

**COMMUNITY ALLIANCE OF SARASOTA COUNTY
DEVELOPMENTAL DISABILITIES COMMITTEE
BYLAWS**

Article I. Name

- A. The name of this organization shall be the Developmental Disabilities Committee of the Community Alliance of Sarasota County (hereafter called the COMMITTEE).
- B. The designated service area of the COMMITTEE shall be Sarasota County, Florida.
- C. The principal office and place of business of the COMMITTEE shall be located as designated by the COMMITTEE.

Article II. Mission of the COMMITTEE

The mission of the COMMITTEE is to advocate with one voice for the needs of Sarasota County citizens with developmental disabilities.

Article III. Purposes of the COMMITTEE

- A. The COMMITTEE is founded on the principles of prevention and early intervention. Its purposes shall be to:
 - 1. Conduct joint planning for resource utilization to meet the needs of citizens with developmental disabilities.
 - 2. Facilitate coordination and collaboration among funders and service providers which encourages shared decision-making and shared accountability.
 - 3. Serve as a catalyst for community resource development by exploring and responding to new funding opportunities at the federal, state, and local levels and seizing opportunities to leverage existing and new funding.

4. Provide a forum for the exchange of ideas and information on developmental disabilities.
5. Provide for community education and advocacy on developmental disabilities issues.
6. Improve issue-focused planning which is based on research and analysis and emphasizes results-based accountability and program impact.
7. Determine community-wide priorities to meet the needs of citizens with developmental disabilities and establish community outcome goals.

Article IV Definition of a Citizen with Developmental Disabilities

- A. An individual who developed a condition prior to age 18 years old that limits one or more life functions and affects each individual person uniquely with diverse needs at different stages of his/her life.

Article V. Membership

- A. Membership in the COMMITTEE shall be open to all organizations and individuals in Sarasota County which support the mission of the COMMITTEE. Membership is intended to be inclusive and express the diversity of the community.

Article VI. Governance of the COMMITTEE

- A. The COMMITTEE shall have the right to exercise any and all powers in the management of the business and affairs of the COMMITTEE, as authorized by state or local statutes or rules.
- B. The COMMITTEE shall be comprised of voting members representing the following categories:

Community Representatives

Family/Caregiver (up to 3)

Business or Community Representative (up to 3)

Government Agencies

Agency for Persons with Disabilities (1)

Agency for Health Care Administration (1)

Vocational Rehabilitation (1)

Children's Medical Services (1)

Sarasota County Health and Human Services (1)

Sarasota County Parks and Recreation (1)

Sarasota County Sheriff (1)

Sarasota County School Board (1)

Provider Agencies (one agency representative plus one citizen with developmental disabilities or family member/caregiver)

Community Haven (2)

Easter Seals (2)

Family Network on Disabilities (2)

Florida Center for Children and Families (2)

Goodwill Industries (2)

Loveland Center (2)

Vocational Rehabilitation (2)

United Cerebral Palsy (2)

1. Terms of Membership

- a COMMITTEE members shall serve a term of two years and be eligible for reappointment for additional two-year terms at the pleasure of the majority of the members of the COMMITTEE.

2. Vacancies

- a Vacancies which occur in the *Government* and *Provider Agencies* categories will be filled by the appropriate agency. If a vacancy occurs among the *Community Representative* members, the members of the COMMITTEE shall appoint, by a simple majority at a regular or special meeting, a replacement. The term of office of non-statutory members so selected will be for the remainder of the unexpired term of office.

3. Meetings

- a The COMMITTEE shall meet upon the call of the Chair during the first 12 months of the first calendar year, and at least quarterly thereafter.
- b Special meetings of the COMMITTEE may be called by the Chair or upon the call of over half of the current members of the COMMITTEE in order to conduct business.

4. Quorum

- a In order to conduct business at a regular or special meeting of the COMMITTEE, a quorum shall be defined as 50% of the current seated members of the COMMITTEE plus 1.
- b When a quorum is present, a majority vote of those members present and voting shall prevail in the decision of any matters brought before the meeting of the COMMITTEE, except where otherwise prescribed by these bylaws. The Chair of the COMMITTEE will only vote in case of a tie.
- c In the event a member cannot attend a scheduled meeting of the COMMITTEE, an assigned designee may be chosen by the

member and shall be afforded all rights and privileges of that member.

- d Attendance and participation in meetings of the COMMITTEE is expected of members. If a member misses more than three consecutive meetings, the organization which the member represents will be contacted to determine if the representative should be replaced.

5. Public Body

- a The COMMITTEE shall operate as a public body, covered under the provisions of Florida Statute 286.011 and the public records provision of Florida Statute 119.07(1).
- b All meetings of the COMMITTEE shall be open to the public, except as provided for by relevant state statutes.
- c All members of the COMMITTEE are subject to the provisions of Part III of Chapter 112 of the *Florida Code of Ethics for Public Officers and Employees*.
- d The Chair of a regular or special meeting of the COMMITTEE, or of its committees or subcommittees, shall determine the appropriate time during the agenda and the length of time allowed for members to provide input on matters under consideration by the COMMITTEE or its subcommittees.

6. Compensation

- a Members of the COMMITTEE shall serve without compensation.

Article VII. Officers

- A. The officers of the COMMITTEE shall include a Chair, two Vice Chairs, and the Immediate Past Chair.
- B. No more than 2 members from any of the three membership categories shall serve as officers at one time.
- C. Each officer shall serve for a one-year term. Officers may not serve more than three consecutive terms in the same office.
- D. Election of officers shall take place during the month of September of each year, with the term of office beginning at the next regular or special meeting.
- E. Vacancies in any office may be filled by a majority vote of the members of the COMMITTEE at any regular or special meeting. Officers so elected shall serve out the remainder of that term.
- F. The Officers shall act on behalf of the COMMITTEE when decisions must be made before the COMMITTEE can be convened.
- G. Powers and Duties
 - i. The Chair shall preside at all regular or special meetings of the COMMITTEE; appoint the chair and members of all subcommittees and work groups; determine the agenda items and their order of consideration for all regular or special meetings; represent the COMMITTEE and act on its behalf as authorized by the COMMITTEE; and exercise such other duties as may pertain to the office.
 - ii. The two Vice-Chairs and the Immediate Past Chair shall exercise the authority and fulfill the duties of the Chair in the absence of that Officer

and fulfill such other duties as assigned by the COMMITTEE or the Chair.

H. Subcommittees

- i. The Chair may establish subcommittees and work groups as deemed necessary and appropriate, appoint their chairs and members, and determine their duties and responsibilities.
- ii. Committees so appointed shall serve for the duration of the Chair's term, or for a fixed length of term, but in no case shall the fixed length of term for any appointed subcommittee or work group extend beyond the duration of the Chair's term in office.
- iii. The Chair may appoint any member of the COMMITTEE to serve on a committee or subcommittee. However, the Chairs of all subcommittees and work groups must be voting members of the COMMITTEE.

Article VIII. Rules of Order

A. Meeting Procedures

- i. All regular and special meetings of the COMMITTEE will be conducted according to generally accepted procedures for the conduct of meetings.
- ii. In the case of a procedural dispute, the officer presiding will seek consensus resolving the dispute among the members present.
- iii. If a procedural resolution cannot be reached by consensus in a reasonable amount of time,

then the most recently published version of *Robert's Rules of Order, Revised* will be used to resolve the dispute.

Article IX. Amendments

- A. These bylaws may be altered, amended, or repealed, in part or in entirety, upon written notice of the proposed changes to all current members of the COMMITTEE at least fourteen days prior to the date of the COMMITTEE meeting at which the proposed changes will be taken under consideration and voted upon.

- B. Approval of amendments to the bylaws shall require a simple majority affirmative vote of all the current members of the COMMITTEE attending either a regular or special meeting of the COMMITTEE called for the amendment or repeal of the bylaws.

Approved on: _____
Date

Susan Magers, Chair
Developmental Disabilities Committee of the
Community Alliance of Sarasota County