

Family Care Council Florida By-Laws

Revised March 18, 2017

ARTICLE I: 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 mission of the Family Care Council Florida (FCCF) is to advocate, educate, and empower individuals with developmental 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 Family Care Council Florida (FCCF) is that all individuals with developmental disabilities will have the opportunity to achieve their dreams.

ARTICLE III: PURPOSE

The purpose of the Family Care Council Florida is to implement Section 393.502 and 393.503 of the Florida Statutes. Specifically it will:

1. Represent all participating Family Care Council areas and regions with a unified voice. FCCF will speak to the Governor, the Agency for Persons with Disabilities, Legislators, service providers, and others regarding the needs and concerns of Florida residents with developmental disabilities and their families.
2. Provide leadership and support to each of the 15 Family Care Councils.
3. Review and make recommendations regarding the effectiveness of developmental disabilities services.
4. Advise the APD Director of policy issues relevant to any Family Care Council.

ARTICLE IV: MEMBERSHIP

1. The Council members shall consist of participating Area/Regional Chairpersons or their designated Family Care Council representative.
2. Council members shall serve on a voluntary basis, but shall be reimbursed for per diem and travel expenses from their individual FCC Council budgets.
3. Council officers and designated members performing work for FCCF shall be reimbursed for per diem and travel expenses from FCCF funds

ARTICLE V: OFFICERS

1. The five officers of the Council shall consist of Chairperson, 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 meeting agenda with input from all area/regional Family Care Councils, and facilitate communication among the Councils. The Chairperson shall 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.
 - e. The Chairperson or designee may participate in activities of any community group on related issues.
 - f. The Chairperson shall appoint all Committee Chairs except the Nominating Committee, which should be elected by the FCCF membership
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-year fiscal report.
5. Duties of the Secretary:
 - a. Prepare for and set-up meetings.
 - b. Record minutes at all meetings of the Council.
 - c. Prepare an end-of-the-year report to the Governor and the Legislature
6. Duties of Past chairperson:
 - a. Mentor the current Chair
 - b. Provide the continuity of process and resources for FCCF
 - c. Sustain the relationships and identity of FCCF with all stakeholders.

ARTICLE VI: MEETINGS

1. The Council shall meet on alternate months and at least four times a year.
2. Meetings of the Council shall be open to the public (pursuant to Chapter 286, Florida Statutes).
3. A Quorum shall consist of a simple majority of the participating members. A simple 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 participating Family Care Council shall vote to contribute funds from their individual budgets to support Family Care Council Florida.
2. The FCCF fiscal year will coincide with the state government fiscal year, currently July 1 to through June 30.

ARTICLE VIII: CONFLICT OF INTEREST

1. Members are required to declare any conflict of interest that might pertain to any voting matter coming before the Council.

ARTICLE IX: PARLIMENTARY PROCEDURES

1. The Robert's Rule 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 the Council. Such proposed amendments shall be read at the meeting by the Secretary. An amendment may be adopted only if approved by a simple majority vote of the Council at a regular or special meeting.