



700 W. State St.  
JRW Building  
First Floor West  
Boise, ID 83702-5868  
Phone: 208-334-2178  
1-800-544-2433  
Fax: 208-334-3417

C.L. "Butch" Otter  
Governor

Denise Wetzel  
Chair

Marilyn B. Sword  
Executive Director

## COUNCIL MEETINGS Policy No. 106

Pursuant to state law and Council By-law, the Council shall meet (in person, by conference call or video conferencing) at least once during each federal fiscal quarter. A yearly calendar of dates for the upcoming fiscal year shall be established at the fourth (4<sup>th</sup>) quarter meeting.

**A. LOCATION:** The location for each quarterly meeting shall be in settings accessible to all council members. Council members will receive at least fourteen (14) days notice of meeting location prior to each meeting.

**B. AGENDA DEVELOPMENT AND FORMAT:** The Council Chair and Executive Director will develop an agenda based on input from the Council. Agendas should include but not be limited to:

1. Council Chair's Report,
2. Executive Director's report on progress toward Ends policies, which include progress toward outcomes and goals of the state plan,
3. Action items and vital information from committees, work groups, or the Executive Director,
4. New Business, and
5. In-service training, information, or education beneficial to the Council as a whole.

**C. AGENDA DISTRIBUTION:** Pursuant to By-laws, Council meeting agendas shall be sent to all members **fourteen (14)** days prior to the meeting by Council staff.

**D. MEETING PACKETS:** The Director shall prepare and distribute meeting packets to all members prior to the meeting date. Whenever possible packets shall be distributed seven (7) days prior to the first day of the meeting. The packet shall contain information outlined in paragraph B, Agenda Development and Format.

**E. STANDING COMMITTEES AND WORK GROUPS:** All committee agendas shall be developed by the respective committee chair and staff person. Chairs should seek committee input in the development of the agenda. Workgroups function as a forum for discussing progress toward specific plan goals and activities and providing an opportunity for members to give input into strategies and activities. Quarterly reports shall serve as a guide for those discussions rather than developing a separate agenda. Workgroups may select a member to lead the discussion or may defer to the assigned staff person.

**F. MOTIONS:** The date, committee, individuals making and seconding the Policy 106 – Council Meetings  
Idaho Council on Developmental Disabilities

motion shall be noted in committee minutes. This information will be provided to the Council.

**G. STANDING COMMITTEE REPORTS:** At the Council meeting, each Standing Committee shall provide a verbal summary report of their committee's activities. This report shall contain only motions that require full Council action and/or key points of information relevant to the full Council.

**H. MEETING SITES AND ARRANGEMENTS:** All meeting sites and necessary arrangements shall be identified and secured by Council staff. All sites must be in compliance with the Americans with Disabilities Act (ADA) or the meeting will be moved to another location.

**I. MINUTES AND DISTRIBUTION:** Pursuant to By-laws, all meetings shall be recorded and minutes provided. Minutes for a Standing Committees and Workgroups must be kept.

1. Minutes shall be organized by topical area and reflect as accurately as possible all motions and discussion conducted. Minutes for a Standing Committee may be in a general summary format.
2. Minutes or summaries of any Council or committee meeting shall be transcribed and distributed to appropriate members within thirty (30) days of the conclusion of each respective meeting.
3. All audio tapes of proceedings of any Council or Council Committee meeting must be retained for at least one (1) year after each respective meeting.
4. A written record or other legal medium of each Council and Council committee meeting shall be kept on file indefinitely.

**J. EMERGENCY MEETINGS:** When situations arise that require an emergency meeting, one may be called in accordance with the By-Laws. The purpose of the meeting, including the reason for urgency, must be provided to all members in advance of the meeting. If time and finances permit, the meeting will be held in person; if not, a conference call may be used to include all members.