, 1992. Revised October 22, 2004]

Publicity Credit Statement

All grant and award recipients must include the following or similar credit line in all advertising, news releases, programs, brochures, and other publicity:

- "This activity is sponsored by the Vermont Developmental Disabilities Council."
- Copies of all advertising, etc., are to be attached to quarterly reports submitted to the Vermont Developmental Disabilities Council.
- The VTDDC will consider how well these requirements were fulfilled when reviewing subsequent grant applications from individuals and organizations.

[Adopted March 4, 1983. Revised September 14, 1992. Revised October 22, 2004.]

VTDDC Process for Selecting Officers

Under its By-laws VTDDC has two officers: a President and Vice President, who are elected by the membership for two year terms. The President is presented to the Governor for appointment, and has to be a person with a disability or family member. [Article VI.]

In order to be able to act as President someone needs to be a member in good standing, and be able to demonstrate that s/he:

- Has leadership skills, including knowing how to:
 1. Conduct meetings
 2. Include all members in discussions and decision-making
 3. Relate well to members, staff, community partners and federal funders
 4. Address challenges that come up, including conflicts at meetings
 5. Act as a representative for VTDDC at state and national events.
 6. Keep up to date on what is happening for children, youth and adults with developmental disabilities in VT.
 7. Be familiar with the federal law that funds VTDDC
 8. Lead evaluation of director
- Has been a dependable, reliable member of VTDDC,
 1. Regularly attends and is an active participant at VTDDC meetings & committees
 2. Makes a regular contribution to the work of VTDDC
- Can be available
 1. Between meetings for VTDDC business & challenges that come up.
 2. To attend state and national events

Nominations Process:

The President will appoint ad hoc Nominating Committee composed of three to five persons that reflect the diversity of VTDDC, and that includes at least one self-advocate and one family representative.

The Nominating Committee will invite all members to apply for open offices. Anyone interested will be asked to complete an application that includes questions based on the skills listed above, by a deadline. Members can use alternative formats to apply, including having someone write down spoken answers. The Nominating Committee may also call or invite people for interviews.

The Nominating Committee will choose a slate of candidates to present to the members. All applicants will be notified whether they are included on the slate. People who are not selected will have the option of having their names included on the election ballot.

The recommended slate of officer candidates will be included in packets mailed to members at least 2 weeks before the meeting when they will be elected.

Election Process

During the meeting when the election will happen, each candidate will have an opportunity to say why s/he would be a good choice for an office.

The Nominating Committee will review its recommended slate of candidates.

Ballots will be handed out that list the recommended slate and the names of any other applicants that asked to be included.

Officers need to be elected by a majority -- at least half of the votes. Members who are not present can send in a written proxy allowing another member to vote for them.

[Adopted March 25, 2010]

VTDDC Process for Budgeting

The Vermont Developmental Disabilities Council adopts an annual operating budget for the upcoming federal fiscal year at its June Quarterly Meeting. An adjusted budget may be presented for approval by the full Council at their April Quarterly Meeting.

Budget categories are based on generally accepted accounting principles. The Council will adhere to all budgeting guidelines and requirements set forth by the federal Administration on Intellectual and Developmental Disabilities.

The following policies are to apply to the Executive Director's management of VTDDC's annual operating budget:

1. VTDDC will seek to ensure that their cash balance is sufficient to meet all obligations (contracts and grant agreements) and three months of operating expenses.
2. Expenses that exceed 10% of the budgeted line item require approval by the VTDD Executive Committee.
3. Capital purchases that exceed \$1000 must be approved by the VTDDC Executive Committee.
4. The Council will maintain \$10,000 within its annual operating budget to address urgent needs or rapidly emerging opportunities. Use of these funds requires authorization by the VTDDC Executive Committee.

[Adopted 6/23/2016]