

## **CCD Continued Membership Policy**

**Rationale for Policy:** This policy is to provide guidance to the Membership Committee and Board of Directors for reviewing the continued membership of organizations in CCD. Although CCD is a broad-based consortium and strives to be as inclusive as possible, it is necessary for the proper functioning of CCD that all member organizations meet the criteria for membership and follow the CCD Code of Participation. In some cases, membership may have been granted to an organization which appeared at the time of application to meet the membership criteria when it actually did not. In other cases, an organization's circumstances may have changed so that it no longer meets the criteria for membership. The Membership Committee shall follow this policy when it is necessary to review a CCD member organization to determine whether its continuing participation in CCD is appropriate.

**Reasons for Initiating a Review:** The Membership Committee should initiate a review of an individual organization's continued membership whenever:

- The Chair or a member of the Membership Committee has concerns regarding a previous decision to grant membership to an organization and asks for a review; OR
- The Membership Committee receives a request in writing from a CCD member organization or from all current co-chairs for a specific CCD task force to review another member organization. The written request must include details about why the organization believes that another organization should not continue to be a member of CCD based on the criteria outlined below.

The Membership Committee shall review all requests to review organizations for continued CCD membership. After reviewing the request, the Membership Committee shall either initiate a full review of the organization as outlined below or provide the requester with a response in writing as to why no additional investigation will occur. In the event that a full investigation is warranted, the Membership Committee may share the complaint with the accused organization and provide the organization with an opportunity to respond.

**Criteria for Reviewing an Organization's Membership in CCD:** The Membership Committee shall examine the member organization based on the following criteria:

- a. Does the organization engage in advocacy activities that are essential to achieving CCD's mission, including:
  - i. Identifying and researching public policy issues, developing testimony and policy recommendations and encouraging innovative solutions to public policy concerns

- ii. Educating members of Congress and the Administration in an effort to improve public policies and programs that foster independence, productivity, integration and inclusion of people with disabilities
- b. Does the organization meet the requirements for membership outlined in the application, including:
  - i. Does the organization have a Washington presence?
  - ii. Has the organization contributed in any way to the activities or mission of CCD?
  - iii. Regarding the activities outlined as a requirement for membership in CCD:
    1. Has the organization failed to actively participate in at least one task force as defined by attending task force meetings, participating in task force meetings with key policymakers, signing task force letters or otherwise contributing to the task force's goals? OR
    2. Has the organization failed to subscribe to the vision and mission of CCD? This can be evidenced by continually or repeatedly taking public positions on fundamental issues that are counter to CCD's vision and mission.

**Guidelines for Applying the Criteria:** The Membership Committee will review the organization based on the criteria above. The Membership Committee should do its best to gather sufficient evidence to ensure that it has all the information necessary to make a fully informed decision, including as applicable, talking to the official representative of the member organization to answer any questions the Committee has regarding the member organization's activities or positions, contact the appropriate task force co-chair(s) to determine the member organization's level of activities and/or the veracity of claims alleged in a request for review, and complete any other information gathering activities it deems necessary. The Membership Committee shall take all evidence it gathers into account to make a recommendation to the Board of Directors regarding the continued membership of the organization. Such recommendation shall include an analysis of whether the organization meets the requirements in (a) and (b) above and what if any action the Committee recommends the Board to take. The recommendations can include the following:

- Cancel the organization's CCD Membership: The Membership Committee should recommend that the membership be canceled if the organization does not or no longer completes advocacy activities as outlined in (a) or no longer has a Washington presence or if the organization has failed to contribute to CCD's mission by completing any of the activities outlined in the application and listed in (b). Membership cancellation should

only be recommended to the Board if the Membership Committee unanimously agrees that it is clear that the organization either fails to meet the criteria under (a) and/or (b).

- **Recommend No Action:** If the Membership Committee finds that the organization continues to meet the criteria under (a) and (b), the Committee shall recommend that the Board take no action regarding the organization's membership.

**Board Action:** The Board shall review the recommendation made by the Membership Committee and take a full Board vote (requires a two-thirds majority vote of the full board) on the recommendation either at a regularly scheduled Board meeting or at a special meeting as determined by the Chair. In the event that the Membership Committee has recommended that an organization's membership in CCD be canceled, the Board can:

- Cancel the organization's CCD membership. The Board must notify the organization of this decision in writing and outline the reasons why the Board came to its decision. It also must provide the organization an opportunity to appeal this decision in writing. The Board shall also determine whether a portion or the full membership fee should be returned to the organization.
- Give the organization an opportunity to present information showing that it meets the criteria for membership. The notice to the organization should be in writing, outline the concerns that were raised and the Membership Committee's findings, a time frame to rectify the issues and a date on which the Board will reconsider the organization's membership status.
- Reject the Membership Committee's recommendation and provide a rationale for doing so in writing.

**Appeals process:** The Board shall provide an organization with the opportunity to appeal a Board decision to cancel an organization's CCD membership. Any appeal must be made within 14 calendar days of receiving written notification of the Board's decision. Any request for the Board to reconsider must be made in writing and provide a rationale for why the Board's decision should be changed. The Board must consider any appeal within 30 calendar days of receiving the written request. The Board may, if it elects to do so, invite a representative(s) of the organization to attend the meeting in which it considers the request, but may also make its decision based solely on the written appeal submitted. The Board must provide a decision on the appeal request to the organization in writing.

**Recusal:** Any member of the CCD Membership Committee or the CCD Board who is a representative of the accusing member organization or a co-chair of the accusing task force or is a member of the accused member organization must recuse himself or herself from adjudication of the complaint.

December 31, 2014