

**Community Alliance of Sarasota County**  
**Developmental Disabilities Committee**  
*Bylaws Revision Adopted 9/13/11*

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**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**

The Committee is founded on the principles of prevention and early intervention. Its purposes shall be to:

- A. Conduct joint planning for resource utilization to meet the needs of citizens with developmental disabilities.
- B. Facilitate coordination and collaboration among funders and service providers which encourages shared decision-making and shared accountability.
- C. 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.
- D. Provide a forum for the exchange of ideas and information on developmental disabilities.
- E. Provide for community education and advocacy on developmental disabilities issues.
- F. Improve issue-focused planning which is based on research and analysis and emphasizes results-based accountability and program impact.
- G. Determine community-wide priorities to meet the needs of citizens with developmental disabilities and establish community outcome goals.

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**Article IV. Definition of a Citizen with Developmental Disabilities**

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. Voting membership is open to individuals and agencies which support the mission of the Committee. Membership is intended to be inclusive and express the diversity of the community.
- B. There are two categories of membership:
  - 1. Individual: Residents who are not affiliated with an agency, but who support the mission of the Committee can apply for membership under this category.
  - 2. Agency: Agencies that provide services to individuals with disabilities can apply for membership under this category. There is no requirement that the agency have an office located in Sarasota County.
- C. Applications for membership will be submitted in writing for review by the Executive Committee. The Executive Committee will make a recommendation for approval or denial to the full membership at their next meeting. The final decision on membership will be made by the full Developmental Disabilities Committee.
- D. The total number of committee members by voting membership status will be determined by the Executive Committee and approved by the membership at any regular meeting.

**Article VI. Executive Committee**

- A. Executive Committee Officers shall include one Chair, two Vice Chairs, and the Immediate Past Chair. Two officers will be selected from the “agency” category of membership and two from the “individual” category of membership unless approved differently by a majority of the full membership at a regular meeting.
- B. 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.
- C. The Executive 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

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state or local statutes or rules.

- D. Officers shall serve an initial two year term and be eligible for reappointment for additional terms at the pleasure of the majority of the members of the Committee.
- E. Vacancies on the Executive Committee will be filled as deemed appropriate by the membership at the next regular meeting. In these cases, the terms of office will be for the remainder of the unexpired term held by the previous officer.
- 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:
  - 1. The Chair shall preside at all regular or special meetings of the Committee; appoint the chair and members of all sub-committees 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.
  - 2. 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. Sub-committees
  - 1. The Chair may establish sub-committees and work groups as deemed necessary and appropriate, appoint their chairs and members, and determine their duties and responsibilities.
  - 2. The Chair may appoint any member of the Committee to serve on a Committee or sub-committee. However, the Chairs of all sub-committees and work groups must be voting members of the Committee.
- I. Members of the Executive Committee shall serve without compensation.

**Article VII. Meetings**

- A. In order to conduct business at any Committee meeting, a quorum shall be defined as 50% of the current seated members plus 1.

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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. The Chair of the Committee will only vote in case of a tie.

C. Voting Proxy

1. Under the “agency” category of membership, in the event the individual who is the regular voting member cannot attend a scheduled meeting of the Committee, they may select an assigned designee to attend and vote in their place.
2. Members in the “individual” category of membership cannot send a designee to vote in their place.

D. Public Body

1. 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).
2. All meetings of the Committee shall be open to the public, except as provided for by relevant state statutes.
3. 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.
4. The Chair of a regular or special meeting of the Committee, or of its Committees or sub-committees, 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 sub-committees.

E. Members of the Committee shall serve without compensation.

**Article VIII. Rules of Order, Meeting Procedures**

- A. All regular and special meetings of the Committee will be conducted according to generally accepted procedures for the conduct of meetings.
- B. In the case of a procedural dispute, the officer presiding will seek consensus resolving the dispute among the members present.

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**Article IX. Amendments**

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