

# Ex Officio Member Position Description

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An Ex Officio Member is a non-voting member of the Council and is appointed by the Commissioner or agency leaders listed in the [law that created MCD (MS256.482)](https://www.revisor.mn.gov/statutes/cite/256.482):

* Department of Education
* Department of Human Services
* Department of Health
* Department of Human Rights
* Director of Vocational Rehabilitation Services
* Director of State Services for the Blind
* The Council may appoint ex officio members from other bureaus, divisions, or sections of state departments which are directly concerned with the provision of services to persons with a disability.

## Ex Officio Member Expectations

* Believe in equity and inclusion for Minnesotans with disabilities
* Support the rights of Minnesotans with disabilities
* Be an active and fully participating member of the Council

## Ex Officio Member Responsibilities

* Proactively develop and maintain healthy, two-way communications, between MCD and originating agency.
* Be ready to provide Council and staff useful information and perspectives from originating agency about an issue being considered by MCD.
* Act as an agency point person, or recruit a point person within the originating agency, to collaboratively address issues.
* Attend Full Council Meetings and report relevant issues back to your agency.

## Ex Officio Member Authority

* Be invited to all open Full Council Meetings
* Invited to committee meetings upon ex officio member’s request
* Participate in discussion during meetings
* Ex officio members are not able to vote on official Council business
* Do not count towards quorum
* In working committees created by staff, ex officio members are full participants and are not limited by their role

## Strategic Utilization of Ex Officio Members

* Utilize subject matter expertise in council meetings, council committee meetings, and staff-created committees
* Be intentional about centering disability in all discussions at Council meetings through the lens of originating agency
* Be a resource to the Chair, Council members, and MCD staff