

POLICY FOR CONFERENCE ATTENDANCE BY COUNCILMEMBERS

Purpose:

To provide the policy under which self-advocate and family advocate Councilmembers may apply to attend relevant conferences with costs underwritten by the Council.

Authority/Reference:

Council adoption on December 4, 2012

Applies To:

Self-advocate and family advocate members of the Council.

POLICY

Policy Statement

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that aim and to better carry out their responsibilities on the Council, Councilmembers may apply to attend a relevant conference with costs underwritten by the Council. The Council will pay for conference registration fees, travel, hotel, and per diem. Under this policy, the Council will not pay for honorarium. In no event shall the total funds expended for Councilmember attendance at conferences exceed \$30,000 in a fiscal year.

This policy applies only to self-advocate and family advocate members of the Council. All other Councilmembers are ineligible to receive Council funds for conferences.

Councilmembers are eligible to attend one conference per state fiscal year if the Chair, as advised by the Executive Director, determines that sufficient funds exist. Councilmembers may only attend conferences in California under this

policy. If a Councilmember desires to attend more than one conference in a fiscal year, he or she may request approval from the Executive Committee.

Councilmembers who attend conferences shall prepare a report for the Council summarizing the information that was provided during the conference so it can be shared with the other Councilmembers.

Procedure

Councilmembers who wish to attend a conference shall **submit a “Conference Attendance Expense Payment Request” form to** the Chair of the Council and the Executive Director to the extent possible at least 30 days prior to the scheduled event, and provide the following information:

1. Conference title, subject matter, content information, benefit and alignment with State Plan
2. Cost of conference and estimated associated travel costs
3. Date and location of event
4. Other anticipated costs including accommodation and support costs, if indicated

The Chair approves Councilmember requests. The Executive Director approves Chair requests. In the event of a disagreement between the Chair and the Councilmember requesting payment of conference costs, the matter may be referred to the Executive Committee for resolution.

Most Recent Action

February 12, 2019: Executive Committee approved policy.