

Kentucky Council for Children with Behavioral Disorders

Subdivision of the International Council for Children with Behavioral Disorders,
a division of the International Council for Exceptional Children

KYCCBD Handbook

Constitution, Policies & Procedures Manual

I. Constitution

- Article I- Name
- Article II- Purpose
- Article III- Membership
- Article IV- Officers
- Article V- Executive Board
- Article VI- Committees
- Article VII- Meetings
- Article VIII- Dissolution
- Article IX- Amendments
- Article X- Conflict of Interest Policy

II. Policies and Procedures

- I. Conflict of Interest
- II. Meetings
- III. Reimbursement
- IV. Social Media
- V. Committees
- VI. Executive Officers/Board Members
- VII. Duties of Executive Officers/Board Members

Constitution
Revision, October 2020
CONSTITUTION

Kentucky Council for Children with Behavioral Disorders

ARTICLE I - Name

- Section 1. The name of this organization shall be the Kentucky Council for Children with Behavioral Disorders (KYCCBD), a Subdivision of the International Council for Children with Behavioral Disorders (CCBD), a division of the International Council for Exceptional Children (CEC).
- Section 2. KYCCBD shall be recognized as an official subdivision of the International Council for Children with Behavioral Disorders (CCBD), a division of the International Council for Exceptional Children (CEC).

ARTICLE II - Purpose

- Section 1. The Kentucky Council for Children with Behavioral Disorders Subdivision of the International Council for Children with Behavioral Disorders shall be a nonprofit, professional educational association, organized exclusively for charitable purposes [within the meaning of 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law)].
- Section 2. The primary purpose of the KYCCBD shall be to promote the education and general welfare of children and youth with behavioral disorders or serious emotional disturbance.
- Section 3. KYCCBD shall encourage and promote professional growth and research as a means of better understanding the problems related to children and youth with behavioral disorders or serious emotional disturbance.
- Section 4. Notwithstanding any other provisions of these articles KYCCBD shall not carry on any other activities not permitted to be carried on by:
- A. an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law), or
 - B. an organization whose contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

ARTICLE III - Membership

- Section 1. KYCCBD shall maintain a minimum of fifteen (15) paying members who shall meet the membership qualifications established by the Representative Assembly of the International Council for Exceptional Children and as may have been supplemented by the Council for Children with Behavioral Disorders.
- Section 2. All members of KYCCBD must hold concurrent membership in CEC and CCBD.
- Section 3. Any person concerned with the education of children and youth with behavioral disorders, or in a field closely associated therewith, may become an active member of KYCCBD Subdivision of CCBD after meeting the requirements of Sections 1 and 2 above, and upon payment of any established dues.
- Section 4. Students may apply for student membership (a CEC membership is required and CCBD is added as a subdivision).
- Section 5. Active members shall be entitled to all rights and privileges of CCBD.
- Section 6. The membership year shall coincide with that of the individual's membership in CEC and CCBD.
- Section 7. All members must abide by all official decisions of CEC and its Representative Assembly, as well as CCBD.

ARTICLE IV - Officers

- Section 1. The elected officers of KYCCBD shall be as follows: president, vice president, secretary, treasurer, and immediate past president.
- Section 2. Terms of officers shall be as follows: president, vice-president, and immediate past-president each serve **two years**; The secretary shall be elected in even-numbered years serving for two years and the treasurer in odd numbered years serving for four years.
- Section 3. The fiscal year and administrative term of office shall be July 1 - June 30.
- Section 4. Procedures for filling vacancies:
- A. A vacancy in the office of President shall be filled by automatic succession of the **Vice President** to the office.
- B. A vacancy in any of the offices, except president shall be declared and filled by action of the Executive Board upon recommendation by the president, and such

person(s) shall serve only until the end of the current administrative year or until replaced by a duly elected successor.

Section 5. Individuals must currently be members of CEC, and CCBD in order to be nominated for office. Officers must maintain current membership in CEC, and in CCBD throughout their term of office. Failure to maintain such membership may result in immediate removal from office.

Section 6. Removal from Office

A. A petition for removal of a KYCCBD officer shall be signed by at least five (5) members of the KYCCBD and submitted in writing to the president. If the president is the subject of the petition; it shall be submitted to the Executive Board.

B. The president (or Vice President) shall, within seven (7) days, notify each Executive Board member in writing of the receipt of such a petition, solicit relevant evidence from all parties concerned, and call a special meeting of the Executive Board to consider the matter within thirty (30) days following receipt of the petition.

C. At this Executive Board meeting an opportunity shall be made available to all interested parties to present any relevant evidence. A two-thirds majority vote of the members present, provided there is a quorum, is necessary for removal of the officer. Removal from office is effective immediately.

D. The officer being considered for removal shall be provided with the results of the Executive Board action in writing within seven (7) days of the above-mentioned meeting.

ARTICLE V - Executive Board

Section 1. The President, Vice-President, immediate past-President, Secretary, Treasurer, Partnership Representative(s), CAN Coordinator, Members at Large, Communications Chair, Behavior Institute Chair, and any chairperson(s) of other standing committees shall constitute the Executive Board.

Section 2. A quorum shall be constituted by fifty-one percent (51%), via face-to-face, virtual, email, or phone of the number of KYCCBD Executive Board members.

Section 3. The Executive Board shall meet at least once a year. This meeting shall be called by the President.

ARTICLE VI - Committees

Section 1. Committees may be established, and their functions assigned at the discretion of the president. Such establishment must clearly indicate the purpose and length of service of the committee and its members.

ARTICLE VII - Meetings

Section 1. A minimum of one annual business meeting shall be held.

Section 2. The Executive Board of KYCCBD shall have the authority to conduct regional meetings, conventions, or conferences, in addition to the annual meeting.

Section 3. KYCCBD shall submit an annual report, by September 1 of each year, to the Executive Board of CCBD.

ARTICLE VIII - Dissolution

Section 1. In the event of dissolution KYCCBD, its Executive Board shall, after payment of all liabilities, of KYCCBD, dispose of all assets of the subdivision by one of the following methods:

- A. forwarding all assets to CCBD (a non-profit organization, having an exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law) with a request that they be retained in a non-interest bearing account and be made available to the subdivision, should it ever be reorganized;
- B. contributing all assets to the Foundation for Exceptional Children (a non-profit public foundation, having an exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law) which operates to advance the education of exceptional children and youth;
- C. contributing all assets to a national or local non-profit fund, foundation, or corporation operated exclusively for charitable, educational, religious, and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future U.S. Internal Revenue Law, and has its purpose to serve the needs of exceptional youth, children, young children, and/or infants.

Section 2. Under no circumstances shall any of the property or assets of KYCCBD, during its existence or upon the dissolution thereof, be distributed to any officer, member, employee, or subsidiary of KYCCBD.

ARTICLE IX - Amendments

- Section 1. A. KYCCBD constitution may be amended two-thirds (2/3) of the members present in person or by electronic means (email, virtual, etc.) and voting.
- B. Proposed amendments to KYCCBD constitution must (1) be petitioned by ten (10) active members, and (2) circulated by email to the active membership within eight (8) months thereafter and is subject to a vote on or before the annual business meeting of KYCCBD. All amendments must be submitted in writing to the KYCCBD President.
- Section 2. The policies and procedures of KYCCBD may be amended by an email vote and passed by a simple majority vote.
- Section 3. KYCCBD President shall inform the Executive Board of CCBD of any amendments to KYCCBD constitution. An up-to-date copy of the Constitution must be on file with CCBD at all times.

ARTICLE X - Conflict of Interest Policy

1. Purpose

The purpose of the conflict of interest policy is to protect The Kentucky Council for Children with Behavior Disorders' (KYCCBD) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of KYCCBD or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. Definitions

A. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which KYCCBD has a transaction or arrangement,

- b. A compensation arrangement with KYCCBD or with any entity or individual with which KYCCBD has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which KYCCBD is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

POLICIES AND PROCEDURES

I. Conflict of Interest – Procedures

A. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest

1. An interested person may make a presentation at the governing board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The President or designee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

D. Violations of the Conflicts of Interest Policy

1. If the governing board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of

the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

E. Records of Proceedings

1. The minutes of the governing board and all committees with board delegated powers shall contain:
2. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's decision as to whether a conflict of interest in fact existed.
3. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

F. Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from KYCCBD for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from KYCCBD for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from KYCCBD, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

G. Annual Statements

1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:
 - a) Has received a copy of the conflicts of interest policy,
 - b) Has read and understands the policy,
 - c) Has agreed to comply with the policy, and

- d) Understands KYCCBD is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

H. Periodic Reviews

1. To ensure KYCCBD operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
2. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
3. Whether partnerships, joint ventures, and arrangements with management organizations conform to KYCCBD's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

I. Use of Outside Experts

1. When conducting the periodic reviews as provided for in H. Periodic Reviews, KYCCBD may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted (i.e. Accountant for filing 403 B status, taxes, or additional paperwork).

II. Meetings

- A. Quorum - Except as herein otherwise stated, a quorum shall be defined as 51% or more of the elected board members and chairs of standing committees for transaction of business. Every act or decision done or made by a majority of the KYCCBD Executive Board members present at a meeting duly held, at which a quorum is present, shall be the act of the KYCCBD Executive Board, provided, however, that a minority of the KYCCBD Executive Board members, in absence of a quorum, may not transact any business but may adjourn any meeting of the KYCCBD Executive Board.

In the event that less than a quorum is in attendance for any KYCCBD Executive Board meeting, those present may function in an advisory capacity at the direction of the president, after which the president may seek KYCCBD Executive Board acceptance of the group's recommendations.

- B. Notice - (statement of compliance with the Open Meetings Act/Law); statement about date, time, and location announcements for Executive Board members, KYCCBD members, interested parties.

KYCCBD Executive Board members will receive at least 2 weeks' notice of Executive Board meeting time, day, and location.

- C. Executive Board Meetings - The KYCCBD president shall serve as presiding officer.

The KYCCBD Executive Board shall adopt Robert's Rules of Order for the conduct of its meetings.

Each KYCCBD officer shall possess one vote. No KYCCBD Executive Board member shall vote by proxy, and no KYCCBD Executive Board member shall cast more than one vote, even if they are representing more than one office.

In the event of a need to transact KYCCBD Executive Board business for which a meeting is impractical, the KYCCBD president may call for a mail, phone, or electronic vote. The results of which will be confirmed at the next official KYCCBD Executive Board meeting.

- D. Annual Business Meetings - (also called Regular/General Meetings) One annual business meeting is required of KYCCBD and will be held at the Fall Conference. The KYCCBD Executive Board will attempt to have an additional meeting at the Behavior Institute.
- E. General Member Meetings - The KYCCBD Executive Board will have one (1) general member meeting held during the fall Conference. The KYCCBD Executive Board will attempt to have an additional meeting at the Behavior Institute.
- F. Special Meetings - Additional KYCCBD Executive Board meetings may be held as needed, as well as in conjunction with KYCCBD Behavior Institute planning meetings. These additional meetings are at the discretion of the KYCCBD president, and all Executive Board members will be notified in advance if such meetings will be held. Special KYCCBD Executive Board meetings may be called by the KYCCBD president upon concurrence by a majority of the KYCCBD Executive Board members polled by letter or phone. The KYCCBD Executive Board members shall have the authority to conduct regional meetings, conferences, or conventions. Consideration will be given to utilizing existing technology (e.g., teleconferencing, videoconferencing) to conduct meetings for convenience and to help defray Executive Board member travel/expenses.

- III. Reimbursement- The KYCCBD fiscal year runs from July 1 to June 30. All receipts must be submitted prior to June 30 in order to be reimbursed for that fiscal year.

Reimbursement to a KYCCBD Executive Board member for travel/mileage, meals, and/or lodging is contingent upon staying at and participating in the approved meeting/

conference/institute. Board Members will be reimbursed for travel to executive board meetings in accordance with Travel/Mileage policy and procedures.

The KYCCBD Executive Board must approve all reimbursement expenditures above \$100.00. Approval must be given prior to the KYCCBD treasurer issuing a check. The treasurer shall retain all copies of the reimbursement request forms and/or a decision recorded in meeting minutes from which a check has been issued. These forms/meeting minutes will assist in the financial auditing procedures of KYCCBD funds.

- A. Forms - a reimbursement form for all reimbursable expenditures shall be filled out and submitted along with receipts to the KYCCBD president. The president will review the form, sign it along with another executive board member, and forward it to the KYCCBD treasurer. The president shall submit their own reimbursement forms to the designee for approval prior to sending it to the treasurer.

Reimbursement checks shall be issued on one of two types of forms:

- (1) Convention Account Form (reimbursement is directly related to the planning or implementation of a convention, conference, or institute that is being sponsored by KYCCBD), or (2) General Operating Account Form (reimbursement is related to the general functioning of KYCCBD, membership activities, or training projects).

- B. Travel/Mileage - Travel of KYCCBD Executive Board members will be reimbursed when a KYCCBD Executive Board member attends a pre-approved meeting. Travel to regular Executive Board and Behavior Institute meetings by KYCCBD Executive Board members will be reimbursed at a flat rate based on distance. The KYCCBD Executive Board will annually establish the rate of reimbursement (the schedule of mileage reimbursement is: round trip: 25-50 miles = \$15.00; 51-75 miles= \$25.00; and 76+ = \$40.00). The Executive Board reserves the right to approve reimbursement for mileage and/or lodging on an individual basis
- C. Meals - Meals of KYCCBD Executive Board members will be reimbursed at the current state per diem rate for each full day the KYCCBD Executive Board member is in attendance at a National Conference or Institute pre-approved by the Executive Board.
- D. Lodging - The KYCCBD will reimburse Executive Board members for lodging related to attending an approved Executive Board or Behavior Institute meeting. Hotel/Motel reimbursement will be limited to those Executive Board members who travel more than 150 miles one way. The Executive Boards reserves the right to approve reimbursement for mileage and/or lodging on an individual basis
- E. Postage - Postage expenses incurred for the purposes of conducting KYCCBD business by KYCCBD Executive Board members will be reimbursed.

- F. Conference Expenses - Conference expenses of KYCCBD Executive Board members may be reimbursed only per approval of the KYCCBD Executive Board. This approval must be made prior to the scheduled date of the meeting/conference/institute.
- G. Executive Board Travel to National Events - Reimbursement for the travel/expenses of attending the CCBD Leadership Training Conference and/or the CEC Convention are contingent upon the availability of funds in the KYCCBD General Operating Account prior to Executive Board member travel dates.

The KYCCBD president (or his/her designated KYCCBD Officer/Executive Board member) and vice president, and/or other approved Executive Board member may attend the National CCBD Leadership Training Conference each fall. KYCCBD will reimburse expenses actually incurred and consistent with the budget including airfare (provided the airline ticket is obtained a minimum of 30 days prior to the event), meals (at the current state per diem rate per day), and lodging (not to exceed the conference hotel rate) for this conference. The Conference attendee(s) should first request travel/expense funds from their school/agency of employment, and request only the balance of these expenses from KYCCBD.

The KYCCBD president (or his/her designated KYCCBD Officer/Executive Board member) and vice president, and/or other approved Executive Board member(s) may attend the National CEC Convention each spring. During this convention, the president, or designee, will attend the CCBD Board meeting representing KYCCBD. Again, the KYCCBD president, or designee, vice-president and/or other approved Executive Board member should first request travel/expense funds from their school/agency of employment, and request only the balance of these expenses from KYCCBD.

- IV. Social Media - KYCCBD will publish periodic updates to the membership through the Communications Chair of the Executive Board.
- V. Committees- shall be established and dissolved as deemed necessary by the KYCCBD President with Executive Board approval.
- VI. Executive Officers/Board Members

- A. Terms of Office

All positions on the KYCCBD Executive Board are held from July 1 to June 30. Executive Board Members shall hold office as follows:

1. Secretary - this position is held for a two-year period and is elected on even-numbered years. This officer may run for re-election at the close of the two-year term (e.g., 2012, 2014, 2016, etc).
2. Treasurer - this position is held for four-year period and elected on odd-numbered years. This officer may run for re-election at the close of four-year term (e.g., 2013, 2017, 2021, etc.). **Nominations for this office will be limited to a current Executive Board Member in good standing.**
3. Vice-President - this position is held for a six-year term through the succession of the President, and Past President. The Vice-President is elected bi-annually and may not run for re-election for one year following the close of the six-year term.
4. President - this position is held for a six-year term through the succession of the Vice-President, President and Past President. And may not run for re-election for one year following the close of the six-year term.
5. Past-President - this position is held for a six-year term through the succession of the Vice-President, President and Past President. And may not run for re-election for one year following the close of the six-year term.
6. Communications Chair, Membership Chair, Children's Action Network Coordinator, Partnership Representative (appointed) , Behavior Institute Chair (appointed), and Members-At-Large (appointed)
All position are held for a two-year period

B. Nominations

Nominations for the officer positions shall be announced/called through one or more of the following: (1) KYCCBD social media announcements, (2) email, and (3) local/regional/ national conference announcements.

The Past President shall convene a Nominations and Elections Committee that shall conduct nominations and elections for the offices of vice president, secretary, and treasurer under the supervision of the Executive Board.

Nominations and elections to the office of vice president shall be conducted annually. Nominations and elections to the offices of secretary shall be conducted every two years in even-numbered years. Nominations and elections to the offices of treasurer shall be conducted every four years in odd-numbered years.

Any current member of CCBD may recommend persons for nominations. Candidates must be current members of CCBD at the time of nomination. The Nominations and Elections Committee shall attempt to have at least two (2) nominees for each office.

The Past President shall follow procedures approved by the Executive Board in screening candidates for nomination, selecting the nominees, and preparing the ballot. Nominees for offices must have a current CCBD membership number and must have held that membership for no less than one year prior to the nomination.

Individuals nominated must affirm their agreement by a separate letter to the Past President, and must include the following materials:

- a. CEC membership number of the nominee, to validate CCBD membership.
- b. A statement that presents, in 1,000 words or fewer, the following:
 - i. Describe a key issue for KYCCBD (this may involve students, professionals, or other issues relative to the position) and how to deal with the issue;
 - ii. How the nominee, if elected, will work to meet the mission of KYCCBD;
 - iii. Background and experience with CCBD, and/or KYCCBD, and working with students with emotional and behavioral disorders.
- c. The deadline for nominations and all supporting material for offices shall be no later than March 1

The executive board shall disseminate all publicity related to nominations.

If no nominations are received for an office by the time the election takes place at the general board meeting, KYCCBD Executive Board will, by consensus, name KYCCBD members meeting the stated position qualifications/criteria for the vacant offices.

Membership numbers will be placed on all ballots. The ballots will be distributed, counted, and certified according to procedures in the Policy and Procedures Manual.

C. Elections

An update on the number of nominees for each office and a reminder of the due date for nominations will be sent to the Executive Board by the Chair of the Nominations and Elections Committee (current Past President) by March 1st).

If there are not at least two (2) nominees for each office by the deadline established for the receipt of nominations, the Chair shall notify the Executive Committee so it can take appropriate action to seek additional nominees.

Upon receipt of the nominees completed supporting material, the Chair of the Nominations and Elections Committee will send all material to the members of the Committee no later than May 1st in order to develop a slate for the ballot.

Members of the Nominations and Elections Committee will be asked to respond with their votes on nominees no later than May 15th. The voting members of the Nominations and Elections Committee shall vote yes or no on whether each nominee for each office will be placed on the election ballot, based on the complete packet of information provided by each nominee. In addition, if there are more than three nominees for any office, the committee will rank order the acceptable nominees for that office so that no more than three acceptable candidates appear on the ballot for any one office.

Based upon the majority votes received from the Nominations and Elections Committee members, the chair will draft a written or electronic slate based on Nomination and Election Committee member's votes and rankings. A report from the committee chair will be sent to the President by May 20. (No more than three candidates shall be on the slate for any one office.)

If, after the Nominations and Elections Committee has taken action on the proposed nominees, there are not at least two (2) nominees for each office; the Chair shall notify the Executive Committee so it can take appropriate action to seek additional candidates. If after vigorous effort to gain additional nominees there is only one (1) candidate, that name will be submitted to the Executive Board.

The President will then call for a vote from the Executive Committee for approval or disapproval of the overall proposed slate no later than June 1. The resulting slate of nominees shall either be accepted or rejected as a whole by the Executive Committee.

After the Executive Committee's acceptance of a slate of officers, all nominees shall be notified of their inclusion on or exclusion from the slate in writing and/or by e-mail by the Chairperson of the Nominations and Elections Committee. The President shall receive a copy of the letter of notification.

Chair will prepare a written or electronic copy of the ballot. The Chair will make arrangements for accompanying material including description of the terms of office and the 100-word candidates' statements. These statements shall be included verbatim (if in excess of 100 words when they shall be edited by the Chair to 100 words or less).

The Chair of the Nominations and Elections Committee will conduct the elections during the General Membership Meeting held in conjunction with the Behavior Institute or no later than July 1. The following procedures are to be followed:

A written or electronic ballot will be prepared in advance with the candidates' names listed in alphabetical order by last name;

If the election occurs during the Behavior Institute, each candidate will be introduced to those present at the General Membership Meeting and will be given 2 minutes to present their position statement;

- No questions for the candidates will be taken from the floor;
- At the conclusion of the statements, membership numbers will be checked using the roster provided by National CEC and/or membership cards;
- Each certified member will be given a ballot;
- All completed ballots will be collected by the Past President to be tallied. Members of the Committee will assist with the tally of the voting;
- All blank or miss-marked ballots (e.g., Those that have two choices indicated for the same office) shall be disregarded by the ballot-counters. The number of excluded ballots will be reported to the membership at the time the balloting results are announced. Procedural safeguards for all elections will be in place and are the responsibility of the Past President.
- Results will be presented to the membership immediately with vote totals included (these will be included in the minutes of the meeting);
- The winner with the most votes cast will be declared the winner of the election;

If election is held electronically, the slate will be communicated to the membership by mail and/or email with a link to the Web based voting location.

- Electronic voting will be open for two (2) weeks.
- Past President will communicate results to the President no later than July 1.
- President will notify the Executive Board of results
- Communication Chair will notify membership by mail and/or email.

Should there be a tie, the membership will be polled additional times to determine a winner, this process will be followed up to a total of three ballots.

If there remains a tie after three ballots, the Executive Board will convene at a later date to make a determination of the winner.

The President shall schedule an orientation session for new officers as soon as possible after the election.

VII. Duties of the Executive Board

To file for an officer position of the KYCCBD Board, requirements include that the individual (a) be a member in good standing of KYCCBD for one year prior to election, and (b) retain active membership throughout the term of office.

A. Past President

1. Serve a two-year term of office.
2. Serve as adviser to the President.
3. Is available to provide information about the subdivision's activities in previous years and can provide a historical perspective of the subdivision.
4. Provide past materials as well as information and recommendations to the President.
5. Suggest resources-- (a) individuals, (b) groups, (c) physical materials, (d) environmental settings for the subdivision to use.
6. Assumes other specific duties as determined by the President or exhibited in the policy and procedures.
7. Provide successor of the Past President with materials and familiarize them with the activities of the position.
8. Oversee mini-grant operations.
9. Coordinate nominations and elections.
10. Work with the current President to secure and complete all necessary contracts for operations of the Behavior Institute.

B. President

1. Serve a two-year term of office with the commitment to serve an additional two years as Past-President.
2. Call for and preside at all KYCCBD meetings.
3. Appoint standing and ad hoc committee chairpersons (pending approval of the board).
4. Coordinate KYCCBD activities at the annual KYCEC conference (as determined by the KYCEC Vice President and the subdivision board).
5. Serve as a member of the general board of KYCEC.
6. Present a written report of KYCCBD activities at each KYCEC general board meeting.
7. Submit an annual list of officers to the KYCEC membership chair (or secretary).
8. Submit a copy of the annual report to ICCBD and KYCEC.
9. Assume additional duties designated by the policies and procedures.

10. Request reports from KYCCBD officers (and committees, standing and ad hoc).
11. Maintain a familiarity with working knowledge of KYCEC, CEC, and CCBD.
12. Delegate responsibilities, supervise and assist KYCCBD executive board members as needed and appropriate.
13. Serve as a member of the Behavior Institute Committee and as authorized by the Executive Board, enter into contracts on behalf of KYCCBD to secure facilities and services needed for Behavior Institute Operations (e.g., conference meeting space and lodging, AV services, catering, vendor contracts, presenter contracts, contacts related to the Behavior Institute social, and conference pre-registration services).
14. Perform other duties as are usually incidental to the office of the President.

Guidelines as presiding officer

- a. Preside at all meetings (or notify in advance the Vice-President to preside).
- b. Consult with officers and committee chairpersons before each meeting to see that all details of the meeting agenda are ready as planned.
- c. Call each meeting to order at the designated time (proceed with business if quorum is present).
- d. Follow agenda and assist Secretary with items.
- e. Be familiar with Robert's Rule of Order, New Revised, the KYCCBD policies and procedures, and KYCCBC Policies and Procedures.
- f. State each motion clearly (after it has been seconded and before discussion) and verbalize results of every vote.
- g. Decision-making options would be via formal vote or consensus.
- h. Recognize a member who has not previously spoken to the question in preference to one who has spoken.

Guidelines to beginning term as President

- a. Work with secretary to develop, circulate and maintain an updated list of
- b. subdivision officers and committee chairs, (i.e., names, addresses, and phone numbers).
- c. Review recent accomplishments to determine areas of member/officer interest and areas of need.
- d. Meet with board members to set expectations. Let them know how much you want to be informed and reinforce communications.
- e. Encourage Past President to begin seeking nominations for open executive board positions and to develop a timeline to ensure easy transition for the next fiscal year.

C. Vice-President

1. Serve a two-year term of office with a commitment to an additional 4 years (as Vice President, President and Past-President).
2. Work with Behavior Institute program committee and oversee the development and implementation of all programs.

3. Coordinate the evaluation of programs.
4. Prepare for future presidency by learning and participating fully with the President and Vice President as they implement their official roles.
5. Participate with other members of the executive committee in decision-making.
6. Actively seek to establish the needs of the members and communicate frequently in a continuous manner with all officers and members.
7. Work with the current President to secure and complete all necessary contracts for operations of the Behavior Institute.
8. Serve as officer in charge in the absence of the President and President- Elect.

D. Treasurer

The Treasurer is the financial officer of the board and serves as the authorized custodian of the subdivision's funds. Nominations for this office are limited to a current Executive Board Member in good standing.

1. Keep an accurate and detailed account of all monies received and dispersed. This information should be kept in a permanent book to pass on to successors. Records to include:
 - a. Payments authorized by the executive board.
 - b. Copies of vouchers, receipts, bank statements, checks, etc.
 - c. Details of money being handled by other members.
 - d. Receipts of all money received.
2. Receive and disperse all money as authorized by the executive board.
3. Communicate budget status at regularly scheduled meetings.
4. Submit a financial statement at each meeting.
5. Serve as chairperson for any finance or fundraising committee (ie. Behavior Institute Finance Coordinator).
6. Provide input and information for the preparation of the annual budget.
7. Preserve all vouchers, receipts, bank statements, canceled checks, etc. for a minimum of five (5) years.
8. Deliver and explain to successor all books, papers, and correspondence pertaining to the office of treasure.
9. Assume additional duties designated by the President or the policies and procedures
10. If required by the Executive Board, execute a Fiduciary Bond, to be purchased at the expense of KYCCBD and in such amount as recommended by CCBD or KYCCBD auditors

E. Secretary

1. Serve a two-year term.
2. Prepare and distribute an agenda in advance of each meeting (in cooperation with the President).
3. Notify membership of the time and place of each meeting.

4. Maintain for reference at each meeting:
 - a. copy of the subdivision's policies and procedures
 - b. standing rules
 - c. accepted order of business
 - d. minutes of previous meeting list of all committees
5. Read the minutes of any previous meeting if asked to do so.
6. Record all business transacted at each meeting of the subdivision and executive committee and present the printed minutes for approval at the next meeting.
7. Help count votes when requested by the presiding officer.
8. Act as custodian of all records except those specifically assigned to others, and promptly deliver and explain all records to your successor.
9. Carry out the duties assigned by the President.
10. Complete correspondence as necessary to KYCCBD.
11. In the event that a board member is absent, the recording secretary will be responsible for emailing all meeting information and materials to the board member.
12. Assume additional duties designated by the President or the policies and procedures.
13. Familiarize and provide successor with official minutes materials and activities of the recording secretary.

F. Communications Chair

Social Media

1. Serve as Editor of the KyCCBD Social Media.
2. Participate in the process of determining:
 - a. information to be included
 - b. procedures for submission of information for consideration
1. Monitor CEC and other publications for information to be included in the Social Media.
2. Account for receipts and expenditures and ensure the operation is within the budget allocated by KYCCBD.
3. Obtain and maintain an updated mailing list.
4. Provide an orderly transition process through the sharing of roles and responsibilities with the incoming Newsletter Editor.
5. Place copies of the newsletter in the subdivision files.
6. Send newsletter information to other CEC units as requested.
7. Chapters should send a copy of their newsletter to their federation; subdivisions should send a copy to both their federation and their division.
8. Send a copy to the Department of Member and Unit Development at CEC Headquarters.
9. Submit a written summary report regarding the newsletter at the end of each term or at the request of the board.
10. Send electronic copy of newsletter to Web Manager.

Web Site Management

1. Serve as Web Manager
2. Determine the “look” and “feel” of the site layout
3. Gather, edit, and write content
4. Provide current and accurate information for membership, including meetings and special events
5. Apply HTML (Hypertext Mark-up Language) to files
6. Transfer files to a server
7. Assemble the main pages, writing the “linking verbiage,” and placing graphics
8. Link files to the main pages
9. “Tweak” both file content and graphic look
10. Update the page with new information and features (e.g., contact information, newsletter)
11. Moderate Discussion forums
 - a. Add, edit, or delete discussion forum members (e.g., KyCCBD
 1. membership and KyCCBDBoard Yahoo!Groups).
 - b. Manage input of comments posted in discussion forums
12. Provide an orderly transition process through the sharing of roles and responsibilities with the incoming Web Manager.

G. Membership Chair

Membership development and successful professional programming go hand in hand. Through person-to-person contact, telephone, and email communication; the membership committee utilizes the information and material provided by CEC Headquarters, as well as their own creations to recruit new members, welcomes new members, remind members to renew, and encourage lapsed members to renew. The membership chair must be concerned not only with recruiting and retaining members, but also with effective planning and delivery of needs-based professional activities to serve members interest and to insure growth of the unit.

1. Be responsible for recruitment, retention, and reactivation of members.
2. Develop communication across the state through publications, meetings, and other means.
3. Promote membership at the KYCEC and KYCCBD conferences in exhibit area.
4. Keep an orderly account of the membership activities and records.
5. Assume additional duties designated by the President and policies and procedures.
6. Familiarize and provide successor with activities and materials of the membership chairperson.
7. Develop a program of membership development activities for the year and continuously evaluate all membership activities.

8. Bring CEC membership materials to every function (even if not sponsored by CEC) Obtain and maintain a sufficient inventory of brochures and applications: These are obtained from CEC Constituent Services Center 888-CEC-SPED.
9. For federations and chapters: ensure the unit number is recorded on all membership applications prior to distributing.
10. Expect to receive rosters of active and lapsed members every three months:

<u>Roster date</u>	<u>Date to Receive (approximate)</u>
June 30	July 21
September 30	October 21
December 31	January 21
March 31	April 21

To fully benefit from these rosters

- a. Eyeball each list to see if accurate. Contact CEC Constituent Services Center if ERROR is found.
- b. Send a welcome to all new members noting your unit activities and next program/agenda.
- c. Note which members have a renewal (expiration) date approaching. Contact these people to remind them of their importance as members. Even if they cannot attend each program, members like to know what CEC is actively doing; a plug for the next unit event is appropriate.
- d. Call each former member, even those on the lapsed roster who have received three renewal notices from CEC Headquarters through the mail and tell them how much their membership is valued.
- e. Chapters should contact the Federation Membership Chair to see if there are members from the area who are not assigned to your unit.
- f. The Federation Membership Chair receives a quarterly printout of all at-large state/provincial members.
- g. Leave good notes and files from your term of office to give your.
- h. For more information on membership development, see To The Point, Section 4.0-- MEMBERSHIP DEVELOPMENT.

H. Children's Action Network (CAN) Coordinator

1. Seek implementation of the governmental affairs policies of CEC at the local, state, and national levels.
2. Inform people about governmental, legislative, and political matters.
3. Communicate with public policymakers.
4. Inform people of the short- and long-term effects of an issue so they will support CEC's efforts.
5. Teach strategies for effective advocacy to others.
6. Serve as a member of the unit executive committee and as such attend all regularly scheduled meetings as well as all executive committee meetings.
7. Provide reports on legislation and other key policy issues at all meetings.

8. Read and be familiar with information on governmental affairs from CEC Headquarters and other sources, (congressional, state newsletters, bills and journals).
9. Disseminate pertinent information to the committee and all unit members (via meetings, newsletters, telephone trees, and special meetings).
10. Delegate responsibilities to ensure maximum response/action to current issues.
11. Suggest and promote follow-through activities.
 - a. Respond to CAN ALERTS and all relevant legislative material received.
 - b. Maintain contact with the federation or division CAN Coordinator or Department of Public Policy staff at CEC Headquarters about current national and state issues.
 - c. Interact with other action/advocacy agencies.
 - d. Submit an annual report of the committee's activities to the President for inclusion in the KYCCBD annual report.
 - e. Provide a file of contact persons, materials, suggestions, and recommendations for the next CAN representative.
 - f. For more information on CAN, see TO THE POINT section 3.13.

I. Partnership Representative(s)

As the premier professional organization in Kentucky that represents teachers and administrators in the area of behavior, KYCCBD should make a concerted effort to reach out to other professional organizations and agencies in the state that are also concerned with children with challenging behaviors or training teachers of students with challenging behaviors. The Partnership Representative(s) will be appointed by the President to function as a liaison for KDE and Ky Department of Behavioral Health, Developmental and Intellectual Disabilities.

The representative(s):

- a. should be currently serving in a partnership role for an organization or agency for KDE and/or Ky Department of Behavioral Health, Developmental and Intellectual Disabilities
- b. is approachable,
- c. is a problem solver,
- d. is familiar with CEC and other agencies and organizations that work with children who have challenging behaviors,
- e. should be informed of meetings and be expected to attend, and
- f. should make regular reports to the Executive Committee to discuss activities that can mutually benefit organizations and agencies.

Roles and Responsibilities

1. Maintain regular contact with state professional organizations and agencies that are engaged in meeting the needs of students with challenging behaviors or preparing and supervising teachers who work with students with challenging behaviors.
2. Maintain an up-to-date contact list of agencies and organizations (contact names, emails, phone numbers, and addresses).
3. Under guidance from the Executive Committee, work with organizations to secure financial or in-kind support for the Behavior Institute.
4. Work with organizations to provide them access to national and in-state speakers for state-wide conferences.
5. Work with the KYCEC Partnership KYCCBD Conference Committee to provide guidance at planning meetings.
6. Work with the KYCEC Partnership Committee to provide in-state speakers for the Kentucky Fall Conference.

J. Behavior Institute Committee Chair

This position is appointed by the President and serves a two-year term as a member of the KYCCBD Executive Board and shall attend all regularly scheduled Executive Board meetings.

Subject to the general approval of the Executive Board, the following are the Behavior Institute Chair Roles and Responsibilities:

Chairs the Behavior Institute Committee and coordinates all Behavior Institute activities and timelines.

1. Coordinate and Arrange Institute Planning Meetings, the Co-Chairs coordinate/delegate arrangements (including location, dates, lodging and meeting arrangements and agenda)
2. Maintain Essential Ongoing Communications between E-board, members and Behavior Institute Committee (especially regarding major timelines and activities)
3. Advise and Assist E-Board Officers (especially President, Past-President, Vice-President and Treasurer) to secure and complete necessary contracts with convention center/hotels and other independent contractors in order to provide for fundamental Behavior Institute services (e.g., Conference Meeting Space and Lodging, Conference Pre-Registration, AV services, catering, vendors, and social events) within appropriate timelines.
4. Maintain Institute Coordination Files and copies of all institute-related contracts
5. Provide regular Behavior Institute Status Updates at E-Board Meetings (especially regarding overall progress, timelines, budget issues or concerns)
6. Develop, revise and maintain written guidelines and forms for Behavior Institute jobs, activities, retreats and timelines

Assist and Coordinate the work of Behavior Institute Job Coordinators:

National Speaker Coordinator

- a. Coordinate selection and communication with Keynote Speaker
- b. Coordinate identification of national speaker's priority list (completed at fall meetings; includes alternates)
- c. Assign and coordinate contact persons/facilitators for national speakers
- d. Coordinate/track contacts with national speakers
- e. Attend Behavior Institute Planning Meetings

State Speaker Coordinator

- a. Coordinate nomination/selection of in-state speakers (at winter planning meeting)
- b. Coordinate contact persons for in-state speakers
- c. Create and disseminate updated State Speaker forms
- d. Inform contact people to ask assigned speakers to submit speaker intake forms to State Speaker Coordinator for consideration by program committee.
- e. Coordinate intake of state speaker forms and session descriptors; forward to grid coordinator, editor and typist
- f. Send updates with regard to receipt of speaker intake forms.
- g. Prompt contact people to continue prompting speakers for intake forms.
- h. Communicate with members regarding state speaker forms, issues and deadlines
- i. Create an alphabetical checklist of state presenters for meetings.
- j. Attend Behavior Institute Planning meetings

Behavior Institute Session Grid Coordinator

- a. Coordinate the creation of the Behavior Institute conference session grids which correspond to meeting space layout
- b. Work with national speaker coordinator to plan national speaker session days and sequences
- c. Organize state speaker sessions by level of intensity (Universal-Target-Intensive), and sequence needs of all audience groups (e.g., regular ed teachers, special-ed/ alternative school teachers, administrators, counselors/school psych, mental health personnel, FRYSC's, etc.)
- d. Accommodate speaker limitations of time and multiple session conflicts
- e. Coordinate contact with speakers to negotiate topical adjustments or session length changes
- f. Coordinate a process for completing correspondence that notify state speakers of final session dates, times, and room assignments (at spring meeting)

- g. Attend Behavior Institute Planning meeting

Behavior Institute Program Editor/Coordinator

- a. Secure editor and get board approval for payment for program and/or app
- b. Assign and coordinate persons who provide information needed in the general section of the program (i.e., first 15-20 pages)
- c. Secure/Edit all session descriptors for clarity, distinction, and grammar
- d. Review final editing and printing of conference program
- e. Attend Behavior Institute Planning meeting

Behavior Institute Registration Coordinator

- a. Meet with paid consultant/planner to plan Behavior Institute pre-registration procedures and negotiate contract details/ expectations (include Vice-President, President, Past President, Treasurer)
- b. Create pre-registration letters, registration forms and flyers to go out statewide (and alternative materials for administrators and mental health personnel, etc.)
- c. Coordinate with Communications Chair for distribution of statewide information of pre-registration materials by March 1
- d. Create confirmation letter with map of area and send to consultant/planner by March 15
- e. Organize and supervise on-site registration and volunteers

Behavior Institute Finance Coordinator (Treasurer)

Assist KY-CCBD Treasurer to maintain Convention Account checkbook for Behavior Institute through a two-signature check issuance procedure to:

- a. Coordinate Behavior Institute Budget Planning each year in advance; set limits
- b. Provide status reports to E-board regarding Convention Account
- c. Advise E-Board annually regarding the setting of BEHAVIOR INSTITUTE registration fee rates
- d. Write checks for Institute Speakers and Behavior Institute - related contract organizations
- e. Maintain detailed financial records of all Behavior Institute financial transactions and policies

K. Members-at-Large

Two - Five (2-5) Members-at-Large shall be recruited with an effort to make the Executive Board reflect the population of the Commonwealth. The Members-at-Large will serve a two-year term appointed by the President.

1. Be a member in good standing of CCBD and CEC for one year prior to election and remain so throughout the duration of that appointment.
2. Serve as a member of the KYCCBD Executive Board and Membership committee.
3. Attend all Executive Board meetings.
4. Represent the interests of individuals who are not members of or affiliated with a local chapter.
5. Assist in informing and interpreting the KYCCBD's purposes to related agencies and organizations.
6. Serve as a resource at Executive Board meetings.
7. Become sensitive to ways to strengthen the KYCCBD through coordination of regional efforts.
8. Assume additional duties designated by the President.
9. Familiarize and provide successors with materials and activities of the Member-at-Large position.