

AGENCY FOR PERSONS WITH DISABILITIES

FAMILY CARE COUNCIL. AREA 11 Miami Dade and Monroe County, Florida BYLAWS

Article I. Name

The name of this organization shall be the Family Care Council (herein and after referred to as the "Council").

Article II. Purpose

1. The Family Care Council will assist in the implementation of sections 393.502, and 393.503, Florida Statutes. Specifically;
2. Represent the Area with a unified voice. To speak to the Governor, Agency for Persons with Disabilities, Legislators, Providers and others regarding the needs and concerns of the developmental disabled consumers in the State of Florida;
3. Provide leadership and support to the area (or region), as needed;
4. Review the effectiveness of developmental services programs and make recommendations with respect to program implementation;
5. Advise the local APD Administrator of any policy issues relevant to developmental services.

Article III. Membership

1. Membership.
 - a. The Area (Region) Family Care Council shall consist of at least 10 and no more than 15 members recommended by a majority vote of the Area 11 Family Care Council and appointed by the Governor pursuant to chapter 393.502 Florida Statutes.
 - i. A person who is currently serving on another APD Governor appointed board or council may not be appointed to the Area 11 Family Care Council.

ii. 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 all of the Council members.

iii. Vacancies - Upon expiration or resignation of a Council member, the Council shall, by majority vote, recommend to the Governor for appointment or re-appointment a person for each vacancy according to APD protocol. And F.S. 393-502.

2. Associate Membership.

- a. The Council shall allow regular attendees to be appointed as Associate Members who shall have the full right of membership except they shall not be eligible to vote, nor shall their presence count towards a quorum except as a proxy.
- b. Associate members may substitute for members at conventions, forums, etc. if approved by Council members.
- c. Associate Members may be appointed by the chairperson.

3. Committee Membership.

- a. The Chairperson may appoint persons to serve on committees.
- b. Persons appointed to committees may be former council members and persons not eligible to serve on the council.

Article IV. Officers

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

1. Duties of the Chairperson-

- a- To preside at all meetings during his/her term of office;
- b. To sign correspondence on behalf of the council
- c. To monitor the activities of any committee working to assist the Council, i.e. Legislative, Budget, APD Office Liaison, Bylaws, Ad Hoc.
- d- To coordinate FCC activities with other groups working with the Council.
- e. To facilitate the hiring of staff as needed.
 - i. An administrative assistant to take minutes at council meetings, disseminate minutes, follow up with members who are absent from meetings without prior notification.
 - ii. A Secretary to set up conferences, communications, planning and coordination, etc.

2. Duties of the Vice-Chair

- a. To assume the powers and carry out the duties of the Chairperson in the absence of the Chairperson
- b- To assume the powers and carry out the duties of the Chairperson if that office is vacated through an unexpired term;
- c- To assist the Chairperson in monitoring the activities of any other groups working to assist the Council;
- d- To carry out other duties as delegated by the Chairperson.
- e. Under any other circumstances that prevent the Co-Chairperson from serving a full term; the previous Co-Chair shall serve the remainder of the unexpired term.

3. Duties of the Treasurer:

- a. To develop an annual budget based on the goals of the Area or Region Council.
- b. To receive all monies, pay bills and report an accurate accounting to the Council;
- c. To prepare and present a quarterly statement of accounts;
- d. To prepare an end of the year fiscal report.

4. Duties of the Secretary:

- a. To be responsible for the continuity of the Council documents
- b. To maintain all administrative duties
- c. Do minutes

5. The Area/Region Developmental Disabilities APD Area Administrator. Or designee serves as an advisor to the Family Care Council.

Article V. Meetings

1. As specified in Florida Statute 393.502, the Council shall meet (6) times each year, either at a specified place or via telephone conference call.
2. Meetings of the Council shall be open to the public, pursuant to Chapter 393.502 Florida Statutes.
 - a. All meetings of the Family Care Council will be advertised, to inform the public of the date, time, and location of each meeting.
 - b. Time for public comment shall be provided. The Chair may impose a time limit.

3. A quorum for a Council meeting shall be a majority of members present and voting is required to take official and final action on a matter before the Council. In the event that both the Chairperson and the Co-Chairperson are absent, and the Chairperson has not appointed a Chairperson pro-tem, the Council, providing a quorum is present, shall elect a Chairperson pro-tem from the members of the Council who are present.
4. Minutes of the meeting shall be processed and circulated to all of the Family Care Council members prior to each regularly scheduled meeting. Dissemination of minutes can be completed either by fax, email or mail. Minutes shall be approved at the next scheduled meeting.

Article VI. Funding

1. The Family Care Council shall develop a proposed budget that will be used by the Council to authorize the expenditure of funds.
2. Funding for the Family Care Council may come from the Developmental Disabilities Program, or other sources in accordance with F.S. 393.502.
3. The Family Care Council shall follow State of Florida guidelines and rules for expenditure of state funds.
4. The Family Care Council shall provide reimbursement to for expenses related to conducting official Family Care Council business, i.e. travel: mileage, lodging and per diem, when appropriate; telephone: officially approved long-distance calls; supplies necessary to conduct the business of the Family Care Council.

Article VI. Conflict of Interest

5. If an issue comes before the Council in which a member has a personal interest or vested relationship with an agency or person that will benefit from a decision, then that member shall declare a conflict prior to the discussion of the issue. That member will then be free to participate in discussions within the time limits set by the chairperson. This conflict of interest issue applies to all regular, committee, or subcommittee meetings of the Council. When this person is a voting member they shall also abstain from voting.

Article VIII. 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 IX. Elections

1. The calendar year for the Council shall be July-June.
2. The chairperson shall appoint a nominating committee two months prior to election of officers.
 - a. The Nominating Committee chairperson shall have two additional persons on the committee.
 - b. The Nominating Committee shall present a ballot for election.

Article X. Amendment of Bylaws

Bylaws may be amended at any regular meeting of the Council by a two-thirds (2/3) vote of the voting members, provided the amendment has been submitted in writing at the previous meeting or via fax, e-mail or mail to all Family Care Council members.