

**The Bylaws of Area #13 Family Care Council  
State of Florida**

**ARTICLE I: NAME**

The name of the organization shall be the Family Care Council, (herein known as the “Council”) serving Area #13 of the Agency for Persons with Disabilities, (herein known as the “Agency”)

**ARTICLE II: PURPOSE**

The Council will assist in the implementation of section 393.502 F.S.

- A . To advise the Agency on policy issues related to developmentally disabled individuals and their families.
- B. To develop a plan for the delivery of developmental services family supports within the area.
- Plans should consider family support.
  - Plans should identify unmet needs and gaps in supports and services and recommend improvements necessary
  - Plans should be submitted yearly
- C. To monitor the implementation and effectiveness of services and supports provided under the plan.

**ARTICLES III: FUNCTION**

- A. To review expenditures and make recommendations to the Agency with respect to any new funds that are made available for family care.
- B. To assist in providing information and outreach to families.
- Serve as liaison between Area staff and families
  - Be available to answer families questions regarding family support
  - Be informed on where to refer families for answers to questions
  - Make recommendations for the enhancement of inter-agency collaboration
- C. Meet and share information with other Family Care Councils.
- D. Review effectiveness of Agency programs and make recommendations with respect to program implementation.

**E. Advise Area and Agency administrations with respect to community and family supports in district.**

#### **ARTICLE IV: MEMBERSHIP**

**A. The council shall consist of at least 10 but no more than 15 members recommended by majority vote of the Council and appointed by the Governor.**

- **Membership shall represent the disabilities, ages, racial, ethnic, cultural and geographical population served by the Agency**
- **At least three of the members of the council shall be individuals receiving or waiting to receive services from the agency. One such member shall be an individual who has been receiving services within the 4 years before the date of recommendation. The remainder of the council members shall be parents, grandparents, guardians, or siblings of individuals who have developmental disabilities and qualify for services pursuant to this chapter. For a grandparent to be a council member, the grandchild's parent or legal guardian must consent to the appointment and report the consent to the agency.**
- **A person serving on another Governor appointed board or Council of the Agency, or the State, or private entity, may not be appointed or serve on Family Care Council Area 13.**
- **Members shall be appointed for a three-year term and may be re-appointed for one additional term. A member who has served 2 consecutive terms shall not be eligible to serve again until 12 months have elapsed since ending service on Council.**
- **Membership status will come up for review if a member misses more than 3 meetings within 1 fiscal year without notification to 1 of the Officers of the Council.**
- **A member wishing to resign from the Council shall submit his or her resignation in writing to the current Chairperson of the Council, who will then provide a copy to the Council.**
- **Vacancies shall be filled by majority vote of the Council, recommending for appointment a person for each vacancy. The Governor must approve all applications for membership to the Council**
- **Council Associates may be former members, parents, siblings, guardians and persons not eligible to serve on the Council, are appointed by the Chairperson with majority vote by the council, have no vote on issues before the Council and may not chair a committee.**
- **Associates may work on a committee, attend meetings and take part on discussions before the Council.**
- **Committee membership- Chairperson may appoint persons to serve on committees and persons appointed to committees may be former council members and persons not eligible to serve on Council.**

## **ARTICLE V: MEETINGS**

**A. The Council shall meet at least 9 (nine) out of 12 (twelve) months of the Council calendar year. Meetings will be held either at the Agency's offices (presently in Wildwood) or in any of the counties represented, as determined by Council, at 10:00am or time to be determined by Council, the second Monday of the month.**

**B. Special meetings may be called by the Chairperson or by any 3 (three) members of the Council. Notice of the Special meeting must be given no less than 3 (three) days prior to meeting.**

**C. Meetings will be in accordance with the Sunshine Laws, Chapter 286, F.S., to include but not limited to:**

- **Meetings will be open to the public**
- **The public may participate in discussions before the Council**
- **Meetings will be advertised as to time and place of the meetings appropriate to all interested parties**

**D. A Quorum shall consist of a simple majority of the members present. A simple majority of members present and voting is required to take official and final action on a matter before the Council.**

## **ARTICLE VI: OFFICERS**

**The officers of the Council shall consist of a Chairperson, Vice-Chairperson, a Secretary, and a Treasurer.**

**Officers will serve for 1 (one) year terms. The Chair may serve no more than 4 (four) 1-year terms. Terms commence in July.**

**CHAIR shall preside at all meetings, appoint committee members; receive, check and tender to the Agency member expenses, and to coordinate Council activities with other groups working to assist the Council, He/she will prepare the agenda, said agenda should be sent to all members 5 (five) days prior to all meetings. Any member may submit any matter to be placed on the agenda by contacting the Chair 10 (ten) days prior to the meeting or 1 (one) day prior to a special meeting. Special meeting agenda does not have to be sent to the members prior to the meeting.**

**VICE-CHAIR shall preside in the absence of the Chair at meetings. Will carry out duties of the Chair in the absence of the Chair. To assume the powers and carry out the duties of the Chairperson if that office is vacated through an unexpired term, and to carry out other duties as delegated by the Chairperson.**

**TREASURER** shall develop, with Council budget committee, an annual budget based on the goals of the Council, will prepare and present an accurate monthly accounting to the Council, and will prepare an end of the fiscal year report.

**SECRETARY** shall be responsible for setup of meetings, be responsible for minutes being recorded of Council meetings, shall circulate minutes to all Council members prior to each regularly scheduled meeting by various modes of communication.

Agency Support staff shall report to the Council on developmental services.

#### **ARTICLE VII: COMMITTEES**

Council committee members will serve 1 (one) year, renewable terms, or until project or activity is concluded. The following are standing committees:

- BUDGET
- BYLAWS
- GRANTS
- LEGISLATION
- MEMBERSHIP

Special Ad Hoc committees shall be established by the Council as needed.

#### **ARTICLE VIII: TRAINING**

The Agency, in consultation with the Area councils, shall establish a training program for Council members. Each Area Council will provide the training to all current members and all new members. All members will complete the training within 90 (ninety) days from their appointment to the Council. A person who fails to meet this requirement will be considered to have resigned from the Council.

#### **ARTICLE IX: FUNDS**

The Council, with guidance of budget committee and treasurer, will develop a proposed budget that will be used by the Council to authorize the expenditure of funds, may apply for, receive and accept grants, donations, bequests and other payments from any public or private entity or person. Each Council will be subject to an annual financial review by Area staff assigned by the Area Administrator. The Council will exercise care and prudence in the expenditure of funds. The Council will comply with state of Florida expenditure requirements.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XI: ELECTIONS**

- 1. The Chairperson shall appoint a nominating committee two months prior to the election of officers. The Council calendar shall be July 1 through June 30.**
- 2. The Nominating Committee chairperson shall have 2 (two) additional persons on the committee.**
- 3. The Nominating Committee shall present a ballot/slate to the Council.**

## **ARTICLE XII: BYLAW CHANGES**

**Bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote, provided the amendment has been submitted in writing at the previous regular meeting, or by other means of communication such as fax, email or mail to all Council members. An amendment to the bylaws goes into effect immediately upon its adoption unless a motion to adopt specifies another time for its becoming effective, or the Council has set such time by a previously adopted motion.**

**Revised 5/05**

**Reviewed 12/06 (only change- District to Area)**

**Revised 04/08**

**Reviewed no changes 10/10/2011**

**Revised November 12, 2012**

**Revised July 8, 2013**

**Revised June 9, 2014**

**Revised October 13, 2014**