



## AIDD COMPLIANCE TASK SUBMISSION

<b>Item No.: F1</b>	<b>Due Date: 12/1/2014</b>	<b>Submission Date: 11/26/2014</b>
<b>Description:</b> Policies and/or procedures (with other documentation as necessary) providing evidence of appointment process to notify Governor of membership and vacancies		

**Narrative:**

The Council's process pertaining to Council notification to the Governor regarding membership and vacancies is addressed by the following:

- Bylaws, adopted by the Council on November 19, 2014, which state on pages 6 and 7 that the Council will notify the Governor regarding Council vacancies;
- Bylaws, adopted by the Council on November 19, 2014, which state on page 17 the Membership Committee's responsibility for notifying the Governor immediately of a vacancy; and
- An administrative procedure that identifies the respective responsibilities of the Governor, Council, Membership Committee, and staff.

With clear policy and responsibilities, the Council will regularly communicate with the Governor about current and pending vacancies, giving the Governor's Office sufficient time to anticipate appointments.

**Barrier to Implementation:**

Click here to enter text.

**Findings Fully Addressed**

<b>Yes:</b> <input checked="" type="checkbox"/>	<b>Explanation:</b> Click here to enter text.
<b>No:</b> <input type="checkbox"/> (If no explain)	

<b>Changes to Timeline:</b>	No changes. Delivered on time.
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