

## **FAMILY CARE COUNCIL BY LAWS**

### **Sun Coast Region – East Area 23**

#### **ARTICLE 1: NAME**

The name of this Organization shall be known as The Family Care Council Sun Coast Region East – Area 23 (herein and after referred to as the “Council”)

#### **ARTICLE II: MISSION AND VISION**

The mission of the Council is to advocate, educate, and empower Individuals with development disabilities and their families, while partnering with the Agency for Persons with Disabilities(APD), to bring quality services to individuals for dignity and choice. The vision of the Council is to advocate for individuals with developmental disabilities, to ensure and foster sufficiency of services and supports region wide.

#### **ARTICLE III: PURPOSE**

The purpose of the Council is to implement Section 393.502 in the Florida Statutes.

1. Represent the Region with unified voice. To speak to the Governor, Agency for Persons with Disabilities, Legislators, Providers and others, regarding the needs and concerns of individuals with developmental disabilities and their families in the State of Florida;
2. Provide leadership and support to the Region, as needed;
3. Review the effectiveness of developmental disabilities programs and make recommendations with respect to program implementation;
4. Advise the Agency for Persons with Disabilities Regional Operations Manager of any policy issues relevant to development services.

#### **ARTICLE IV: MEMBERSHIP**

1. The Council shall consist of at least 10 but no more than 15 members recommended by majority vote of the Area Family Care Council and appointed by Governor.
  - (a) At least Three of the members of the Council shall consist of Consumers, or the legal Guardians of such Consumer. The remainder of the Council Members shall be Parents, Grandparents, Siblings of the persons with developmental disabilities who qualify for developmental services pursuant to this Chapter.
  - (b) A person who is currently serving on another Governor appointed board or Council of the Agency and employees of the Agency may not be appointed to the Council. This will include Governor appointments to the FDDC Council.
  - (c) Persons related by consanguinity or affinity within the third degree shall not serve on the local Family Care Council at the same time.
2. Council member shall be voluntary without payment for their services.

3. Membership status will come up for review, if member misses more than 3 meetings within one fiscal year without notification to an Officer of the Council.
4. Council Associates may be former members, parents, guardians, siblings, grandparents and persons not eligible to serve on the Council, are appointed by the Chairperson with majority vote of the Council, have no voting privileges and may chair a Committee. Council Associates shall work on Committees and attend meetings and take part in discussion before the Council.
5. A member wishing to resign from the Council shall submit his or her resignation in writing to the current Chairperson of the Council, who would then copy it to all of the Council members.
6. The Agency, in consultation with Area Councils, shall establish a training program for the Council Members. Each Area Council will provide the training opportunity to all current members and new members as needed. Councils should maintain a training program for new members within 90 days of appointment.

## **ARTICLE V: OFFICERS**

The Officer of the Council shall consist of a Chair, Vice-Chair, Treasurer, and Secretary

### **1. Duties of Chairperson:**

- (a) To preside at all meetings during his/her term of office;
- (b) To sign correspondence on behalf of the Council;
- (c) To monitor the activities of any other Committee working to assist the Council, i.e. Legislative, Budget, Developmental Service Liaison, By-Laws, Ad Hoc;
- (d) If necessary to facilitate the hiring of an Administrative Assistant to do the minutes at Council meetings, acknowledge absences; and a coordinator to set up conferences. Communication, planning, coordination, etc.

### **2. Duties of the Vice-Chairperson:**

- (a) To assume the powers and carry out the duties of the Chairperson in his/her absence.
- (b) To assume the powers and carry out the duties of the Chairperson if that office is vacated through an unexpired term;
- (c) To assist the chairperson in monitoring the activities of any other groups working to assist the Council;
- (d) Under any circumstances that prevent the Vice-Chairperson from serving a full term, the previous Vice-Chairperson shall serve the remainder of the unexpired terms.

### **3. Duties of Treasurer:**

- (a) To develop an annual budget based on the goals of the Regional Council;
- (b) To report an accurate accounting to the Council;

(c) To prepare and present a quarterly statement of accounts;

(d) To prepare an end of the year fiscal report;

**4. Duties of Secretary:**

(a) To take minutes at the monthly meetings;

(b) Minutes shall be processed and circulated to all members of said Council prior to each regularly scheduled meeting, either by e-mail or mail;

(c) Minutes should then be approved at the next scheduled meeting;

**5. Duties of the APD Community Liaison:**

(a) To provide support for the continuity of the activities of the Family Care Council;

(b) To maintain to the greatest extent possible administrative duties with the Chairperson and the Vice-Chairperson;

6. APD Regional Operations Manager or designee, serves as an advisor to the Family Care Council.

**ARTICLE VI: MEETINGS**

1. Specified in Florida Statute 393.502, the Council shall meet at least six times per year, either at a specified place or via telephone conference call.
2. Meetings of the Council shall be open to the Public, pursuant to Chapter 286, Florida Statutes. Time for public comment shall be provided. The Chair may impose a time limit.
3. A quorum for the Council meeting shall be fifty percent (50%) of the current membership. At the least a majority of members present and voting are required to take official and final action on a matter before the Council.

**ARTICLE VII: FUNDING**

1. The family Care Council shall develop a proposed budget that will be used by the Council to authorize the expenditures of funds.
2. Family Care Council may apply for, receive and accept donations from any public or private entity or person. The Council will exercise care and prudence in the expenditure of Funds.
3. The Council shall comply with State of Florida expenditure requirements.
4. Family Care Council shall provide reimbursement for expenses related to conducting official Family Care Council business; i.e. travel: Lodging, meals, mileage, tolls, per diem and rental cars.

## **ARTICLE VIII: CONFLICT**

If an issue comes before the Council in which a member has a personal vested interest or vested relationship with an agency or person that will benefit from a decision, then that member shall declare a conflict prior to the discussion of the issue. That member will then be free to participate in discussions within that time limits set by the Chairperson. This conflict of interest issue applies to all board, committee, or subcommittee meetings. That member shall also abstain from voting.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order the Council may adopt.

## **ARTICLE X: AMENDMENT OF RULES**

These rules may be amended at any regular meeting of the council by two-thirds (2/3) vote of the voting members, provided that amendment has been submitted in writing at the previous meeting or via fax, e-mail, or mail to all of the Family Care Council members at least one week prior to meeting.

Revised: December 19, 2012

Revised: July 31, 2014

Revised: November 6, 2017