

**FAMILY CARE COUNCIL FLORIDA  
BY-LAWS**

**ARTICLE 1:       NAME**

The name of this organization shall be The Family Care Council Florida (FCCF)  
(herein and after referred to as the “Council”)

**ARTICLE II:       MISSION and VISION**

The vision of the Family Care Council Florida (FCCF) is the American dream for all individuals with developmental disabilities

The mission of the Family Care Council Florida (FCCF) is to advocate, educate, and empower individuals with developmental disabilities and their families, partnering with the Agency for Persons with Disabilities (APD), to bring quality services to individuals for dignity and choice.

**ARTICLE III:     PURPOSE**

Will assist in the implementation of Sections 393.502 and 393.503, Florida Statutes.  
Specifically it will:

1. Represent all participating Family Care Council areas and regions with a 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 for each of the Family Care Council areas/regions;
3. Review the effectiveness of developmental disabilities programs and make recommendations with respect to program implementation;
4. Advise the state Agency for Persons with Disabilities Director of any policy issues relevant to ALL of the Family Care Councils.

**ARTICLE IV:     MEMBERSHIP**

1. The Council members shall consist of participating area/regional chairpersons or their designated Family Care Council board representative.
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. The council shall meet at least 4 times per year.

3. A quorum shall consist of a majority of voting area/region Family Care Councils.

## **ARTICLE V: OFFICERS**

1. The officers of the Council shall consist of an elected Chairperson, a Vice Chairperson, Secretary, Treasurer and Past Chairperson.
2. Duties of the Chairperson:
  - a. Preside at all meetings during the term of office, which shall be one year. Chairperson may be re-elected for one additional term;
  - b. Set the agenda with input from all area/region family care councils and facilitate communication among the councils. The chairperson shall have a vote only in the case of a tie;
  - c. Sign correspondence on behalf of the Council;
  - d. Oversee activities of committees working to assist the Council, i.e. legislative, budget, developmental disabilities liaison, by-laws, communications, ad hoc;
  - e. The Chairperson or designee may participate in activities of any group on related issues.
  - f. The Chairperson shall appoint a nominating committee.
3. Duties of the Vice Chairperson:
  - a. Assume the role of the chairperson in the absence of the Chairperson;
  - b. Carry out duties as delegated by the Chairperson.
4. Duties of the Treasurer:
  - a. Review and present a statement of accounts at each meeting;
  - b. Prepare an end of the year fiscal report.
5. Duties of the Secretary:
  - a. Be responsible for set-up of meetings;
  - b. Be responsible for minutes being recorded at all meetings of the Council;
  - c. Be responsible for an end of the year report to the Governor and the Legislature.

**ARTICLE VI: MEETINGS**

1. The Council shall meet at least four times a year.
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 shall consist of 50% of the participating councils. A majority of members present and voting is required to take official and final action on a matter before the council.

**ARTICLE VII: FUNDING**

1. Each area/region participating Family Care Council shall contribute to the operating costs of the Family Care Council Florida as determined by the annual operating budget.
2. The fiscal year will coincide with the state government fiscal year of July 1 to June 30.

**ARTICLE VIII: CONFLICT OF INTEREST**

1. Members are required to declare any conflict of interest.

**ARTICLE IX: PARLIAMENTARY PROCEDURES**

1. The Robert's Rules of Order, current edition, will govern the Council in all cases to which they are applicable and not inconsistent with these bylaws and any special rules or order the Council may adopt.

**ARTICLE X: AMENDMENT OF RULES**

1. Any proposed amendments to the By-laws may be submitted in writing to the Chairperson at any regular/special meeting of this council. Such proposed amendments shall be read at the meeting by the Secretary. An amendment may be adopted only if approved by a majority vote of the council at a regular/special meeting.