

BY-LAWS  
AREA 2 FAMILY CARE COUNCIL  
DECEMBER 11, 2009- UPDATED

Article 1: NAME

The name of this organization shall be the Family Care Council (herein known as the “Council”) serving Area 2 of the Agency for Persons with Disabilities (herein known as the “Agency”).

Article 2: AUTHORITY

The Council is organized pursuant to Florida Statute 393.502.

Article 3: PURPOSE

The Council’s mission shall be to serve as a consumer advisory and advocacy group, representing those receiving waiver services as well as those waiting for services from the Agency. The purpose of the Council shall be to advise the Agency and the Area 2 office to develop a plan for the delivery of family support services within the area and to monitor the effectiveness of the services and supports provided. The primary functions of the Family Care Council shall be:

- A). Assist in providing information and outreach to families;
- B) Review the effectiveness of service programs and make recommendations with respect to program implementation;
- C) Advise the Agency and Area 2 Administrator with respect to policy issues relevant to the community and family support systems in the Area;
- D) Meet and share information with other Area Family Care Councils;
- E) Meet with legislators in advocating for the needs of Floridians with developmental disabilities.

Article 4: MEMBERSHIP

1. The Area 2 Family Care Council shall consist of ten to fifteen persons recommended by a majority vote of the Council and appointed by the Governor. Membership shall conform to the requirements in F.S. 393.502.
2. Vacancies on the Council may be filled from a list of previously identified alternates.
3. In the event that a Council member misses three consecutive meetings in the course of twelve months without an authorized excuse, it shall be reported to the Agency and Governor with the recommendation that the member be removed and replaced with a new appointee.
4. A Council member may be excused from attending multiple meetings if the majority agrees there are extenuating circumstances. Examples include medical reasons or lack of transportation. The Chairperson will assign an attending Council member to keep those members informed and involved. The Council will also provide conference call capability for attendance via telephone, and attendance by telephone will not be considered an absence for membership purposes.

#### Article 5: VOTING

1. A quorum shall be obtained with at least one half of the members, except that members who have been recommended to be removed by the Council will not be counted in the basis for a quorum.
2. Actions shall be decided by a majority vote of the voting members present.
3. A vote of council members taken by phone or email between meetings shall be valid and entered into the minutes at the next meeting.
4. Business shall be conducted in accordance with Robert's Rules of Order.

#### Article 6: OFFICERS

1. There shall be a Chair, a Vice-Chair, Secretary, and Treasurer elected for 1-year terms. In absence of the Chair, the Vice-Chair will preside.
2. Removal of officers may be accomplished by a majority vote of the voting members of the Council. Upon the removal of an officer, an election will be held immediately to fill the vacancy for the remainder of the term of office.

#### Article 7: MEETINGS

1. Meetings will be held in accordance with F.S. 393.502.
2. At least one meeting per year shall be held outside of Leon County.
3. Quarterly meetings will be held that specifically center on educating and addressing the needs of the persons on the waitlist for services. These meetings will not be considered general business meetings of the Council.
4. Any member may submit a matter to be placed on the agenda, at least one week prior to the meeting.

#### Article 8: COMMITTEES

1. The Council may create committees to study and make recommendations on issues.
2. The Chair will appoint a committee head and may appoint persons to serve on Council committees. Such persons may include former members of the Council and persons not eligible to serve on the Council. The committees will be subject to annual review.

#### Article 9: FUNDING

The Council will be responsible for utilizing allocated funds in accordance with state purchasing guidelines and will provide a quarterly accounting of current expenditures and projected quarterly expenditures. Request for use of Family Care Council allocated funds will be submitted through the Area Administrator for review and processing.

#### Article 10: AMENDMENTS

These by-laws may be amended upon the vote of a majority of the voting members of the Council if at least two weeks notice of the proposed amendment has been given, or if no notice has been given, upon the vote of two-thirds of the voting membership of the Council.