



Rocky Mountain Human Services (RMHS): Community Council

Rocky Mountain Human Services' mission is to serve humanity, provide opportunity and encourage a world of compassion and hope.

We utilize our human services expertise to improve the health, self-sufficiency and quality of life for individuals who face challenges from developmental delays, cognitive and intellectual impairments or military service.

For more information on RMHS, please visit the website at: www.rmhumanservices.org.

Community Council: Overview

- RMHS is a 501(c)(3) nonprofit organization and recruits a volunteer Community Council to provide community input, ideas and feedback to the organization on an ongoing basis.
- The Community Council is charged with making recommendations to the Board and RMHS management on: Mill Levy expenditures; changes in the Colorado DD system; and policies affecting individuals receiving services.
- The Community Council will serve as the Mill Levy Advisory Committee.
- The Council will meet at least quarterly, with a minimum of four meetings each calendar year.

Nomination & Council Representation

To ensure a diverse Community Council with a variety of skills and viewpoints represented, RMHS staff, current Mill Levy Committee members and the RMHS Board of Directors (BOD) will work together to identify candidates.

The Council will be comprised of a maximum of 12 members. Whenever possible, at least half of the total membership will be persons receiving services or family members of persons receiving services.

All current Mill Levy Advisory Committee members will be invited to continue service to RMHS as a member of the Community Council

Whenever possible, the Community Council will be a Denver resident or represent a Denver resident in the following categories:

- Person receiving I/DD services
- Family member of an individual receiving services
- Nonprofit community partner and/or state or local government representative

- Service Provider
- RMHS Board of Directors member

Whenever possible, the Community Council will be comprised of individuals who represent various backgrounds and viewpoints including diversity of:

- Gender
- Race/ethnicity
- Socio-economic status
- Family structure
- Ability, both physical and developmental/intellectual

Interested individuals may nominate themselves for consideration.

Appointment & Terms

- All nominees' applications will be submitted to the Board of Directors, who will have final authority to appoint members.
- The BOD may appoint new members at any BOD meeting when a quorum is present. A simple majority is needed to approve the candidate.
- Community Council appointments are for a period of two years.
- Members may elect to ask for re-appointment at the conclusion of their term. Re-appointments must be approved by the BOD via a vote in a regularly scheduled meeting.

Council Member Expectations:

All Community Council members are expected to:

- Attend a minimum of three out of four scheduled Council meetings annually (when necessary, members may utilize a conference line to participate remotely).
- Actively engage with staff, clients, external stakeholders and fellow Council members to advance the mission of RMHS.
- Actively participate in sub-committees, as opportunities arise that align with the Council member's experience and/or expertise.
- Assume other duties and tasks as necessary from time to time.

Community Council Nomination Process:

- All interested candidates submit a brief statement of interest and a BOD [nomination form](http://www.rmhumanservices.org/community-advisory-council-nominati) (www.rmhumanservices.org/community-advisory-council-nominati) to RMHS designee*.
- All candidates will receive an email acknowledging their interest and the date of the BOD meeting where their submission will be reviewed.

- Members of the BOD will review each candidate's qualifications to determine whether a candidate's skill set and/or experience aligns with a vacancy on the Community Council.

Nomination Deadline:

Candidates for the RMHS Community Council are considered on a rolling basis.

Candidate Application:

All candidates are required to submit the following documents:

- RMHS Nomination form
- Statement of interest
- Inquiries or candidate materials may be sent to the RMHS designee* at any time.

Officers:

The Advisory Council will have a chair and a recording secretary. Co-chairs may be considered upon recommendation from the Council. The RMHS Executive Assistant member or designee will serve as the recording secretary. The chair is elected for one-year terms by the membership. Elections will be held at the first meeting of the new membership year, whenever possible.

Procedural Rules:

- Meetings: The Council will meet at least four times per year. Written notices of upcoming meetings will be emailed to members at least 10 days before a meeting.
- Minutes: Minutes of each meeting will be kept by the recording secretary. Copies will be emailed to Council members and other attendees within two weeks after a meeting.
- Recommendations and Reports: Council recommendations and reports will be submitted in writing to RMHS Board of Directors by the Council Chair. Documents will include both suggested action and justification for suggestions. The Board will respond/react to such recommendations/reports in writing.
- Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat.
- Open session: Council meeting times and locations will be posted on RMHS's website and will be open to the public. Non-Council attendees are encouraged to provide input for the Council's consideration on use of Mill Levy funds.
- Charter amendments: Changes to the existing charter can be proposed by Council members, RMHS management or RMHS Board members. Proposed changes should be submitted to the recording secretary to be added to the next Council meeting agenda for review.

**RMHS Designee will be identified on the RMHS Website Board/Council/Committee page.*