

**Bylaws of the
DC Family Support Council**

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ARTICLE 1. NAME

The name of this Council shall be the DC Family Support Council.

ARTICLE 2. ESTABLISHMENT

The DC Family Support Council (hereinafter referred to as the “FSC”) is established pursuant to D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 et seq.)

ARTICLE 3. PURPOSE

The FSC assists, advises, and provides recommendations to the Department on Disability Services (DDS) and other DC government agencies on developing person-centered and family-centered systems of support for families that include a person with an intellectual and/or developmental disability (hereinafter referred to as I/DD) throughout the lifespan.

ARTICLE 4. MEMBERSHIP AND APPOINTMENT

The FSC shall consist of 6-11 voting members and up to two (2) non-voting emerging leaders. Of both voting and emerging leaders, the majority shall be people with I/DD and/or their family members.

Voting Member Requirements

- a. Live or work in the District of Columbia
- b. Agrees to serve a two (2)-year term on the FSC and follow voting member requirements.
- c. Have demonstrated knowledge of the needs of people with I/DD and their families.
- d. Reapply for appointment every two (2) years.

Ex-Officio Member Requirements

- a. Designated by DC Government Agency as a non-voting member of the FSC.
- b. Attend or send a designee to all public meetings and assigned committee meetings.
- c. Notify Chairperson(s) and DDS liaison if they will no longer represent their agency on the FSC and provide an interim contact until a new designee is appointed.

Appointments

- a. Voting members are appointed by the DDS Director in consideration of recommendations from the FSC.

Meeting Attendance Requirements

- a. Miss no more than two (2) full body meetings determined by the FSC from October 1-

September 30.

- b. Miss no more than two (2) assigned committee meetings determined by the FSC from October 1-September 30.

Terms

Members shall serve two (2) year terms starting October 1 of the year and may be reappointed for an unlimited number of terms. Members terms shall be staggered with half of members terms expiring on even years and half on odd years.

ARTICLE 5. FUNCTIONS

The functions of the FSC are set forth at Section 3.A of [2019-DDA-PROC02](#) effective August 22, 2019 and include the following:

The FSC shall:

- a. Gather input and develop a vision and guidelines for a coordinated system of supportive services people with intellectual and/ or developmental disabilities (I/DD) and their families across the lifespan.
- b. Advise DDS and other agencies on the development, implementation, and delivery of services that support people with I/DD and their families, across the lifespan, and that reflect the support needs, hopes and preferences of people with I/DD and their families. Particularly responsibilities related to:
 - i. potential establishment of a coordinated system of family support services for persons with I/DD throughout the lifespan; and,
 - ii. any changes that may be needed to support people with I/DD, with support from their families, to make as many decisions as they are able, about their own lives;
- c. Advise on the need for, identifying, or making recommendations for supports and services needed for families of children, youth and adults with I/DD, which will:
 - i. support people with I/DD as part of their family to be as independent as possible; and,
 - ii. guide implementation of person and family directed support;
- d. Advise on any changes that may be needed to support people with I/DD, with support from their families, to make as many decisions as they are able, about their own lives;
- e. Upon request, participate in the review of agencies' governing statutes, regulations, policies, procedures and practices to make recommendations for changes so that the agency can better support people with I/DD and their families;

- f. To the extent feasible, obtain widespread public input, which may include sponsoring public forums, conducting focus groups, and creating committees; and
- g. Perform other functions as identified by the FSC or the Department on Disability Services Director.

ARTICLE 6. VACANCIES

Annually or when a vacancy develops, voting members and the DDS Liaison shall solicit applicants to fill the vacancy. FSC will continue to collect applications from prospective voting members to be considered when there is a vacancy. At a minimum, the FSC and DDS Liaison shall solicit application for new voting memberships from the following:

- a. DC Parent Training and Information Center (presently Advocates for Justice & Education)
- b. The DC Parent-to-Parent or Family-to-Family organization (currently Family Ties of DC)
- c. Project Action! DC's self-advocacy coalition
- d. Local advocacy organizations.

ARTICLE 7. TERMINATION OF TERMS

The expectation is that each member of the FSC complies with the mission, purpose and functions of the FSC through their attendance and active participation in FSC , committee meetings and FSC-related activities, such as focus groups and roundtable discussions. The Chairpersons shall have the authority to report the non-attendance or lack of active participation in FSC functions of any FSC member to the FSC, the DDS Liaison, and the Director of the Department on Disability Services.

An FSC member may resign from the FSC by submitting a written 3 month notice of resignation to the Director of the Department on Disability Services through the Chairpersons of the FSC, which shall specify the effective date of resignation.

The Chairpersons may recommend the termination of voting members who miss more than two FSC fully body meetings and/or two assigned committee meetings per year by submitting a written notice to the Director of the Department on Disability Services through the DDS Liaison.

ARTICLE 8. OFFICERS

The officers of the FSC shall be two Chairpersons and one Vice-Chairperson. Each officer shall be elected by majority vote of the FSC members with that vote reflected in the minutes from the meeting. A vote on the officers must take place every two years. No officer shall serve more than two consecutive terms in the same elected position.

Duties of Officers

a. The Chairpersons shall:

- i. Preside over all meetings of the FSC.
- ii. Call special meetings as needed.
- iii. Establish committees and appoint their respective Chairpersons.
- iv. Serve as a spokesperson for the FSC
- v. Serve as a liaison of the FSC to the DDS Liaison, and the Director of DDS, and any other public or private agency.
- vi. Serve as ex-officio member of all FSC committees.
- vii. Review all minutes of the FSC prior to publication.
- viii. At least one (1) Chairperson to serve as a core member of the District of Columbia Supporting Families Community of Practice.

b. The Vice-Chairperson shall:

- i. Assume the duties of the Chairpersons in the absence of the Chairpersons or at the request of the Chairpersons or DDS Liaison.
- ii. Assume the duties of the Chairpersons in the event of resignation or termination of a chairperson.
- iii. Coordinate the work of committees.
- iv. Assist the DDS Liaison with maintaining complete and accurate meeting minutes, timekeeping during FSC meetings, managing memberships, and notifying members of terms, and monitoring compliance with the FSC's Bylaws.

ARTICLE 9. EXECUTIVE COMMITTEE

The Executive Committee of the FSC shall consist of the officers of the FSC and the DDS Liaison. The Executive Committee shall meet at least three (3) weeks before the next FSC meeting. The Executive Committee will plan the agenda for upcoming full body FSC meetings with input from the Standing Committees. This would include deciding how the public will or will not participate in the upcoming meeting.

The Executive Committee is authorized to do any function that does not require a vote by the FSC membership. Executive Committee with report on any of these actions at the next FSC full member meeting.

ARTICLE 10. STANDING COMMITTEES

The Standing Committee of the FSC and their general areas of subject matter are:

a. Executive Committee

- b. Outreach and Engagement
- c. Recruitment and Membership
- d. Other Committees and established by the FSC Chairperson(s)

Each committee shall have a chairperson who shall be appointed by the Chairpersons of the FSC. The Chairperson may discharge any standing committee chairperson who fails to carry out the responsibilities of the office.

Responsibilities of a Committee Chairperson include:

- a. Coordinating dates and times for meetings with committee members
- b. Planning meeting agenda
- c. Facilitating discussion during committee meetings
- d. Taking notes or designate a note taker for committee meetings
- e. Recommending full body agenda items, as needed
- f. Reporting committee activities and recommendations to the full FSC

ARTICLE 11. MEETINGS

The FSC full body and/or Standing Committees shall convene at least eight (8) meetings per year. Time and place of meetings shall be determined by the FSC. Notice of meeting shall be publicly announced in the DC Register in compliance with the Open Meeting Act.

ARTICLE 12. QUORUM, VOTING, AND RECOMMENDATIONS

Quorum

A simple majority of current membership shall constitute a quorum for meetings of the FSC. In the absence of a quorum at any meeting of the FSC, FSC members present may adjourn the meeting without notice to exceed twenty (20) minutes after the scheduled start time for the meeting. If there is a loss of a quorum during any meeting, FSC may adjourn the meeting at that time.

Any business or action at any meeting of the FSC which may require a vote shall be limited to the voting members of the FSC. Voting members of the FSC shall be those members serving current terms of appointments as set forth in Article 4 of these Bylaws.

Voting

Each voting member of the FSC shall have one (1) vote. There shall be no voting by proxy. The election of officers shall be conducted by a simple majority vote of the FSC. The FSC shall provide reasonable accommodations to any FSC member for the purpose of voting to ensure full participation of every FSC member.

No member of the FSC shall cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest under the laws of the District of Columbia. In the event an issue, proposal, or similar matter is presented to the FSC which involves a potential conflict of interest between the FSC and the member of the FSC or an organization represented on the FSC, the affected FSC members shall recuse herself or himself from any discussion except for points of clarification requested by the FSC or a committee of the FSC and shall not vote on that matter.

Recommendations

- a. Each fiscal year, (October 1 through September 30) the voting members shall chose priorities within 30 days that shall be enumerated and distributed in writing to voting members, ex-officio members and the DDS liaison jointly by the co-chairs.
- b. Voting members and government representatives are invited to share information about a chosen topic and meeting participants have opportunities to ask questions at each meeting of the FSC.
- c. 60 days after proposed priorities are distributed, and government representatives and public attendees have added their input, FSC voting members shall adopt the proposed recommendations as formal.
- d. Recommendations for a specific agency will be distributed via a memorandum along with a request for a response and information within 60 dates of the request. The due date shall be listed on the memorandum from the Director of DDS and FSC Co-chairs. The memorandum will delineate specific actions to which the FSC is requesting responses from the agency.

ARTICLE 13. MINUTES AND RECORDS

The FSC meetings and minutes shall be open to the public in accordance with the Open Meetings Act. DDS shall maintain the records of meetings, special sessions, and forums, as well as the terms and term-end dates of FSC members. Minutes of meetings shall be the official record of the FSC and shall be distributed to all members of the FSC in an accessible format as needed or requested. Recordings and minutes of the FSC meetings shall be posted on the DDS website, within three business days following the meeting.

ARTICLE 14. CONFIDENTIALITY

All information concerning people supported by DDS and personally identifying information provided to the FSC from members of the public will not be shared during meetings and will only be shared with agencies at the request of the person receiving supports or their representative.

ARTICLE 15. COMPENSATION

Members of the FSC, voting and up to two (2) non-voting emerging leaders are eligible to receive a stipend from DDS if they are not compensated for their time and participation in the FSC by their employer. Stipends for FSC members will follow the DDS [Stipend Policy](#) and [Procedure](#). Members must submit a W-9 form each calendar year. Eligible members must submit their stipend request forms to DDS liaison within two (2) weeks of the meeting the member attended.

ARTICLE 16. FISCAL YEAR

The fiscal year of the FSC shall begin on the first day of October and end on the thirtieth day of September the following year.

ARTICLE 17. PARLIAMENTARY AUTHORITY

The FSC shall be operated by Robert's Rules of Order with modifications or recommendations to meeting operations approved by the Chair of the FSC. The DDS Director shall designate a DDS employee to staff the FSC and serve as liaison between the FSC and DDS and other District agencies.

ARTICLE 18. AMENDMENTS

These Bylaws may be amended or repealed, and new Bylaws may be adopted by two thirds (2/3) vote of all voting FSC members. The proposed text of the amendment of amendments must be sent of distributed to each FSC members at least thirty (30) days prior to the scheduled meeting at which amendments to the Bylaws are to be adopted.