



New Hampshire Developmental Services Quality Council

Procedure for Appointment of At-Large Members

Nomination of At Large Members:

When an At-Large position is expected to open, the Membership Committee will notify the public through our website that they are accepting applications. The Quality Council is authorized to nominate up to five at large members to the Quality Council. At-Large Member can serve up to two terms. Each term consists of two years.

Per 171-A:33: Developmental Services Quality Council Established; Membership; Duties.

–At least 51 percent of the members of the council shall be individuals with disabilities served by the system or parents of individuals served by the system.

When reviewing applicants for membership, the committee will consider the following:

- Membership in a marginalized group.
- How the applicant would add diversity to the Quality Council.
- Connection to disability, including whether the applicant is a person with disabilities or family member of a person with disabilities.
- Ability to attend Council and committee meetings in person or remotely due to a disability to ensure a quorum is achieved.
- Perspective or expertise of the potential member, including the ability to provide a unique viewpoint on quality efforts.

Application Process for At-Large Membership Position:

- 1. Complete the Membership Application:** Membership applications can be found at <https://www.nhqualitycouncil.org/>
- 2. Attend a Full Council Meeting:** It is required that each applicant attend a full Quality Council meeting before being considered for membership. This allows the applicant the opportunity to experience a Council meeting and familiarize oneself with the work of the Quality Council.
- 3. Interview with the Membership Committee:** Once an application is received and the applicant has attended a full Quality Council meeting, the Membership Committee will contact the applicant for an interview.



4. The Membership Committee Meets: The committee will meet to consider all applicants and will make recommendations to the full Council on new members. At a full council meeting, Quality Council members will consider and vote on these recommendations. Approval of nomination requires a majority vote of Quality Council members at a full Quality Council meeting. Once approved, the potential member's nomination will be submitted to the Governor's office for consideration and gubernatorial appointment.

The Chair of the Membership Committee, and/or the Quality Council Administrator, will contact the applicant with the results of the vote and facilitate the submission of nominations to the Governor for appointment with the Quality Council Chair if applicable.

Once approved by the Governor, the applicant will receive a formal letter from the Governor's office. The applicant will forward a copy of said letter to the Quality Council Administrator for processing. (Please note that gubernatorial consideration and appointment can take considerable time. The Chair of the Membership Committee and/or the Quality Council Administrator, will keep the nominee informed on the status of their appointment. While nominees are awaiting appointment, they are expected to attend the monthly Quality Council meeting and join committees when possible as a valued guest.)

If an application is not nominated to move forward by the Membership Committee, or if the full Quality Council does not approve the nomination, the Chair of the Membership Committee, and/or the Quality Council Administrator, will contact the applicant by email to inform them that the application is not moving forward.

*Applications may be kept on file for future At-large member openings.

Consideration for a second two-year term for At-Large member:

1. Membership Committee Chair and/or QC Administrator will contact At-Large Member to obtain interest for serving a second term, three months prior to expiration of first term.
2. If a member is interested in a second term, the Membership Committee will meet and consider the following, but not limited to; before recommending a second term.
 - a. Consistency of attendance to full Quality Council meetings and committees.
 - b. Do they still meet the qualifications of an At-Large Member.
 - c. The Membership Committee will then send their recommendation to the full Quality Council for a vote. If approved by the full Quality Council, said member will resume all membership rights and responsibilities. A second gubernatorial appointment is not needed.



Discontinuation of Membership:

1. If a member no longer wishes or is not able to continue serving on the Quality Council they will email the Chair of the Quality Council with their resignation.
2. If a member is absent for two or more meetings, the Chair of the Membership Committee will reach out to the member. If they do not receive a response a formal letter will be sent to the member from the Membership Committee inquiring if they still wish to continue as a member of the Quality Council. If no response is received, a second letter will be sent with an expected deadline for a response. If the member does not respond by the date given, they will forfeit their position on the Quality Council. **Member Expectations and Membership Agreement: See additional document.**

Membership Committee Engagement and membership support:

The Membership Committee will check in with each Quality Council member at least but not limited to one time per year to see if they have any questions or concerns.

Members of the Quality Council are encouraged to reach out to the Membership Committee to discuss any questions, challenges or concerns they may have about their role and responsibilities as a member on the New Hampshire Developmental Services Quality Council.