

Approved: January 2005

BYLAWS
AGENCY FOR PERSONS WITH DISABILITIES
SUNCOAST REGION WEST (PINELLAS AND PASCO COUNTIES)

ARTICLE I
NAME

The name of the organization shall be the “SunCoast Region West Family Care Council, Agency for Persons with Disabilities Family Care Council”.

ARTICLE II
AUTHORITY

Section 1. Authority -The Family Care Council is organized pursuant to Florida Statute 393.502.

Section 2. Purpose – The purpose of the Family Care Council shall be to advise the Agency and its region advisory boards, to develop a plan for the delivery of developmental services family support within the SunCoast Region West, and to monitor the implementation and effectiveness of services and support provided under the plan. The primary function of the Family Care Council shall be to:

- a. Assist in providing information and outreach to families;
- b. Review the effectiveness of developmental services programs and make recommendations with respect to program implementation;
- c. Advise region developmental program administrators with respect to policy issues relevant to the community and family support system in the SunCoast Region West.
- d. Meet and share information with other district Family Care Councils.

ARTICLE III
MEMBERSHIP

Section 1. Members – Eligibility for membership on the SunCoast Region West Family Care Council shall be as provided by law.

Section 2. Alternate Members – There shall also be Alternate Members. Alternate members are APPOINTED by a majority vote of the Council. Alternate members shall have full rights of membership. They shall be eligible to vote, and their presence shall count towards a quorum when:

- a. The Chairperson determines that there is not a quorum present and important business must be conducted prior to the next scheduled meeting date.
- b. The Chairperson will identify the Alternate Member(s) (based on seniority) who will, for that meeting only, be eligible to act on issues before the Council and vote on those issues.

Any actions taken by the Council at a meeting when a quorum was attained using an Alternate Member will be as binding as any other action taken by the Council.

Section 3. ASSOCIATE MEMBERS: The Council shall allow regular attendees to be appointed as Associate members who shall have the full right of membership except that they shall not be eligible to vote, nor shall their presence count towards a quorum except as a proxy. Associate members may substitute for members at conventions, forums, etc. if approved by Council members.

Section 4. Vacancies – Upon expiration of a term or in the case of any other vacancy, the Council shall, by majority vote, recommend to the Governor for appointment a person for each vacancy.

ARTICLE IV OFFICERS

Section 1. – Chairperson and Vice Chairperson – There shall be a Chairperson and Vice Chairperson elected by the members of the Council for one-year terms. In the Chairperson’s absence the Vice-Chairperson shall preside.

Section 2 – Recording Secretary – The Chairperson may appoint a Recording Secretary to keep the minutes and records of the Council. The Recording Secretary shall serve at the Chairperson’s pleasure.

Section 3. Removal from Office – Any officer may be removed from office by a majority vote of the voting members of the Council.

ARTICLE V MEETINGS

Section 1. Meetings – Meetings shall be held monthly or as otherwise required by law. Special meetings may be called by the Chairperson or at least 30% of the members of the Council. Special meetings shall meet the requirements of the SunShine laws.

Section 2. Quorum – A quorum for conducting business shall be 5 members present at the meeting. In the absence of a quorum, members in attendance may discuss any items of business that may be appropriate, however, no formal action regarding those items may be taken.

ARTICLE VI BUDGET

Section 1. Fiscal Year – The fiscal year of the Council shall coincide with that of the department and district.

Section 2. - Budget – The Family Care Council shall have a budget.

- a. This budget shall identify how the Council plans to expend the funds allocated each year.
- b. The Council shall develop and approve a budget each fiscal year.
- c. The budget will be sectioned into different areas that may be established by current statute. Adequate funding to accomplish those tasks will be funded prior to funding any other endeavor, unless reviewed and approved by the Council.
- d. Remaining funds may be used to accomplish other things determined by the Council.

Section 3. – Funds – Authority for all expenditure of Council funds rests with the Council. Expenditures will require a majority vote of the council prior to obligation of those funds, unless prior approval has

been given to the Chairperson. The council chairperson or his designated representative must approve all request for funding forwarded to the SunCoast West liaison office.

Section 4. – Telephone Credit Card – The chairperson may request one or more telephone credit cards from the district for use in conducting council business. The Chair may designate who will be issued these cards. Expenditures resulting from telephone calls charged to these cards will be made available to the council upon receipt from the district.

ARTICLE VII

Committees

Section 1. – Committee Appointments – The Chairperson of the Family Care Council may appoint persons to serve on committees. There are no designated standing committees. Persons appointed to committees may be former council members and persons not eligible to serve on the council.

ARTICLE VIII

Amendment of By-Laws

These by-laws may be amended or revised at any regular meeting of the Council by a majority vote, provided that the amendment or revision has been submitted in writing at the previous regular meeting or published prior to the meeting of action.