

People First® of California, Inc.



# Welcomes You!

Guide to Becoming a Certified People First Chapter

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## Here are what the different parts of the logo mean:

### People Holding Hands:

This represents unity, people working together and supporting each other. By working together, we can help each other and change things for the better.

### The Eagle:

The eagle represents power. The eagle is also the symbol for the United States. People wanted that power to be a part of People First of California. The eagle is holding two symbols of people with disabilities: a wheelchair and a cane.

### The Shield of California:

The shield represents protection. This shield is in the shape of our state, California. PFCA protects the rights of people with developmental disabilities and People First chapters in California.

### People First #1-Person:

Inside the shield is the international logo for People First. It literally means "we are People First" (a person in the shape of a #1). PFCA wants you to always remember and honor our roots. That way we don't forget where we came from or where we are going.

## Roles and Responsibilities of the Chapter Members

- All members are people with Developmental Disabilities.
- Helpers/Advisors are not members.
- All members who are a part of the group shall be open to learning the "Five Principles to be a People First Chapter".
- All members will contribute in the way that is best for them.
- We will respect each other as equal members.
- Everyone will have an equal opportunity to speak.
- Members need to understand their roles and responsibilities.



# A PEOPLE FIRST CHAPTER IS...

...a true grass root organization which encourages self reliance.

People First groups come in all shapes and sizes. There is no "one size fits all" for organizing a local chapter. Every chapter is unique and how the group is organized depends on its members.

In order to be approved as a People First Chapter, you first must meet the following requirements:

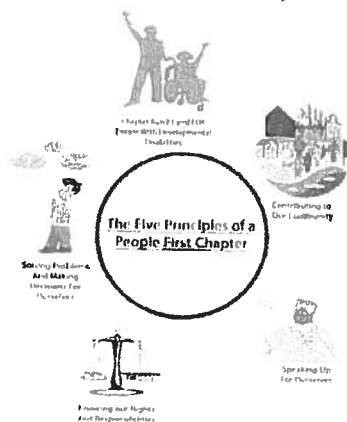


The title of People First must be in the name of your chapter



You must run your chapter using the "Five Guiding Principles"

1. Run BY and FOR people with Developmental Disabilities
2. Know your rights and responsibilities
3. Speak up for yourself
4. Solve problems and make decisions for yourself
5. Contribute to your community



In order to start your People First chapter you must elect at least 4 officers to run your meeting

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Sergeant-at-arms (optional)

# Your First Chapter Planning Meeting

These first few meetings may be social gathering where you informally talk about the purpose of your future chapter. At these meetings you will need to decide whether you will adopt the mission and vision statement of PFCA. You must do this to become a certified People First Chapter. When you have made this decision, you are now on your way.

## Growing into a People First Chapter:



### Election of Officers:

In order for meetings to run smoothly and orderly, chapter members elect at least four officers. The purpose of the officers is to support and organize the business meeting and to guide and connect the group to meet their goals.

#### List of Officers:

- President/Chairperson
- Vice President/Vice-Chair
- Secretary
- Treasurer
- Sergeant-at-Arms (Optional depending on the size of the group)

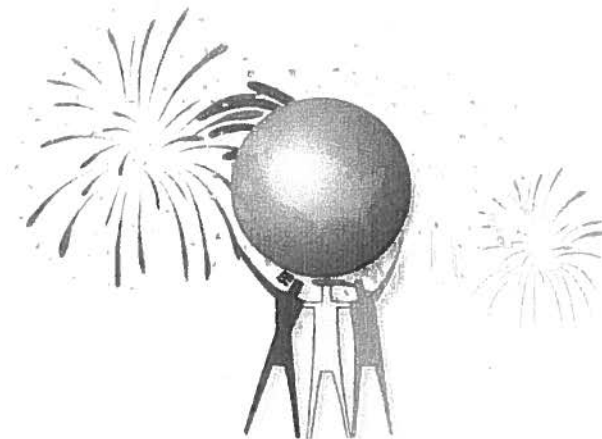


## Roles and Responsibility of Officers

### What are Officers?

Officers are members who have been elected by the group. Officers work together with the members to help the chapter reach it's goals by:

- Creating a Mission and Vision for the chapter.



Here is a check list of things to consider before electing an officer:



Officers need to:

- Believe in People First.
- Be good role models.
- Work together with the chapter members to run meetings, goals and get things done.
- Share responsibilities and ask for support when they need it.
- Get everybody involved in chapter activities.
- Be respectful and polite to everyone.
- Know that everybody has different skills and talents to share.
- Contact the other officers if they are unable to attend a meeting. It is their responsibility so that the chapter can stay on track.
- Explain things by using simple words and examples everyone can understand.
- Learn and practice the 5 Guiding Principles of People First
- Communicate with local chapters, the regional group, and the state board of People First of California to get support as needed for your chapter.
- Believe that people with developmental disabilities can make the community a better place to live.

**Elected Officers:**

In order for meetings to run smoothly and orderly, chapter members must elect at least four officers to lead the chapter meetings. Listed below are the officers and their responsibilities.

President or Chairperson

- Attend officer's meetings
- Help plan agenda for chapter meetings
- Ask the Secretary to take roll call or have introductions of members
- Ask the Secretary to read the minutes of the last meeting
- Ask the Treasurer to give the Treasurer's report
- Leads the talk about old business
- Leads the talk about new business
- Asks other officers to help lead different parts of the meeting
- Guides the voting process when a vote needs to be taken
- Introduces the program or a guest speaker



- Asks the Vice President to take over the President's responsibilities if unavailable to attend the chapter meeting. This should be done before the day of the meeting
- Ask for a member to represent the chapter at regional meetings, core group meetings, and conferences
- Adjourns chapter meetings

### Vice President or Vice-Chair

- Know the President's/Chair's responsibilities
- Know the different parts of the meeting
- Help with the meeting when the President/Chair asks
- Attend officer's meeting to help plan the agenda for the chapter meeting.
- Tell the President/Chair when he/she is not able to go to the chapter meeting. This should be done before the day of the meeting
- Lead the chapter meeting and do all the President's/Chair's responsibilities when the President/Chair is not there



### Secretary

- Be able to read and write
- Have members introduce themselves
- Help with the meeting when needed
- Attend the chapter meeting
- Take roll call or have members sign an attendance sheet
- Read the minutes of the last chapter meeting (notes that tell what happened)
- Take minutes of the chapter meeting (notes of what is happening at the meeting)
- Keep an updated list of chapter members with addresses and phone numbers
- Attend the officer's meeting and help plan the agenda for Chapter meeting
- Lead the chapter meeting and do all the President's responsibilities when the President and Vice President are not there
- Tell the President when not able to go to the chapter meeting. This should be done before the day of the meeting



### Treasurer

- Know how to count, add, and subtract money
- Put the chapter's money in the bank
- Attend the chapter meeting
- Help with the meeting when needed
- Write down in a book all the money the chapter makes and spends
- Give the Treasurer's report (tell about the chapter's money)
- Attend the officer's meeting to help plan agenda for the chapter meeting
- Tell the President when not able to go to the Chapter meeting. This should not be done before the day of the meeting



## **Nominations of an officer position means that:**

1. You or another member feels you have the skills needed for this position.
2. Nominations should not be a popularity contest, the best person for the position is not necessarily the most popular member.
3. You are willing to learn and want to meet the responsibilities of this position.
4. If you accept the nomination you need to be willing to give a short speech on why you would be the best person for the position, and how you will use your skills and experience to support the group.

## **Opening the Nomination:**

Before you have the officers of the group you will need to appoint a chairperson for the nomination process. Once you have done this you can:

1. Open the nomination by saying "Nominations for (President/Chairperson) are now open".
2. Members nominate who they want by saying "I nominate (name of person) for (President/Chairperson)." A member can nominate himself/herself.
3. Another member seconds the nomination. If no one seconds the nomination, the person is not nominated. A nominee cannot "second" their nomination.
4. The people who are nominated for (President/Chairperson) tells the members if he/she will or will not accept the nomination.
5. Nominations are closed by a member saying "I move the nominations shall be closed." Another member seconds the motion.

Once the nominations for President/Chairperson are closed, repeat the steps 1-5 for each of the additional officer position (Vice President/Vice Chair, Secretary, Treasurer, and Sergeant-at-Arms).

At this point the group decides if nominees will make their speech at this meeting or the next one. After speeches voting begins.

