



Family Care Council Area 4
Serving Duval, Nassau, St. Johns, Clay & Baker Counties
Website: <http://fccflorida.org>
Phone: (904) 992-2440

The American Dream for All Individuals With Developmental Disabilities

FAMILY CARE COUNCIL AREA 4 BYLAWS

ARTICLE I

NAME

The **NAME** of this organization shall be The Family Care Council Area 4 (“FCCA4”), incorporating Baker, Clay, Duval, Nassau and St. Johns Counties, Florida. (herein and after referred to as the “COUNCIL”), the wording individuals refers to individuals with developmental disabilities as defined in Florida statues 393.

ARTICLE II

MISSION AND VISION

The **MISSION** of the **COUNCIL** is to advocate, educate and empower individuals with developmental disabilities and their families being served on the Medicaid Waiver Program, partnering with the Agency for Persons with Disabilities (APD), to bring quality services to individuals that will enable them to exercise their right to the best possible health, the right to live in a safe environment, be free from abuse, neglect and exploitation, and the right to choose where they want to live, work and participate in their community.

The **VISION** of the **COUNCIL** is to assist other government and advocacy agencies in eliminating the waitlist for services to individuals, and to build membership in the **COUNCIL**.

ARTICLE III

PURPOSE

The **PURPOSE** of the **COUNCIL** is to assist in the implementation of Sections 393.502 and 393.503, of the Florida Statutes. Specifically, it will:

1. The **COUNCIL** will represent the individuals and their families it serves with a unified voice by speaking to the Governor, APD, the Legislators, providers and others regarding the needs and concerns of individuals with developmental disabilities and their families within the **COUNCIL**'s five county area as well as in the State of Florida.
2. The **COUNCIL** will provide leadership and support for all individuals with developmental disabilities and their families within the five county area;
3. The **COUNCIL** will review the effectiveness of new, existing, or pending developmental disabilities programs and make recommendations with respect to program implementation;
4. The **COUNCIL** will advise the APD Area 4 Program Administrator of any policy issues relevant to the needs of the individuals and families it serves;
5. The **COUNCIL** will serve as one of several sources of information by providing access to seminars, meetings, and events relating to subjects of interest or need by any individual and their families;
6. The **COUNCIL** will disseminate important information it receives from the Family Care Council Florida state meetings to individuals and their families in the counties it serves, as well as other information it receives and deems important for distribution.



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ARTICLE IV **MEMBERSHIP**

1. The COUNCIL members shall be individuals with developmental disabilities, family members, or court-appointed guardians and must be appointed by the Governor.
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 Section 112061 of the Florida Statutes. The COUNCIL shall meet at least 8 times per year.
 - a. A quorum shall consist of a simple majority of the participating members of the COUNCIL. A simple majority of members present and voting is required to take official and final action on a matter before the Council. *
 - b. Co-Chair or Vice-Chair trains for the Chair position in the event that the Chair or Co-Chair is unable to continue serving in the position.

ARTICLE V **OFFICERS AND DUTIES**

1. The **officers of the COUNCIL** shall consist of an elected Chairperson and a Vice Chairperson, or two Co- Chairpersons, Secretary, Treasurer, and/or Past Chairperson.
2. **Duties of the Chairperson and or Co - Chairpersons;**
 - a. Preside at all meetings during the term of office, which shall be one year. The Chairperson may be reelected for one additional term;
 - b. Set the agenda with input from individuals with disabilities, the members and the Area 4 APD Program Administrator. The Chairperson normally doesn't vote, except to break a tie or make a tie (in which case the action fails); or they may abstain from voting;
 - 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, bylaws, communications, ad hoc;
 - e. The Chairperson or designee may participate in activities of any group on related issues.
 - f. The COUNCIL shall elect a nominating committee of three.
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;
 - c. Assist in preparing quarterly expenditure reports and quarterly projections for submission to the APD Central Office. These reports are due July 17, October 31, January 16 and April 17 of each fiscal year.
5. **Duties of the Secretary;**
 - a. Be responsible for setup 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.
 - d. Maintain a COUNCIL yearbook consisting of minutes, community meetings, photos, workshops, and any information deemed to be of value to the Area 4 FCC.



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ARTICLE VI

MEETINGS

1. The COUNCIL shall meet at least 8 times each 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 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. The FCCA4 is funded yearly from the APD annual budget, by the State of Florida, in the amount of \$10,000.00. A budget committee of at least 3 current members will prepare a proposed budget for each fiscal year. The proposed budget must be approved by a majority of the members. Changes to the approved budget may be made by a majority vote of the members present at any regular meeting;
2. The fiscal year will coincide with the State government fiscal year of July 1 to June 30.

ARTICLE VIII

CONFLICT OF INTEREST

Members are required to declare any conflict of interest.

**Revised 8/2015*

