
VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Commonwealth of Virginia

Board Policy 5.0: Board Officials

In accordance with Code of Virginia, Section 51.5-31 and the bylaws of the Virginia Board for People with Disabilities (the Board), the Board officials shall include the officers of the Board and members of the Board's Executive Committees. Officers of the Board shall be Chairperson, Vice Chairperson and Secretary. These individuals shall serve on the Board's Executive Committee which shall additionally be comprised of the Chair's of each of the Board's standing committees and three at large members.

I. Election of Officers

- A. The Board shall select its officers at the June Board meeting each year, with the term of office beginning on July 1. Officers are eligible for nomination and re-election to successive terms except that no member shall be eligible for election to an office in the year in which their term as a Board member expires.
- B. The Board membership shall elect its officers based on a Slate presented by the Board's Nominating Committee at least ten (10) days prior to the meeting at which the vote will be taken. (See also, Policy 6.0, Board Committees). Additional nominations, if any, shall be taken from the floor on the date that the vote is scheduled to be taken.
- C. Verbal consent must be obtained from candidates for office before their names are included on the slate.
- D. Should the office of Board Chairperson become open, the Vice Chairperson shall assume the duties of Chairperson until a new Chairperson is elected. In the event the office of Chairperson, Vice-Chairperson or Secretary become open, the Executive Committee shall convene a Nominating Committee to make recommendations to the Board at its next regularly scheduled meeting.
- E. Board officers and at large Executive Committee members cannot simultaneously serve as chairperson of a Standing Committee, but can, at the discretion of the Board Chairperson, chair an ad hoc or special committee.
- F. Members of the Nominating Committee cannot place their name in nomination for an officer or at large Executive Committee slot.

II. Officer Responsibilities

A. Chairperson. The Chairperson has the authority and is responsible for the following:

1. Represents the interests of persons with developmental and other disabilities by acting as the official representative of the Board. The Chair, may, as necessary, delegate this responsibility.
2. In consultation with the Executive Committee provides direction and support to the Executive Director and conducts an annual written performance evaluation of the Executive Director.
3. Presides at all Board and Executive Committee meetings and communicates with Board members between meetings regarding critical activities.
 - a) Works with the Executive Director to establish Board meeting agendas.
 - b) Serves as an ex-officio member of all committees except the Nominating committee.
 - c) May call special meetings, as necessary.
4. Appoints standing and ad hoc committee Chairperson.
5. Works with Board members to assist them in understanding their roles and assessing their performance.
6. May sign and execute documents in the name of the Board except in cases in which the signing and execution thereof is delegated to the Executive Director or cases in which the signature of the Executive Director is required by law, regulation, or policy.

B. Vice Chairperson. The Vice Chairperson has the authority and is responsible for the following:

1. Understands the responsibilities of the Chairperson and is able to perform these duties in the Chairperson's absence.
2. Serves as member of Executive Committee
3. Presides over Board and Executive Committee meetings in the absence of the Chairperson, and assumes responsibilities of the Chairperson when necessary.
4. Reports to the Executive Committee, the status of the Board's financial resources, obligations, and expenditures

5. Performs other duties as assigned by the Chairperson.

C. Secretary. The Secretary has the authority and is responsible for the following:

1. Serves as Member of Executive Committee

2. Oversees the taking of minutes at Board and Executive Committee meetings.

3. Reviews Board and Executive Committee minutes to ensure a true and accurate record is presented to the Board for action.

4. Presents the Executive Committee report at Board meetings

5. Performs other duties as assigned by the Chairperson.

III. Criteria for Officer Selection

The Board seeks to ensure that its officers are fully qualified to assume the responsibilities set forth above. To that end, the following are set forth as eligibility criteria for Officers. The Nominating committee shall follow these criteria to the maximum extent possible when determining a slate of officers to be presented to the Board for election.

A. Chairperson. Candidates must meet all the qualifications for members of Board. In addition, the Nominating Committee shall adhere to the following guidelines for nomination unless no candidate meets these guidelines in which case the candidate(s) who most closely fulfills the requirements set forth below shall be considered for Chairperson. The Chairperson:

1. shall not be a state agency representative or designee.

2. shall have been a member of the Board for at least one year with strong preference given to members who have served as a Committee Chair or member of the Executive Committee for at least one year;

3. shall be knowledgeable of Board operations.

4. shall have a working knowledge of Virginia and Federal laws relevant to individuals with developmental and other disabilities

5. shall have a working knowledge of the state and federal service delivery system for persons with developmental and other disabilities

6. shall have experience leading meetings and a working knowledge of parliamentary procedure.

B. Vice Chairperson. The Vice Chairperson shall meet the same qualifications as Chairperson.

C. Secretary. The Secretary

1. shall have been a member of the Board for at least one year;
2. shall have experience in reviewing meeting minutes for substantive and grammatical accuracy.

IV. Other Board Officials

The term, Board officials, means, members of the Board's Executive Committee. The Executive Committee consists of the Board's officers, Standing Committee Chairs, and three (3) at large members.

- A. Committee Chairs shall be appointed by the Board Chairperson. Criteria for serving as a Committee Chair are set forth in Policy 6.0, Board Committees.
- B. The three at large members of the Executive Committee shall be included in the slate of Officer Nominees presented by the Nominating Committee. Eligibility criteria for serving as an at-large member of the Executive Committee is as follows.
Individuals so appointed:
 1. shall have been a member of the Board for at least one year;
 2. shall be familiar with Board operations and priorities
 3. shall be selected so as to help achieve a continuity of Board leadership.
 4. shall be representative of the Board's composition and shall take into account cultural, ethnic, and geographic diversity of the Board's membership.

V. Relationship to Executive Director

- A. The Board shall have adequate staff to carry out the functions and responsibilities as outlined in the State Plan and shall hire and supervise the work of the Executive Director.
- B. The Executive Director shall meet the requirements of the established position description and all state prescribed requirements. The duties of the Executive Director, which are overseen by the Executive Committee, through the Board Chairperson, shall include but are not limited to:
 1. Administering Board functions and hiring and supervising board staff.
 2. Carrying out the work of the Board and implementing Board directives and policies.
 3. Initiating activities related to areas of Board functions and responsibilities.

4. Serving as a key liaison to the Governor, the Secretary of Health and Human Resources, and other officials.
5. Acting on behalf of the Board as authorized and in emergency situations.
6. Serving as a spokesperson for the Board.
7. Delegating such functions to Board staff as he/she deems appropriate.

Adopted by the Virginia Board for People with Disabilities

Date: May 5, 2004