

January 4, 2006

TO: Disability Services Advisory Council

FROM: Nominating Committee

SUBJECT: Proposed Nominating Committee Recruitment Procedures

As noted in the background memo for Agenda Item #5.a, the Council's Nominating Committee met twice in November and December to discuss recruitment procedures and related issues. The Committee's discussions led to the development of the draft recruitment procedures. These proposals are set forth below. At the January DSAC meeting, it would be helpful for the Council to review and, following necessary revisions, approve them for use by the Nominating Committee in the upcoming membership recruitment process.

APPLICATION, SCREENING AND APPOINTMENT PROCEDURES:

(Note: Qualification criteria for DSAC membership are set forth in Article IV of the Council's By-Laws.)

1. All persons interested in membership on the Disability Services Advisory Council (DSAC) are required to prepare and submit a written application for membership. Application forms are available from the Director of Senior & Disabled Services (S&DS) or his/her designee. Application forms in alternative formats are available from S&DS on request. Individuals needing assistance in the completion of an application may obtain it from S&DS.
2. Completed application forms are to be submitted to the staff member designated by the Director of Senior & Disabled Services. Completed applications may be submitted in hard copy or electronic form.
3. All applicants for membership on the DSAC, regardless of prior experience with the Council and/or its individual members, are required to participate in a face-to-face screening interview with the Council's Nominating Committee.
4. The Nominating Committee will submit its recommendations for membership appointment to the DSAC. Those applicants accepted by the Council will be submitted to LCOG for appointment.

RECRUITMENT PROCEDURES:

The following procedures will be used by the DSAC Nominating Committee for identifying prospective candidates for membership on the Council:

1. Generally, recruitment activities should occur once a year, starting approximately six months prior to the Council's annual meeting. However, if the membership of the Council drops to ten individuals, the Nominating Committee shall immediately begin to recruit new members.
2. At the beginning of each annual recruitment cycle, keeping in mind the goal of maximizing membership diversity, the Nominating Committee shall identify needs to be fulfilled by the recruitment campaign. Once membership needs are identified, the Committee shall present its findings and recommendations to the Council for consideration. Once Council approval is secured, the Committee shall designate the recruitment process(es) to be used to satisfy these needs. To this end, it should consider the following questions to guide its decision-making:
 - a. Are there qualified Community Representative Members interested in promotion to full membership on the Council? If there are, will their appointment fill identified membership needs?
 - b. If Community Representative Members are promoted to full membership, will the number of remaining Community Representative Members be sufficient for the Council's purposes, or should additional Community Representative Members be recruited?
 - c. Are there segments of the disability community that are under-represented on the Council?
3. To increase the likelihood that the membership of the Council is broadly representative of the diverse disability community within Lane County, the Nominating Committee is urged to:
 - a. Identify the various segments within the community;
 - b. Identify influential members within each segment;
 - c. Inform these individuals about the Council and its responsibilities; and
 - d. Depending on the membership needs identified by the Nominating Committee for a given recruitment campaign, enlist the assistance of selected individuals identified in "b" above with the recruitment of candidates to fill these vacancies.

REQUESTED ACTION

Approve the recruitment procedures recommended by the DSAC Nominating Committee, as set forth above.

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