

Family Care Council Florida Bylaws

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. Officers will serve for 1 (one) year terms. Officers may serve no more than 4 (four) 1-year terms. Terms commence in July.
2. Duties of the Chairperson:
 - a. Preside at all meetings during the term of office.
 - 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.
7. **Vacancy of Office:**
 - a. In case of vacancy of office, the Council may vote on a member put forth by the Chair to fill a position until the next yearly election.

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 present 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 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: BYLAW CHANGES

1. 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 previously adopted motion.

Revised May 15, 2010

Revised March 18, 2017

Revised January 20, 2018