

# Ohio Olmstead Task Force Operating Policies



## Introduction

The Ohio Olmstead Task Force (OOTF) is a statewide grassroots coalition of Ohioans with disabilities of all ages, family members, advocates and organizations advocating for the right to live, work and participate in their communities. Formed in 2002, OOTF supports the Supreme Court decision that states unnecessary institutionalization is discrimination against people with disabilities.

The Olmstead lawsuit was filed by two women with disabilities who wanted to move from an institution into the community. Their doctors said they were able to do so, but the institution would not allow them to move. The women won their lawsuit and won again on appeal to the United States Supreme Court. On June 22, 1999 the Court ruled that people with disabilities have the right to live in the community:

- If they want to,
- If their doctors agree, and
- If the state can reasonably accommodate their disabilities in the community.

More than 17 years after the Olmstead decision, OOTF believes many people with disabilities continue living in nursing homes and other institutions. Members are advocating to overcome this discrimination.

## Mission

Advocating for people with disabilities, regardless of age, to live, work and participate in community life.

## Vision

Ohioans with disabilities shall have:

- The opportunity to live independently in the community with their own possessions.
- Access to services and supports that are inclusive, integrated and tailored to their unique needs.
- The authority to choose and direct their services and supports.
- Respect from the employees of government and private agencies who provide their services and supports.

## **1. Membership**

1.1 Individuals and organizations may become Voting Members of OOTF. As used in these procedures, Member will refer to Voting Member.

1.2 To become a Member of OOTF, an individual or a representative of an organization must:

- Attend three meetings over a period of six months as documented on the sign-in sheets and in the minutes,
- Agree to and sign the OOTF Mission Statement and the OOTF Code of Ethics, (Attachments 1 and 2.)
- Receive a written membership approval and access to the OOTF Listserv sent by the Chair.

1.3 Members must attend at least one meeting per calendar year in person, unless the member has requested a reasonable accommodation that has been approved by the Steering Committee. Members also must participate in at least one OOTF function within six consecutive months.

1.4 Chair will designate a Member who will give each new Member an orientation briefing that includes the history of OOTF, current publications and activities, a list of committees, the website, and other relevant information.

## **2. Meetings**

2.1 Unless otherwise notified, OOTF will hold meetings as follows:

- Day: First Wednesday of each month  
Time: 1:00 pm to 4:00 pm.  
Place: Opportunities for Ohioans with Disabilities (OOD)  
150 Campus View Blvd., Third floor  
Columbus, OH 43235  
Phone: (800) 282-4536.

2.2 Location has free parking and is accessible. Participants needing accommodations, must request their specific need to the Recording Secretary at least one week before the meeting.

2.3 Chair will post the agenda for each meeting on the website and listserv at least 24 hours before the meeting. The call-in number for each meeting will be included for those unable to attend a meeting in person.

2.4 Members and guests attending in person will sign an attendance list. Members participating by phone will be listed in the minutes as having attended.

2.5 Because many participants attend from across the state, Chair will decide if inclement weather should cancel a meeting. If Chair decides to cancel a meeting, it will be posted on the website and listserv at least 24 hours before the scheduled meeting.

2.6 The meetings will be conducted using Roberts Rules of Order.

2.7 Voting at OOTF meetings may be held in response to a motion and a second made by Members. A vote passes when a majority of voting members, in attendance or on the phone, votes to pass the motion. Each member has one vote. Organizations have one vote to be stated by only one representative of the organization at a meeting. Chair will announce the outcome of the vote.

2.8 Decisions also may be made by consensus after members have had a chance to discuss an issue or action. If there appears to be agreement, Chair may state that the issue or action will be accepted by consensus. No vote will be taken.

### **3. Nomination of Officers**

3.1 To provide leadership and coordination to OOTF, four officers will be voted into position by the Members:

- Chair
- Vice-chair
- Treasurer
- Secretary

3.2 In addition to the four elected officers, OOTF may have a Recording Secretary, appointed by the Steering Committee.

3.3 Officers will serve two-year terms and may be re-elected for a second two-year term.

3.4 Once the term for a current position has been fulfilled, an officer is eligible to be nominated and elected to a different officer position.

3.5 Nomination of officers will occur on an annual basis. Members may make nominations from the first Wednesday of August through the end of the OOTF meeting on the first Wednesday of September.

3.6 Secretary will call for nominations from the floor at each of these meetings. Nominations also will be accepted by email or mail to the Recording Secretary between these dates. Only voting members, at the time they are nominated and who have agreed to serve as an officer, may be nominated.

## **4. Election of Officers**

4.1 Recording Secretary will prepare an e-mail ballot and a paper ballot following the September meeting. E-mail ballots will be sent only to Member's who request them. Paper ballots may be mailed to Members upon request, and also will be available at the October meeting.

4.2 Members may cast ballots between the September meeting and the end of the October meeting by e-mail, mail or at the meeting. Recording Secretary must receive all ballots by the date of the October meeting.

4.3 All ballots must include the Member's name in order to determine if the person is a voting member.

4.4 Chair will designate two Members who are not Officers to count the ballots. Election results will be posted on the website and listserv within five days of the October meeting. Results will not include the number of votes received by nominees.

4.5 Officers will begin their new positions November 1st.

## **5. Responsibilities of Officers**

### **5.1 Chair will:**

- Serve as the central point of contact for OOTF.
- Represent OOTF at public hearings, meetings, legislative events, conferences and other activities consistent with the OOTF mission. Chair may designate this role to other members for specific activities.
- Chair the OOTF meetings.
- Coordinate with Vice-chair, and solicit input from Members to develop meeting agendas. Post agenda to website and listserv at least 24 hours before each meeting.
- Oversee the fiscal state of OOTF as described in OOTF's Fiscal Procedures.
- Serve on Steering Committee, but votes only to break a tie.

- Have the option of sitting on Standing Committees and Ad Hoc Committees, but does not have a vote.
- Appoint Ad Hoc Committees, as needed.
- Complete other responsibilities as requested by the Steering Committee.

## **5.2 Vice-chair will:**

- Preside as Chair in the Chair's absence.
- Chair the Steering Committee.
- Work with the Secretary or Recording Secretary to collect membership materials and maintain an accurate membership list.
- Work with Chair to develop meeting agendas.
- Participate and vote in committees, but cannot chair a Standing Committee.
- Complete other responsibilities as requested by Chair.

## **5.3 Treasurer will:**

- Oversee all fiscal matters of OOTF in accordance with the Fiscal Procedures.
- Maintain fiscal records in accordance with all state, federal and other funder regulations.
- Present a written fiscal report at each OOTF meeting.
- Serve on the Steering Committee.
- Chair the Finance Committee.
- Serve with the Chair as primary contact with funding sources.
- Work with Chair to ensure that all audit requirements are met.

## **5.4 Secretary:**

- From time to time the organization may elect a Secretary who will oversee the maintenance of all OOTF records, documents and other property.
- In addition to reviewing drafts of documents, this officer will sit on the Steering Committee as a voting member.
- Secretary may take the role of Recording Secretary if OOTF decides to elect only one officer for a secretarial position.

## **5.5 Recording Secretary will:**

- Take minutes of each meeting and post to the listserv at least 24 hours before the upcoming meeting.
- Correct and/or make additions to the minutes as approved during meetings.

- Collect meeting attendance records and work with the Vice-chair to maintain database of Members.
- Keep electronic files of all reports and minutes.
- Prepare correspondence as directed by the Chair.
- Attend Steering Committee meetings as requested by Chair to take notes of outcomes of such meetings. Has no vote in such meetings.

## **6. Committees**

### **6.1 Steering Committee**

6.1.1 OOTF will operate through a Steering Committee that is comprised of the OOTF Officers and Chairs of the standing committees.

6.1.2 Steering Committee will meet at least quarterly, either in person or by conference call.

6.1.3 Steering Committee may act on behalf of the organization when an immediate decision or activity needs to be addressed before the next regularly scheduled meeting.

6.1.4 On an annual basis, Steering Committee will review Operating Policies and make and approve recommendations for additions or revisions. Steering Committee will bring approved recommendations to the membership for a vote.

### **6.2 Standing Committees**

6.2.1 OOTF has three Standing Committees:

- Finance
- Legislative
- Public Relations (PR)

6.2.2 As membership of OOTF increases, Steering Committee may recommend establishing additional Standing Committees.

6.2.3 Each Standing Committee elects its own Chair, except for Finance that is chaired by the Treasurer. OOTF Officers may not chair a Standing Committee. A Member may chair only one Standing Committee at a time and serves a two-year term.

6.2.4 Standing Committee chairs may be elected and accept responsibilities in December or January.

6.2.5 Each Standing Committee has specific responsibilities and presents their reports at regular OOTF meetings.

6.2.6 Every OOTF Member is expected to serve on at least one Standing Committee each year. Members volunteer to serve on the committee of their choice by January.

### **6.3 Finance Committee**

6.3.1 Has responsibility with the OOTF Chair, for overseeing all financial affairs and preparation of reports.

6.3.2 Presents a written fiscal report of the financial status of the organization at each regular meeting.

6.3.3 Has responsibility with the Chair and Members to maintain current Financial Procedures and to ensure that the procedures are enforced

6.3.4 Reviews and updates all fiscal reports not less than bi-annually to ensure transparency in financial affairs and compliance with all federal, state, and local requirements.

### **6.4 Legislative Committee**

6.4.1 Has responsibility of monitoring all federal, state and local policy (proposed rules, regulations and laws) to determine the impact on the OOTF mission.

6.4.2 Notifies OOTF Members of legislative issues and proposals. Organizes educational activities as appropriate, and makes recommendations to the Chair and Steering Committee for advocacy activity.

### **6.5 Public Relations Committee (PR)**

6.5.1 Identifies materials and activities that will support the Mission of OOTF.

6.5.2 Develops and distributes such materials in alternate formats, both electronic and print, to the general public, people with disabilities, and other specific audiences.

6.5.3 Uses easy to read and understand language in all products developed by the PR Committee.

6.5.3 Creates media campaigns and builds connections statewide. Posts public relations activity on website.

## **6.6 Ad Hoc Committees**

6.6.1 Chair establishes Ad Hoc Committees to address specific issues over an identified period of time, and will identify a chair of each committee.

6.6.2 Chair may set up any number of Ad Hoc Committees, as long as their activity specifically relates to OOTF's Mission.

6.6.3 Chair will provide each Ad Hoc Committee with the charge to the committee, the proposed work timeline, and if necessary, the committee budget guidelines.

6.6.4 Ad Hoc Committees will send the Steering Committee a draft of any work, projects or activity it is proposing. Steering Committee will decide whether to take their report to membership for a vote.

6.6.5 Until relevant topics, such as Medicaid Buy-In for Workers with Disabilities, Housing, Transportation, and others, are made Standing Committees, Chair will designate a person for each topic to give a brief report at meetings. The topics are voted upon by the membership. The topical reports are not recognized as Ad Hoc Committees.

## **7. Communication**

OOTF uses the following means of communication. Other reasonable accommodations may be made as requested in a timely manner.

**7.1 Website** – <https://ohioolmstead.com/>

7.1.1 OOTF maintains its website as a way to connect and share information to all its members, partners and anyone interested in the organization.

7.1.2 Chair has overall responsibility of the website. Officers, Recording Secretary, and Public Relations Chair may change and update information on the site.

7.1.3 OOTF website will list general information, such as: history and accomplishments; officers; meeting dates, times and locations; special events; current initiatives and projects; how to become members; photos; and contact information.

## **7.2 Listserv**

7.2.1 OOTF will manage a listserv: a large email list that provides an easy way for Officers, Members, and interested parties to keep in touch with the organization. Officers and Members are included on the listserv. Chair and/or Vice-chair will oversee the listserv.

7.2.2 Interested parties may request access to the listserv by writing to the Steering Committee for approval. Such approval does not include voting rights.

## **7.3 Conference calls**

7.3.1 As needed, Chair or Steering Committee may set up a call to discuss issues not covered in a regular meeting or that need to be addressed before the next meeting.

7.3.2 Recording Secretary will send the phone number, date and time to the people invited to be on the call.

7.3.3 If requested by Chair or Vice-chair, the Recording Secretary will take notes of action items or decisions made on such calls and share with designated members.

## **7.4 Printed materials**

7.4.1 Publications and documents produced by the Public Relations Committee will be posted on the OOTF website.

7.4.2 From time to time, OOTF will print promotional items such as the organizational brochure, and purchase incentive items/giveaways to distribute at meetings and events to create awareness of OOTF.

7.4.3 OOTF may develop and print fact sheets and informational flyers to inform people about legislative issues or other advocacy efforts.

7.4.4 Public Relations Committee will develop a distribution plan for all printed materials and maintain a storage/distribution site.

## **8. Amendments**

Any OOTF operations or policies not addressed in these procedures will be the responsibility of the Chair and Steering Committee and may be amended at any time. To be amended, the changes or additions must be presented at a regular meeting and voted upon at the following regular meeting.

Revised: April 28, 2017

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_