



AREA 8 FAMILY CARE COUNCIL--BY-LAWS
Revised 12-27-2006 - Page One

Article I. Name

The name of this organization shall be Area 8 Family Care Council.

Article II. Mission

The Area 8 Family Care Council will fulfill the intent of the State Legislature prescribed in Florida Statute 393.502, as amended.

Article III. Purpose

To advise the Agency for Persons with Disabilities (APD) and its advisory boards by:

1. Developing a strategic plan including recommendations for the delivery of services and family supports within Area 8;
2. Reviewing and monitoring the effectiveness of supports and services provided under the strategic plan;
3. Considering objective needs, concerns and available resources for delivery of family supports and services;
4. Identify unmet needs and gaps in these supports and services by recommending appropriate improvements for the delivery of family supports and services;
5. Reviewing expenditures and making recommendations to the Area program office with respect to any new funds that are made available for family care;
6. Recommending ways to insure that funding is linked to the achievement of valid outcomes for individuals and families with developmental disabilities;
7. Assisting in providing information and outreach to individuals and families with developmental disabilities;
8. Advising area administrators and appropriate personnel with respect to policy issues relevant to the community and family support system in the area;
9. Meeting and sharing information with other Area Family Care Councils;
10. Fulfilling or implementing any pertinent amendments or supplements enacted by the legislature;
11. Working cooperatively with the Area 8 Local Advocacy Council (LAC) regarding issues and concerns related to the rights of individuals with developmental disabilities and their families.



AREA 8 FAMILY CARE COUNCIL--BY-LAWS

Revised 12-27-2006 - Page Two

Article IV. Membership

1. Qualifications

- a. The Area 8 Family Care Council shall consist of a minimum of 10 members and not more than 15 members recommended by a majority vote of the Area 8 Family Care Council and appointed by the Governor.
- b. At least three of the members shall be a consumer. One such member shall be a consumer who received developmental disabilities services within the 4 years prior to the date of the recommendation, or the legal guardian of such a consumer.
- c. The remainder of the council members shall be parents, guardians or siblings of persons with developmental disabilities who qualify for services pursuant to this chapter.
- d. A person who is currently serving on another board or council of the Agency (APD) may not be appointed to Area Family Care Council.
- e. Employees of the Agency (APD) are not eligible to serve as members on the Area Family Care Council.
- f. Persons related by consanguinity or affinity (i.e. relationship by blood or by a common ancestor) within the third degree shall not serve on the same Area Family Care Council at the same time.

2. Terms, Vacancies

- a. Members shall be appointed for a 3-year term and may be re-appointed to one additional term.
- b. A member who has served two consecutive terms shall not be eligible to serve again until 12 months have elapsed since ending his or her service on the Area Family Care Council.
- c. Upon expiration of a term or in the case of any other vacancy, the Area Family Care Council shall, by majority vote, recommend to the Governor for appointment a person for each vacancy. When practical, recommendations shall be submitted 90 days in advance of term expiration.

3. Training

- a. All persons appointed to Area Family Care Council must complete training within 90 days after their appointment. A person who fails to meet this requirement shall be considered to have resigned from the council



AREA 8 FAMILY CARE COUNCIL--BY-LAWS

Revised 12-27-2006 - Page Three

Article V. Meetings

1. The Council shall meet at least six times per year.
2. Council members shall serve on a voluntary basis without payment for their services but shall be reimbursed for per diem and travel expenses as provided for in s.112.061
3. Participation, presence and fulfillment of the mission of this council, being important and significant, attendance at scheduled meetings should be a priority of each member. If any member three consecutive meetings without explanation, the Council may decide to consider their seat vacant.
4. Members unable to attend in person may have the opportunity to attend via phone. Any member may make requests for agenda items via phone contact, fax or email to the Chairperson prior to meeting.
5. The Chair of the Area Family Care Council 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 will be deemed associates members.
6. A quorum for a full council meeting shall consist of a majority of the membership of the Area 8 Family Care Council.
7. Meetings of the Family Care Council will be open to the public and the public will have opportunity to comment.
8. The date, time and place of each regular council meeting will be made known to the public so that interested parties may attend and participate. (See website www.fccflorida.org)
9. The Chairperson with at least 48 hours notice can call special meetings of the Area Family Care Council.

Article VI. Officers

1. The officers of the Area 8 Family Care Council shall be: Chairperson, at least one and up to five Vice-Chairpersons (to include at least one for each county that operates a satellite group), a Treasurer and a Recording Secretary.
2. An officer must be a voting member of the Area 8 Family Care Council.
3. The membership of the Area 8 Family Care Council will elect each officer separately and by a majority of the voting members at an annual election of officers meeting.



AREA 8 FAMILY CARE COUNCIL--BY-LAWS

Revised 12-27-2006 - Page Four

4. Voting members unable to attend for reasonable or meaningful explanation shall have the opportunity to submit a proxy vote for the annual election of officers. This vote shall be submitted in writing via fax, email or US Postal Service to the Agency (APD) Liaison or other appointed associate member prior to the annual election of officers meeting date.
5. An officer may hold more than one office simultaneously (for example, Treasurer and Recording Secretary) with the exception that the Chairperson cannot simultaneously hold the office of Vice-Chair or visa versa.
6. The term of each officer begins the first meeting of July and shall be for the term of one fiscal year (the annual fiscal year being July to June the following year).
7. A member may serve no more than four 1-year terms as Chairperson.
8. Upon the resignation of the Chairperson, or for any other comparable valid reason, a vote will take place to elect one of the serving Vice-Chairpersons to assume the position of the Interim Chairperson. If this action results in a lack of a Vice-Chairperson, an election for the vacated position will be held at the next meeting.
9. Upon the resignation of the Recording Secretary or Treasurer, an election will be held at the next meeting for a successor.
10. An officer elected to fill a vacated position will remain in that position for the completion of the original term.
11. The annual election of the officers will take place the first meeting in June with regular duties to begin the first meeting of July.
12. The Chairperson has authority to appoint an Assistant Secretary and Assistant Treasurer who need not be a voting member.
13. The Chairperson has the authority to appoint or disband committees of the Area 8 Family Care Council and to appoint committee chairpersons.

Article VII. Funding – Financial Review

1. The Area Council may apply for, receive, and accept grants, gifts, donations, bequests and other payments from any public or private entity or person.
2. The Area Council shall be subject to an annual financial review by Area staff assigned by the Area administrator.
3. The Area Council shall exercise care and prudence in the expenditure of funds.
4. The Area Council shall comply with State expenditure requirements.
5. The Area Chairperson has the authority and responsibility to implement budgeted items.



AREA 8 FAMILY CARE COUNCIL--BY-LAWS

Revised 12-27-2006 - Page Five

Article VIII. Parliamentary Authority

1. The Rules contained in the current edition of Robert's Rules of Order Newly Revised (available online: <http://www.constitution.org/rror/rror-01.htm>) shall govern the Area 8 Family Care Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the council may adopt.

Article VIII. Amendment of Bylaws

1. These bylaws may be amended by two-thirds (2/3) vote of the membership provided that the amendment has been submitted in writing for preview prior meeting. Those voting members who cannot attend meeting for reasonable or meaningful explanation to the Chairperson shall have opportunity to vote via phone-in and/or in writing.