

Elections of Resident Council Policy and Procedure

Article I. Purpose

The purpose to have elections of resident council officers is to have residents that have capacity to advocate for the needs, rights and requests of the residents of Mapleshire Nursing & Rehabilitation.

II. Meetings (Regular, Special & Annual)

- Resident Council Meetings will be held the third Friday of each month and at other times as deemed necessary. Meetings may be canceled or rescheduled by activities director once approved by president of resident council as necessary r/t schedule conflicts.
- Time of meeting shall be from 2:00pm to 3:00pm and at other times as deemed necessary by the activity director and approval from president of resident council.
- In the month of November, the Annual Meeting shall be held in conjunction with the regular Resident Council Meeting, at which time new officers will be elected and a full and complete Annual Accounting of the financial condition of the Resident Council Funds will be conducted.
- Special meetings may be called at any time by the Ombudsman and or thru the State Survey process. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all Residents by the activities director and president of resident council.
- Each Resident shall have one vote in all matters regardless. Unless the resident refuses to participate in which is their right to participate or not.
- The use of written proxies is hereby permitted for those Residents unable to attend any regular, special, or Annual Meeting. A proxy vote will be counted when it pertains to a specific issue previously discussed by the Residents, not to issues brought up and decided at the missed monthly meeting.

Article III. Partner Positions and Duties

Initially on the meeting date when the Resident Council Meetings take place the elected President, Vice President, Advisor and Treasurer need to be present during the regular, special or Annual Meeting, or by appropriate proxy. The following positions and duties are:

- **Activity Director/Staff liaison:** Assists in scheduling meeting dates and locations, presides over meetings, sees that the resolutions passed by the residents are carried out, assist in purchasing merchandise for fund raisers or pay for activities, entertainment, outings and social events that have been approved by resident council. Develop the Activity schedule according to the needs and requests of the residents. Makes sure that materials and equipment needed for the Resident Council meetings are provided. Record the minutes of

- the meeting and voice concerns of the residents to the facility heads of departments. Advocate for all residents.
- **President of Resident Council:** Must have capacity to preside over resident council concerns and advocate for all residents. Bring the resident council meeting to order and oversee the Agenda as well as bring the meeting to a close.
 - **Vice President of Resident Council:** Must have capacity to preside over resident council in absents of the president and advocate for all residents. Preside over the resident council meeting when the President is not able to attend or participate by proxy and notify members of meetings and activities.
 - **Treasurer:** Must have capacity to keep a record of the resident council fund receipts and disbursements and of the members' interests. Meet with the Business office manager to prepare a treasurer report of accounts. Must be able to preside over the resident council meeting when the president and vice president are not able to attend or participate by proxy and notify members of meetings and activities.
 - **Advisor:** Will be appointed by the resident council officers if they feel there is a need to have an advisor. The appointed advisor must have capacity to help advocate the needs, rights and requests of the residents. Must assist with resident council meeting and advise resident council board of any concerns.

Nominations for officer positions will take place in October of each year. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted before the Annual Meeting to elect Residents to serve in officer positions. Residents can announce their candidacy at the October regular resident council meeting. The candidates will have a month to campaign for office. The elections will be held before the November Resident Council meeting and the new officers will be announced at the meeting.

Article IV. Removal of an Officer

If an officer of the resident council (President, Vice President, Treasurer, or Advisor) does not or cannot fulfill the duties required as described in Article III, that Council member will be notified in writing by the Activity director, based on the recommendation of the resident council members, of the meeting at which removal from office will be discussed and voted upon. At that meeting, the council member may present statements to the residents in an effort to retain the position.

Removal will occur if so voted by majority of the residents present at the meeting or voting by appropriate proxy.

If a resident council officer is unable to complete their term in office do to being incapacitated or death, then the other resident council officers need to fill in the positions as stated below for the remainder of the term.

The vice president would take on the role as president.

The Treasurer would take on the role as vice president.

The Treasurer would be appointed by the new president and vice president

