

CONSTITUTION & BYLAWS



**OHIO ASSOCIATION OF COUNTY BOARDS
SERVING PEOPLE WITH
DEVELOPMENTAL DISABILITIES**

**As approved at the Delegate Assembly
on December 5, 2012**

CONSTITUTION

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CONSTITUTION

ARTICLE I: Definitions

Section 1: **Affiliate Member** means an individual or organization that is not a *CBDD* that meets the requirements of Article IV, Section 3.

Section 2: **Board of Trustees** means the governing body of the *OACB* as provided for in the *OACB* Constitution and Bylaws.

Section 3: **CBDD** means the *County Boards of Developmental Disabilities* that operate in Ohio pursuant to Chapter 5126 of the OHIO REVISED CODE.

Section 4: **Delegate Assembly** is a meeting of Member Boards conducted in accordance with the *OACB* Constitution and Bylaws (“Delegate Assembly” or “Delegate Assemblies”).

Section 5: **Governing Documents** means the documents set forth in Article III herein.

Section 6: **Member Board** means a *CBDD* that meets the requirements in Article IV, Section 2.

Section 7: **OACB** means the *Ohio Association of County Boards Serving People with Developmental Disabilities*. The official acronym shall be *OACB*.

Section 8 **Present and Voting** shall mean that the Delegates in attendance at the Delegate Assembly who cast votes for or against a Resolution before the Delegate Assembly, or abstain. All abstentions shall be counted with the prevailing majority on the Resolution before the Delegate Assembly.

ARTICLE II: Vision, Mission & Purposes

Section 1: The Vision of the *OACB* shall be: “To enhance the lives of people with developmental disabilities.”

Section 2: The Mission statement of the *OACB* shall be: “To support *County Boards of Developmental Disabilities (CBDD)* in providing services and supports to people with developmental disabilities.”

Section 3: The Purposes of the *OACB* shall be:

- A. To work for the interests of people with developmental disabilities in the *State of Ohio*.
- B. To work on behalf of and for the interests of *CBDD* promoting effective and efficient management and administrative practices and services.
- C. To standardize, coordinate, simplify, and disseminate basic information to *CBDD* and to assist in public relations efforts.
- D. To maintain, promote, and improve effective administrative capabilities of Board Members and Superintendents in the *CBDD* system through in-services, technical assistance, conferences, and research studies utilizing the most cost effective means.
- E. To monitor legislation at the State and National levels which affects people with DD and *CBDD* and to advocate for their interests through efforts of interested citizens, other DD professionals and lobbying.
- F. To act as an effective professional resource with the Governor's Office, and all state agencies / departments and associations promoting the interests of *CBDD*.
- G. To collect, analyze and report data to member *CBDD*.
- H. To establish and coordinate specialized purchasing for services utilized and requested by our membership.
- I. To provide legal research and opinions for members of the *OACB*.

ARTICLE III: Governance

Section 1: **Governing Documents.** The *OACB* shall be governed by applicable law, the *OACB* Constitution and Bylaws, and General Policies. The *OACB* staff shall be governed by the *OACB* Policy Manual.

Section 2: ***OACB* Constitution and Bylaws.** The *OACB* Constitution defines the basic structure of the *OACB*. The *OACB* Bylaws provide guidance on implementation of the requirements of the *OACB* Constitution. The *OACB* Constitution and Bylaws can only be amended through Resolution of a Delegate Assembly in accordance with the *OACB* Constitution and Bylaws.

Section 3: **General Policies.** General Policies are those policies which are not part of the *OACB* Constitution and Bylaws and which affect the *OACB*, *CBDD*, or people with developmental disabilities and which are not part of the *OACB* Constitution or Bylaws. General Policies can be adopted through Resolution by either a Delegate Assembly, or by the Board of Trustees, in accordance with the Governing Documents.

Section 4: ***OACB* Policy Manual.** The *OACB* Policy Manual shall guide the Executive Director in the day to day operations of the *OACB*. The *OACB* Policy Manual can only be amended through Resolution of the Board of Trustees.

Section 5: **Resolutions.** All Resolutions passed by a Delegate Assembly shall be maintained by the Executive Director and copies shall be provided to the Member Boards. All Resolutions passed by the Board of Trustees shall be maintained in the meeting minutes from the Board of Trustee Board meetings and shall be made available to Member Boards upon request.

ARTICLE IV: Membership in OACB

Section 1: **Membership.** Membership in the OACB shall be open to all CBDDs in Ohio and Affiliates who meet requirements of the Governing Documents.

Section 2: **CBDD Board Membership.** A CBDD shall become a member of the OACB upon payment of dues as provided for in the OACB Constitution and Bylaws.

Section 3: **Affiliate Membership.** An individual or organization with a mission or purpose that is not contrary to the Vision, Mission and Purposes of the OACB, may become an Affiliate Member of the OACB in accordance with procedures and conditions set forth in the Governing Documents.

ARTICLE V Membership Privileges

Section 1: **Member Board Privileges.** The following privileges shall be available only to Member Boards:

- A.** Attendance and voting rights at any Delegate Assembly;
- B.** Eligibility to designate a candidate for the Board of Trustees;
- C.** Access OACB legal counsel;
- D.** Participate in privileged communications between OACB legal counsel and the OACB;
- E.** Receive financial and other operational reports from the OACB Board of Trustees or an Officer of the Board of Trustees;
- F.** Eligibility to participate in the CBA Benefits Trust; and,
- G.** Such other benefits as set forth in the Governing Documents.

Section 2: **Affiliate Member Privileges.** The following Privileges shall be available to Affiliate Members:

- A.** Attendance at conferences, seminars and other events at the Affiliate Member rate;
- B.** Eligibility to participate in the CBA Benefits Trust; and,
- C.** Such other benefits as set forth in the Governing Documents.

ARTICLE VI: Meetings of the Delegate Assembly

Section 1: **Annual Delegate Assembly.** There shall be at least one (1) Delegate Assembly annually, which shall be held at the ANNUAL CONVENTION of the OACB (“Annual Delegate Assembly”). At the Annual Delegate Assembly, the Delegates shall elect Board of Trustee Members in accordance with the OACB Constitution and Bylaws.

Section 2: **Other Delegate Assemblies.** The Board of Trustees may call such other Delegate Assemblies at such time and place as the Board of Trustees shall determine.

Section 3: **Appointing Delegates.** Each Member Board shall be entitled to appoint one of its Board Members, or its Superintendent, as its Official Delegate to the Delegate Assembly, with the power to vote as an Official Delegate (“Delegate”). If the Member Board fails to appoint a Delegate, the Member Board’s Board President shall be the Delegate for that Member Board.

Section 4: **Notice of Delegate Assemblies.** The President of the Board of Trustees shall provide Member Boards sixty(60) days written notice in advance of the Annual Delegate Assembly and thirty(30) days written notice in advance of all other Delegate Assemblies called by the Board of Trustees.

Section 5 **Resolutions.** Resolutions at the Delegate Assembly shall only be proposed by Member Boards or the Board of Trustees.

ARTICLE VII: Board of Trustees

Section 1: **Board of Trustees.** There shall be a Board of Trustees which shall consist of thirteen (13) CBDD Board Member Trustees and six (6) Superintendent Trustees.

Section 2: **CBDD Board Member Trustees.** The CBDD Board Member Trustees shall include the following who have been elected in accordance with Article IX:

- A. Eight Regional Trustees;
- B. Three County Size At-Large Trustees; and,
- C. Two State At-Large Trustees.

Section 3: **Superintendent Trustees.** The Superintendent Trustees shall include one Superintendent from each of the six regions defined by the *Ohio Superintendents Association of County Boards of Developmental Disabilities* (“OSCB”).

Section 4: **Executive Director.** The Executive Director shall be an ex-officio member of the Board of Trustees, without power to vote.

Section 5: **Term of Office.** Terms of office for all Trustees shall be for two (2) years, effective January 1st following the election and shall end on December 31st of the last year of the term. A Trustee may be elected for one or more successive terms.

ARTICLE VIII **Qualifications For Trustees**

Section 1: **Regional or At-Large Trustees.** To be eligible to serve as a Regional or At-large Trustee, one must meet all of the following criteria:

- A. Be a current Board Member of a Member Board with a term extending through at least the next two calendar years, and/or eligible for reappointment to a successive term;
- B. Be nominated by his/her Member Board;
- C. Be willing to devote the effort and have interest in advancing the *OACB* Vision, Mission, and Purposes through participation on the Board of Trustees; and,
- D. The Trustee's *CBDD* shall be a current paid Member Board and be a member in good standing for that calendar year as set forth in the *OACB* Bylaws.

Section 2: **Superintendent Trustees.** To be eligible for nomination and election as a Superintendent Trustee, a Superintendent must meet all of the following criteria:

- A. Be a Superintendent of a Member Board;
- B. Be a member of the *OSCB*;
- C. Be willing to devote the effort and have interest in advancing the *OACB* Vision, Mission, and Purposes through participation on the Board of Trustees; and,
- D. The Superintendent's *CBDD* shall be a current paid Member Board and be a member in good standing for that calendar year as set forth in the *OACB* Bylaws.

Section 3: **Trustee Representation.** No *CBDD* Board Member shall hold more than one Board of Trustee seat.

No *CBDD* shall have more than one County Board Member as a representative Trustee at any one time on the Board of Trustees.

However, a *CBDD* Board Member may apply for as many as three Board of Trustee seats in a single election (i.e., Regional seat, County-Size At-Large seat; and, Statewide At-Large seat). If a *CBDD* Board Member is elected to more than one seat, the *CBDD* Board Member shall fill the seat for the smallest geographic region. The *CBDD* Board Member's name shall be removed from the ballot for any larger geographic section.

Section 4: **Conflict of Interest.** In addition to all of the requirements set forth in Sections 1 and 2 above, no person shall serve as a Trustee on the Board of Trustees if that person has a conflict of interest as defined by applicable law, including without limitation, Chapters 102, 2921 and 5126 of the OHIO REVISED CODE.

ARTICLE IX: Election Process for Board of Trustees

Section 1: **Regional Trustees.** The Regional Trustees shall be elected from regions as defined in Section 4 below by a simple majority vote of Delegates present and voting from the respective regions.

Section 2: **County Size At-Large Trustees.** The County Size At-Large Trustees shall be elected, through a simple majority vote of the Delegates present and voting from the respective size counties, to represent the Largest-Third, Middle-Third, Smallest-Third size *CBDDs*, based on the most recent United States Census.

Section 3: **Statewide At-Large Trustee.** The Statewide At-large Trustees shall be elected by a simple majority vote of Delegates present and voting from all counties.

Section 4: **Eight Regions for Regional Trustees.** The eight regions shall relate to the North West, North Central, North East, West Central, East Central, South West, South Central and South East. Each region shall have eleven (11) counties represented as set forth below.

North West: Defiance, Fulton, Hancock, Henry, Lucas, Paulding, Putnam, Van Wert, Williams, Wood and Wyandot.

North Central: Ashland, Crawford, Delaware, Erie, Huron, Marion, Morrow, Ottawa, Richland, Sandusky and Seneca.

North East: Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Summit, Trumbull and Wayne.

West Central: Allen, Auglaize, Champaign, Clark, Darke, Hardin, Logan, Mercer, Miami, Shelby and Union.

East Central: Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Knox, Stark and Tuscarawas.

South West: Adams, Brown, Butler, Clermont, Clinton, Greene, Hamilton, Highland, Montgomery, Preble and Warren.

South Central: Fairfield, Fayette, Franklin, Hocking, Licking, Madison, Pickaway, Pike, Ross, Scioto and Vinton.

South East: Athens, Galla, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry and Washington.

Section 5: **Regional and At-Large Trustees.** The election of Regional and At-Large Trustees shall be held at the Annual Delegate Assembly. Trustees from the North West, North East, South East, West Central, Middle-Third and one Statewide At-large shall be elected in the even numbered years. Trustees from the North Central, South Central, East Central, South West, Largest-Third, Smallest-Third and one Statewide At-Large shall be elected in the odd numbered years.

Section 6: **Superintendent Trustees:** The *OSCB* shall elect Superintendent Trustees in accordance with the provisions of the *OSCB* Constitution and Bylaws.

Section 7: **Tie for Board of Trustee Seat.** In all cases when there is a tie between individuals running for the same Board of Trustee seat at an election held during a Delegate Assembly, the tie shall be broken by a coin flip conducted by the Chairperson.

ARTICLE X: Duties of the Board of Trustees

Section 1: **Duties of Board of Trustees.** The Board of Trustees shall oversee the business of the *OACB*. It shall be the duty of the Board of Trustees to carry out the Vision, Mission, and Purposes of the *OACB* and shall ensure that the *OACB* is operating within financial parameters in accordance with the Governing Documents.

Section 2: **Authority of Board of Trustees.** The Board of Trustees shall have the authority to employ an Executive Director, approve positions as necessary, establish compensation of the Executive Director, approve the annual budget, establish a strategic plan, establish and approve General Policies and establish and approve the *OACB* Policy Manual.

Section 3: **Meetings.** Board of Trustee meetings shall be held at least six (6) times during the year. Other Board of Trustees meetings may be called at the discretion of the President or on written request of five (5) Trustees. Meetings of the Board of Trustees shall be open to all Member Boards of the *OACB*. The minutes of the meetings of the Board of Trustees and financial reports of the *OACB* shall be available upon request to all Members Boards.

Section 4: **Participation.** Trustees may participate in meetings and vote in person or by electronic means. Trustees shall not vote by proxy.

Section 5: **Annual Budget.** The Board of Trustees shall adopt an annual budget before each upcoming fiscal year, which shall be provided to all Member Boards of the *OACB*. The fiscal year of the *OACB* shall be January 1 – December 31.

Section 6: **Annual Audit.** An independent audit of the records, receipts, disbursements and balances of the *OACB* shall be made annually by a certified public accountant designated by the Board of Trustees. This audit and any accompanying management letter shall be distributed to all Member Boards.

ARTICLE XI: Officers & Duties

Section 1: **Officers Defined.** The officers of the Board of Trustees shall be the President, Vice President, Secretary and Treasurer (“Officers”). The Board of Trustees shall elect the Officers at the January Board meeting. Terms of office for each Officer shall be one year and shall be restricted to four (4) consecutive terms.

Section 2: **Requirement of Officer.** An Officer of the Board of Trustees must be a *CBDD* Board Member Trustee.

Section 3: **Officer Vacancy.** The Board of Trustees shall fill any Officer vacancy which may occur between elections by a simple majority vote of those Trustees present and voting.

Section 4: **Presiding Officer.** The President shall be the presiding Officer at all Board of Trustee meetings and perform such other duties as may be prescribed by action of the Board of Trustees. The President shall be the Chairperson of the Delegate Assembly.

Section 5: **Vice President.** The Vice President shall assist the President, serve as presiding officer in the absence of the President at all Board of Trustee meetings and perform other such duties as may be prescribed by action of the Board of Trustees.

Section 6: **Secretary.** The Secretary shall assure a complete and correct record of the Board of Trustees is maintained, adopted by the Board, and filed in the Administrative Office. In addition, the Secretary shall perform other such duties as may be prescribed by action of the Board of Trustees.

Section 7: **Treasurer.** The Treasurer shall oversee financial management procedures of the *OACB*, keep accurate records of receipts and expenditures, provide oversight of the comptroller and present reports when required. The Treasurer shall chair a finance committee which shall review finance reports monthly. Such finance report shall at a minimum include evidence of receipts, disbursements and cash on hand. The Treasurer shall report to the Board of Trustees any issues of concern and recommendations on improvement of financial management procedures.

ARTICLE XII Removal of Trustees

Section 1: **Procedure for Disqualification.** The Board of Trustees may remove a Trustee from his/her position on the Board of Trustees, or a Trustee may be disqualified from participation on the Board of Trustees, if the Board of Trustees finds, in its sole discretion, that any of the following conditions exist:

- A. Member Board Fails to Pay Dues.** The Board of Trustee's Member Board fails to retain active membership status in the *OACB* through the payment of annual dues;
- B. Conflict of Interest.** A conflict of interest related to *OACB* matters exists;
- C. Change in Status.** A Board of Trustee is no longer a Board Member for their respective *CBDD*, or if a Superintendent Trustee, is no longer the Superintendent for the *CBDD* in the *OSCB* region he/she was appointed to represent; or,
- D. Improper Conduct.** Misfeasance, malfeasance or nonfeasance in the matters related to duties as a Trustee to the Board of Trustees.

Section 2: **Vacancies.** The Board of Trustees shall fill any Regional, County Size At-Large, or State-Wide At-Large Trustee vacancy that may occur for any reason between elections by a simple majority vote of the members of the Board of Trustees present and voting. The *OSCB* Executive Committee shall fill any Superintendent Trustee vacancy that may occur for any reason between elections.

ARTICLE XIII: Resolution Process For Delegate Assembly

Section 1: **Resolutions Submitted in Advance of Delegate Assembly.** A Member Board, or the Board of Trustees, may submit a Resolution in reference to a General Policy or amendment to the *OACB* Constitution or Bylaws ("Advance Resolution"). Such Advance Resolution shall be submitted by that Member Board, or the Board of Trustees, in a form that is in accordance with the *OACB* Bylaws, to the *OACB* Executive Director at least sixty five (65) days prior to the Annual Delegate Assembly, or twenty (20) days prior to any other scheduled meeting of the Delegate Assembly.

Section 2: **Notification to Member Boards.** The Executive Director shall submit the Advanced Resolution to all Member Boards of the *OACB* at least sixty (60) days prior to the Annual Delegate Assembly, or fifteen (15) days prior to any other scheduled meeting of the Delegate Assembly, in a form that is in accordance with the *OACB* Bylaws.

Section 3: **Voting.** All votes at a Delegate Assembly shall be made by Delegates who are physically present at a Delegate Assembly. There shall be no voting by proxy.

Section 4: **Amendments to the *OACB* Constitution.** A two-thirds vote of the Delegates present and voting at a Delegate Assembly is required to adopt an amendment to the *OACB* Constitution.

Section 5: **Amendments to the *OACB* Bylaws.** A simple majority vote of the Delegates present and voting at the Delegate Assembly is required to adopt an amendment to the *OACB* Bylaws.

Section 6: **Resolutions Affecting General Policy.** A simple majority vote of the Delegates present and voting at the Delegate Assembly is required to adopt Resolutions affecting General Policy.

Section 7: **Amendments to Advance Resolutions.** A simple majority vote of the Delegates present and voting at the Delegate Assembly is required to amend an Advance Resolution.

Section 8: **New Resolutions.** A two-thirds vote of the Delegates present and voting at the Delegate Assembly is required for a new Resolution that was not proposed within the Notification Timeframe to be brought before a Delegate Assembly for consideration. (“New Resolution”) If the Delegate Assembly approves adding the New Resolution to the agenda, the New Resolution is subject to the voting requirements of this Section.

ARTICLE XIV: Parliamentary Procedure Authority

Section 1: **Parliamentary Procedure.** Roberts Rules of Order, Revised shall be the authority on all questions of procedure not specifically stated in the *OACB* Constitution and Bylaws.

Official Copy as of December 5, 2012

David Wigginton, Secretary

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ARTICLE I: Regional & At-Large Trustees

Section 1: **Notification of Vacancies.** The Executive Director shall notify all Member Boards from the respective regions of the need for candidates for the position of a Regional Trustees, in addition to County and State At-large Trustees for the Board of Trustees. Such notice shall contain the requirements for the position.

Section 2: **Nomination Letters.** All interested candidates for Regional, County or State At-large Trustee positions shall file nomination letters to the OACB Executive Director no less than thirty (30) days prior to the Annual Delegate Assembly.

Section 3: **List of Trustee Candidates.** Thereafter, at least fourteen (14) days prior to the Delegate Assembly, the Executive Director shall provide all Delegates from the respective regions a list of all Trustee candidates.

ARTICLE II Quorums

Section 1: **Quorum-Delegate Assembly.** A quorum of the Delegates at each Delegate Assembly shall consist of a simple majority of the Member Boards.

Section 2: **Quorum-Board of Trustees.** A quorum of the Board of Trustees shall consist of a simple majority of Trustees.

ARTICLE III Delegate Assembly, Rules of Order

Section 1: **Credentials of Delegate.** All Delegates present at a Delegate Assembly shall have credentials filed with the Executive Director of the OACB. A Delegate may represent only one Member Board.

Section 2 Conduct of the Delegate Assembly

A. Recognition by Chairperson. A Delegate wishing to speak from the floor shall rise and secure recognition by the Chairperson before speaking. A Delegate shall give his or her name in full and the name of the Member Board he or she represents before addressing the assembly.

- B. No Delegate shall speak longer than five minutes at any one time except by consent of the simple majority vote of the Delegates present and voting.
- C. No Delegate shall speak more than once on the same question until all other Delegates have had an opportunity to speak on the Resolution except by consent of the simple majority vote of the Delegates present and voting.
- D. All Trustees of the *OACB* Board of Trustees, upon recognition by the Chairperson, shall have the privilege of speaking to any issue, but not the privilege of voting on a Resolution unless they are the Delegate appointed by their Member Board.
- E. A Delegate may request one person from the Delegate's county, who is a Board Member, Superintendent, or management employee, to explain to the Delegate Assembly the rationale for a Resolution before the Delegate Assembly and in accordance with the applicable time for addressing such Resolution.
- F. The Chairperson shall honor the request to explain such Resolution and shall grant up to five minutes for each such request.

Section 3: **Motion To Table.** The Chairperson, or any Delegate, may move to table a motion on a Resolution at any time.

Section 4: **Tie Vote.** Whenever a vote results in a tie between those Delegates voting for and against a Resolution, the Resolution has failed to pass.

Section 5: Form of Resolutions and Delegate Assembly Agenda

- A. **Resolution Form.** All Advance Resolutions shall be in writing and shall be submitted and presented in the form of a duly adopted Board Resolution. The Resolution shall include the rationale for the Resolution.
- B. **New Resolutions.** The Chairperson shall ensure that the Delegate Assembly agenda makes provisions to consider the New Resolution.
- C. **Resolutions to Amend.** If an Advance Resolution proposes an amendment to either the *OACB* Constitution or Bylaws, the Advance Resolution shall contain both the original language of the *OACB* Constitution or Bylaw as well as the proposed changes to such language.

ARTICLE IV Board of Trustee Reimbursement

Section 1: A Trustee to the Board of Trustees may be reimbursed for necessary expenses in connection with *OACB* activities as approved by the Board of Trustees.

ARTICLE V

Board of Trustee Committees

Section 1: **Committees.** The President of the Board of Trustees may establish such committees as deemed necessary by the Board of Trustees.

Section 2: **Committee Member Appointment.** The President of the Board of Trustees shall select committee members and shall define the responsibilities of the committees. Members of the committee shall serve for the calendar year.

Section 3: **Finance Committee.** There shall be a Finance Committee and the Board of Trustees' Treasurer shall serve as Chair.

ARTICLE VI:

Membership Dues

Section 1: The annual membership dues shall be calculated as follows:

- A.** All Member Boards will be divided into eleven categories based on their enrollment in the programs, services and supports of the *CBDD* counted on an unduplicated basis as reported to the *Ohio Department of Developmental Disabilities* in its most recent report. Categories shall be structured as indicated in Section 2.
- B.** Each Member Board within a category will pay the same membership dues base amount. The base for each category is illustrated in Section 2.
- C.** The base fee amounts identified for membership dues shall remain constant for calendar year 2007 and 2008, as outlined in Section 2.
- D.** Beginning with calendar year 2009, the Board of Trustees may increase the base fee amount for each category by not more than 3% and shall inform all Member Boards not later than September 1 of each calendar year of any alteration to the base fee amount for the following calendar year. Any base fee increase of more than 3% must be adopted by Resolution with a simple majority vote of the official Delegates present and voting at a Delegate Assembly.
- E.** Any increase or decrease in the base fee amount shall be equally applied to Member Boards in all categories.

Section 2: The following table outlines the eleven categories that represent the base fee structure for *OACB* membership dues:

Category	Enrollment	Base Fee
A	0 to 120	\$4,500
B	121 to 230	\$7,000
C	231 to 300	\$9,000
D	301 to 400	\$11,500
E	401 to 500	\$14,000
F	501 to 800	\$21,500
G	801 to 1300	\$25,000
H	1301 to 2000	\$42,500
J	2001 to 3000	\$65,000
K	3001 to 4000	\$75,000
L	Over 4000	\$90,000

Section 3:

- A.** The Board of Trustees may accept an amount less than the base fee for a Member Board that is in financial hardship, thereby allowing that Member Board to maintain full privileges of membership. Such request must be submitted in writing to the *OACB* President by the President of the requesting Member Board and clearly outline the financial hardship.
- B.** Member Boards may choose to pay their membership fees in a single amount, two semi-annual payments or four quarterly payments. *OACB* shall invoice all Member Boards for the annual amount; Member Boards choosing to pay semi-annually or quarterly may request to be invoiced accordingly.
- C.** The Medicaid Research & Development shall be maintained as a separate line item in the *OACB* budget.

Section 4:

Except as stated in Article VI Section 5 below, to be considered a member in good standing, a Member Board must have paid all membership dues at least thirty (30) days prior to the Annual Delegate Assembly for that calendar year.

Section 5:

A Member Board paying dues on a quarterly basis shall be considered members in good standing if dues for that calendar year have been paid according to their established payment schedule, even if all payments have not been made prior to the Annual Delegate Assembly.

Official Copy as of December 5, 2012

David Wigginton, Secretary