

**Ottawa County Human Services Coordinating Council  
Operating Guidelines Manual**

**Title:** Executive Committee Elections - Revised  
**Guideline #:** CM - 102  
**Effective:** November 1, 2006  
**Revised:** February 28, 2007

**Purpose:** This guideline provides for the election of the executive committee

**Applicability:** Board Members

**Definitions:** **Public Representatives** are defined as the Ottawa County Health Department, Ottawa County Community Mental Health, Ottawa County Family/Juvenile Court, Michigan Works, City of Holland, and the Prosecutor's Office. **Funders** are defined as the Community Foundation of the Holland/Zeeland Area, The Grand Haven Area Community Foundation, and the Greater Ottawa County United Way. **Non-profit/Business/Consumer** is defined as Good Samaritan Ministries, Lakeshore Non-profit Alliance, Michigan State University Extension, North Ottawa County Council on Aging, Members from the Business Community, Members who are Consumers

**Guideline:** As per the bylaws, the Executive Committee shall consist of three members and two officers. Membership will consist of two standing members from the Department of Human Services and the Ottawa Area Intermediate School District. The third members will be elected, by majority vote, for a two-year term and will be a private non-profit, business, or consumer representative. The Vice-Chair will be elected for 1-year as vice-chair and will fill the role of Chair in the subsequent year. The position of vice-chair and subsequent chair roles will alternate between a public representative and a funder representative. The outgoing chair will serve as a non-voting member of the executive committee who will attend executive committee meetings by invitation.

**Procedure:** Requests for nomination for Vice-Chair and Executive Committee Member will be announced and accepted by the coordinator via email and telephone during the month of January. The coordinator will confirm a willingness to serve by each nominated member. A slate of nominees will be compiled and presented to the full membership prior to the February meeting. A vote will be taken and a majority will elect members. There will be a joint meeting of the outgoing and incoming executive committee during the regularly scheduled March executive committee meeting.