



# *Florida Center for* **INCLUSIVE COMMUNITIES**

## **Community Advisory Committee Bylaws**

### **ARTICLE I. - NAME**

The name of this body shall be the Community Advisory Committee (CAC) of the Florida Center for Inclusive Communities a University Center for Excellence in Developmental Disabilities at the University of South Florida

### **ARTICLE II. - PURPOSE**

The mission of the Community Advisory Committee is: To strengthen the work of the Florida Center for Inclusive Communities by giving advisement and direction to the Florida Center for Inclusive Communities, advocating for systems change, assisting with evaluation of the Florida Center for Inclusive Communities effectiveness, reviewing and assisting in the development of Florida Center for Inclusive Communities proposals, and sharing information about the Florida Center for Inclusive Communities with others. The Community Advisory Committee officers are individuals with disabilities and/or family members. The Committee is strongly committed to developing the leadership capacity of individuals and families.

### **ARTICLE III. - MEMBERSHIP AND TERMS OF OFFICE**

#### *Section 1 - Composition*

A. The CAC shall be composed of volunteer members representing the following entities:

- Individuals with Developmental Disabilities
- Family Members of Individuals with Developmental Disabilities
- State Protection and Advocacy System
- State Developmental Disabilities Council
- Other Florida State University Centers for Excellence in Developmental Disabilities
- State Agency for Persons with Disabilities
- Local and/or private non-profit agencies concerned with services for persons with developmental disabilities
- DD support, training, and information programs
- Florida Division of Vocational Rehabilitation

- And other state and local agency representatives.
- B. CAC membership shall include individuals who represent the geographic and cultural diversity within the state of Florida.
- C. In compliance with the federal funding mandate, the majority of the CAC membership must be individuals with developmental disabilities and their family members.

### *Section 2 – Terms*

- A. Terms for members are to be three years excluding agency representatives required by the DD Act, which are permanent positions. (The Mailman Center (UCEDD), Agency for Persons with Disabilities, Florida Developmental Disabilities Council, Disability Rights of Florida (P & A), and the Florida Self-Advocacy Alliance).

### *Section 3 – Member Recruitment and Selection*

- A. The FCIC director, in consultation with the CAC chair, CAC vice-chair, and the FCIC staff liaison, shall appoint a 3-5 person ad hoc nominating committee who will be charged with recommending new members to fill vacancies due to expiration of appointment or resignation. The FCIC CAC staff liaison will serve as staff support and as a member of the nominating committee.

### *Section 4 - Term Renewal Process*

- A. Members may be able to serve a maximum of two consecutive 3 year terms.
- B. Members whose first term is expiring and want to serve a second term must complete a renewal application and submit it the CAC staff liaison 10-30 days before their term expires.
- C. The FCIC staff liaison will receive the application and it will be reviewed by the CAC chair, vice-chair, FCIC director, and staff liaison.
- D. Within 30-45 days of receiving the renewal application, a decision will be made regarding the member's request for renewal.

### *Section 5 - Roles and Responsibilities of the Community Advisory Committee*

The Community Advisory Committee:

1. Consults with the FCIC staff regarding the development of the UCEDD's five (5) year plan.
2. Reviews and comments annually on the Center's progress in meeting the projected goals contained in the five (5) year plan.
3. Makes recommendations to the FCIC staff regarding any proposed revisions of the five (5) year plan.
4. Meets, as necessary, to carry out the role of the Committee, but at least twice a year.

5. Develops an overall understanding of the Center and its work.
6. Advocates for, and on behalf of, the Center and its work.
7. Advises and informs the FCIC staff regarding other relevant organizations, programs, networks or activities that may provide opportunities for Center collaboration.

#### **ARTICLE IV. - STAFF**

The Florida Center for Inclusive Communities Director shall designate a staff or staff member(s) to be the liaison to the CAC, and shall be responsible for ensuring the following staff supports:

- Consulting with the Chair or designee regarding meeting agenda items
- Providing requested project information
- Mailing notices and materials required by the CAC
- Other support as related to the operation of the CAC

#### **ARTICLE V. - MEETINGS**

- A. Meetings for the entire calendar year will be scheduled during the CAC meeting in which officers of the Committee are elected.
- B. A minimum of two meetings per year will be conducted. Meetings will utilize various formats which may include face-to-face meetings, conference calls, or webinars.

#### **ARTICLE VI. - OFFICERS**

- A. Officers for the CAC are the Chairperson and Vice Chairperson and will either be a family member or a person with a developmental disability.
- B. The Chairperson will preside at all meetings of the CAC. The Chairperson will work with the UCEDD-USF Director or staff liaison to plan the agendas for each CAC meeting. The Chairperson will serve as the spokesperson for the CAC.
- C. The Vice Chairperson will perform the duties of the Chairperson in all cases in which the Chairperson is unable to serve.
- D. Terms for officers are two years, with annual elections to be held at the last meeting of each calendar year.
- E. No officer may serve more than two consecutive terms in the same position

#### **ARTICLE VII. - SERVICE**

- A. Membership and service on the CAC are voluntary. However, upon agreeing to serve, regular attendance and participation at the CAC meetings is required.
- B. Following absences at two consecutive meetings, the member will be contacted and polled regarding continued interest in serving. If the member chooses to remain active, continued absences might result in

a request by the CAC Chairperson and/or the FCIC staff liaison that the individual member resigns from the CAC.

- C. Members of the CAC shall be reimbursed for all expenses incurred for meeting attendance, including parking, ground transportation, overnight accommodations, meals, and child and personal care services.
- D. Stipends are available for CAC members who are individuals with developmental disabilities and family members of individuals with developmental disabilities for attending and participating in CAC meetings. The amount offered for stipends may vary based on budgetary issues.

#### **ARTICLE VIII. - AMENDMENTS TO BY-LAWS**

Any member of the CAC may request amendments to these by-laws.

Amendments shall become effective upon approval by a majority of the voting members present at the next regularly scheduled meeting of the CAC.