

**By-laws of the
Statewide/District 8
Advisory Council
for the
FloridaSDC Program**



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The **FloridaSDC District Eight (8)** program provides independent brokerage and coaching services to individuals who have a psychiatric disability. Program Participants are given the opportunity to manage the state funds allocated for mental health care services and the freedom to select the providers and services they deem necessary to achieve a state of mental wellness and recovery and to achieve or regain a productive and meaningful lifestyle.

VISION

The vision of the **FloridaSDC District Eight (8)** program is to be a best practice model for program standards related to self-determination as a fiscal mechanism that gives individuals with a psychiatric disability access to mental health and independent brokerage services designed to support each individual's personal goals as he or she navigates the road to recovery.

MISSION

The **FloridaSDC District Eight (8)** mission is to create **and** maintain an environment in which Participants can freely navigate the road to recovery on their own terms and make informed choices along the way for the purpose of achieving a state of mental wellness so that the participant can achieve a productive lifestyle.

VALUES

The values of the program include:

- Working alongside program Participants as equals and as colleagues;
- Respecting each Participant's right to choose how he or she travels the road to recovery and what path he or she chooses to follow;
- Ensuring Participant safety, but not using safety as a justification to deny choice;
- Ensuring that Participant voices are heard and responded to in a respectful and timely manner;
- Ensuring that the program adheres to the original intent of the grass-roots planners **while allowing for flexibility relative to each community's unique needs;**
- Ensuring that the program adheres to state and federal laws and regulations;
- Ensuring access and choice and objective support and education;
- Promoting and encouraging innovation; **and**
- Adhering to and improving upon best practices as these practices relate to self-determination and independent brokerage services.

ARTICLE I: NAME

- A. The name of this organization is the **District 8 Advisory Council** for the Florida Self-Directed Care (FloridaSDC) Program, hereinafter referred to as **FloridaSDC District Eight (8) Advisory Council** or the **Advisory Council**.

ARTICLE II: AUTHORITY

- A. The legal authority for the establishment and administration of the **FloridaSDC Advisory Board** and the **FloridaSDC District Eight (8) Advisory Council** is covered in 394.9084, F.S.
- B. These by-laws must conform to federal and state laws and rules as amended. Where inconsistencies are discovered or created through legislation or rule-making, federal or state laws and rules take precedence.

ARTICLE III: PURPOSE

The purpose of the **Advisory Council** is to ensure and support programmatic and operational fidelity, **allowing flexibility for each District's unique needs**, of the **Florida SDC** Program. To this end, the **Council** advises, advocates, supports and critiques the ongoing process of **District Eight's (8) SDC**. The **Advisory Council** is involved in problem solving on issues of concern to Participants in the program, family members, **and** the community. More specifically the **Advisory Council** serves four primary functions as outlined in 394.9084, F.S. Under this section, the duties of the **Advisory Council** are:

1. To advise the **FloridaSDC District Eight (8) Program Director and SAMH Program Office** in operating **FloridaSDC District Eight (8)**.
 - a. The **Advisory Council** hears reports of the ongoing status of **FloridaSDC**, evaluates these reports, and makes appropriate **recommendations** where indicated. These reports will include monthly operational reports, Participant concerns, compliments, grievances, incident reports and other reports submitted to the **District Eight (8) SAMH Program Office** including financial reports relevant to **FloridaSDC District Eight (8) Program**.
2. To communicate with the Program Director **and the District Eight (8) SAMH Program Office** about issues relating to **District Eight's (8) SDC Program**.

- a. The **Advisory Council** will coordinate directly with the **FloridaSDC District Eight (8)** Program Director and the **District Eight (8) SAMH** Program Office.
 - b. The **FloridaSDC District Eight (8)** Program Director will meet with the **Advisory Council** on a monthly basis and provide interim updates as necessary.
 - c. The **Advisory Council** will participate in planned **District Eight (8) SAMH** Program Office monitoring of the program.
3. To promote community understanding of the model and its goals by giving presentations to the public and to community organizations that help to promote the work of the **FloridaSDC District Eight (8)** and the openness of the community to support their work and people with symptoms of mental **illnesses** served by the program.
 4. The **Advisory Council** members can, upon pre-approval by the **Advisory Council** attend outside meetings as representatives of the **FloridaSDC District Eight (8)** in order to collect information for the benefit of the program, to provide information about the program, or to promote the program.

ARTICLE IV: PHILOSOPHY/GOALS/PRIORITY

Planning Documents: It is the policy of the **Advisory Council** to **assist in developing and reviewing** annually, the following planning documents which shall serve as a guide to the operation and expansion of the program:

1. Mission Statement
2. Vision Statement
3. Values Statement
4. Strategic Plan

ARTICLE V: ACTIVITIES

The activities of the **Advisory Council** will include, but not limited to, the following:

- A. Advising. The **Advisory Council** will provide **consultation** to the **District Eight (8)** Program Director and the **District Eight (8) SAMH** Program Office regarding the operation of the program, to include consideration of the program's meeting the recovery/service plan goals of individual Participants.

B. Monitoring and Evaluation. It is the policy of the **Advisory Council** to **recommend** a continuous quality improvement program. The program shall objectively and systematically monitor and evaluate the quality and appropriateness of services provided. The **District Eight (8) Program Director and the District Eight (8) SAMH Program Office** in collaboration with the **Advisory Council** will identify opportunities for improvement, initiate action to implement improvement and measure the consequent results. The continuous quality improvement program is built upon the following principles:

1. All of the **FloridaSDC District Eight (8)** stakeholders (e.g., Participants, Family Members, Community Advocates, **District Eight (8) SAMH Program Office**), both internal and external, must be identified.
2. The **Advisory Council, District Eight (8) SAMH Program Office, District Eight (8) Program Director, and Life Coaches** must communicate effectively with program Participants and accurately assess their expectations.
3. The success of the **FloridaSDC District Eight (8) Program** depends upon the degree to which the expectations of all Participants are met or exceeded. Because Participant expectation continuously changes in the directions of expecting higher quality and better service, a process of continuous quality improvement is necessary to the continued success of the program.
4. All decisions should be data driven. **The District Eight (8) SAMH Program Office, District Eight (8) Program Director, and Advisory Council** must have access to reliable, valid, and timely data to establish meaningful objectives and evaluate performance.
5. All program staff must be fully empowered in order for the Continuous Quality Improvement (CQI) process to operate optimally.
6. The **Advisory Council may participate in** routinely **reviewing** the process recommended to ensure that all program staff members are qualified for the services they provide.
7. A primary role of the **Advisory Council and District Eight (8) Program Director** is to support the efforts of all program staff in their attempts to satisfy the expectations of program Participants.
8. A strong sense of teamwork and a shared vision of “success” create an atmosphere of trust and confidence.

9. Everyone involved in the program will be treated with respect, honesty, courtesy, and fairness.
 10. Problem solving is best accomplished through open communication of ideas, concerns, goals, problems, failures, and successes.
- C. The annual plan, which the **Council** will review, will include **FloridaSDC District Eight (8)** specific performance indicators that will be used to measure selected services, functions, and processes. The following, at a minimum, will be included:
1. Quality and confidentiality of records/medical charts
 2. Utilization of available services
 3. Cost of service provision
 4. Participant satisfaction
 5. Participant involvement
 6. Adverse incidents, Participant and provider grievances
 7. Program staff development
- D. Reporting. The **Advisory Council** shall transmit its comments and reports to the **District Eight (8)** Program Director and the **District Eight (8) SAMH** Program Office.
- E. Coordinating. The **Advisory Council** shall advise the **District Eight (8)** Program Director to achieve and maintain coordination of planning and service delivery throughout the life of the program and shall continually work to ensure the highest quality service provision to Participants.
- F. Advocacy. The **Advisory Council** shall serve as an advocate for all individuals who choose to enroll in the program.

ARTICLE VI: ADVISORY BOARD COMPOSITION

The **Advisory Council** is composed of community stakeholders approved, **and in partnership with the District Eight (8) SAMH** Program Office, **who have an interest** in the success of the **FloridaSDC District Eight (8)** program. The **Advisory Council** is composed in the following manner:

1. According to Florida Statute, the Statewide Board will be composed of at least 5 and no more than 9 members, who are also members of local **FloridaSDC Advisory Boards/Councils. The District Eight (8) Advisory Council will follow the Statewide Board guidelines.** At least 80 percent of the **Council** shall be Participants of the **FloridaSDC District Eight (8)**

Program. The remaining membership shall be comprised of but not limited to adult family members of individuals who have been diagnosed with a psychiatric disability. Providers of behavioral health care services, or their staff, owners, or board members, are not eligible to serve. Members-at-large (i.e., non-voting members) may represent such stakeholders as governmental entities/agencies (cities, county commissions), mental health professionals (not involved with service provision under **FloridaSDC District Eight (8)**), and advocacy groups.

2. Members will elect a Chairperson, a Vice-Chairperson, and a Secretary on an annual basis.

ARTICLE VII: QUALIFICATIONS FOR ADVISORY COUNCIL MEMBERSHIP

Members of the **Advisory Council** should have the following knowledge, philosophical orientation, and skills:

1. Members should be knowledgeable about severe mental illnesses and the challenges that persons with severe mental illnesses face living in the community that the program is serving.
2. Members should be committed to the concept of recovery through choice, self-direction, and self-determination for individuals diagnosed with a severe mental illness.
3. All members are responsible for ensuring their own mental wellness and for being emotionally, mentally, and physically able to serve on the **Advisory Council**. All members must take appropriate steps when mental, emotional, or physical illness incapacitates their ability to be fully participative members of the **Council**. **Reasonable accommodation will be afforded to any member experiencing emotional, mental, or physical illness. Should the illness be prolonged the member may be asked to take a leave of absence. After the leave of absence has been utilized that member may be asked to resign from the council.**
4. Members serve with a positive attitude and a commitment to effective problem solving.
5. Members listen to and seek to understand the various points of view of other members. **When necessary, members agree to disagree. Listening also includes allowing all members to be heard.** The goal is to avoid limiting

members' speaking time and encourage respectful listening and speaking among the membership.

ARTICLE VIII: MEMBERSHIP

- A. All members are expected to attend each meeting unless notification is given to the Chair. Members may not assign "alternates" to attend as this may confuse and dilute membership and process. If a Member has three absences during a year without offering notification to the Chair, he or she will be removed from the **Advisory Council**. Removal will be reviewed and approved on a case by case basis by the **Advisory Council** before the member is notified of such removal for absences.
- B. Members will become knowledgeable about the intent and methods of the **FloridaSDC District Eight (8)** model and participate in trainings conducted for the purposes of **Council** development.
- C. Members will advise the **FloridaSDC District Eight (8)** Program Director on how to make services relevant, collaborative, respectful, and user-friendly to individuals served by **FloridaSDC District Eight (8)**.
- D. Members **may assist in monitoring** ongoing program evaluation data and **may** participate in program assessment. Pursuant to this goal, the **Advisory Council** may conduct surveys of and interviews with Participants and their family members.
- E. Members may involve themselves in the community served by the **FloridaSDC District Eight (8)** project by giving presentations to community organizations and by advocating for project resources. Community involvement should be reviewed and recommended by the **Council**.
- F. The program staff may participate in the **Advisory Council** meetings, but are not voting members of the **Advisory Council**.
- G. To protect the confidentiality of the **FloridaSDC District Eight (8)** Participants, all **Advisory Council** members will sign a confidentiality statement agreeing to honor Participants' choices regarding confidentiality (See **Advisory Council** Statement of Confidentiality).
- H. Any member desiring to resign from the **Advisory Council** shall submit his or her resignation in writing to the **Council** Chair and Program Director.
- I. Members shall serve on the **Advisory Council** without compensation.

1. It is the policy of the **District Eight (8) SAMH** Program Office to reimburse **Advisory Council** members for all pre-approved travel related expenses incurred while traveling on approved **FloridaSDC District Eight (8)** business. The reimbursement will be in accordance with the state approved rates.
 2. Reimbursement for other expenses (e.g., attendant care services, interpretive services, telephone, internet services, postage) necessary to allow for participation and fulfillment of an **Advisory Council** member's responsibilities must be reviewed and approved by the **FloridaSDC District Eight (8)** Program Director.
- J. Any individual who wishes to become a member shall attend (3) three consecutive **Advisory Council** meetings of **District Eight (8)** and then request membership to this **Advisory Council**.
- K. New members are nominated and selected through a majority vote by the existing **Advisory Council**.
- L. Any individual who becomes a member shall immediately be entitled to a vote.

ARTICLE IX: CONFLICT OF INTEREST

- A. It is the policy of this program that **Advisory Council** membership shall be for the purpose of service to the project and its Participants, staff and community, and not for personal gain or professional advancement. No member of the **Advisory Council** shall, by virtue of being on the **Council**, directly or indirectly receive or accept financial remuneration for him/her unless otherwise provided for in this policy, nor shall he/she solicit business from the **FloridaSDC District Eight (8)** program.
- B. The **Advisory Council** will avoid any form of nepotism, real or perceived, between employees and members of the **FloridaSDC District Eight (8)** program.
1. Employment applications for staff positions will request applicants to list any friends or relatives serving on the **Advisory Council**. The **Advisory Council** shall have final approval on all such employment applications.
 2. All members of the **Advisory Council** should disclose to the **FloridaSDC District Eight (8)** Program Director and the **District Eight (8) SAMH** Program Office any knowledge of a relative applying for employment with the **FloridaSDC District Eight (8)** program.

- C. No **Advisory Council** member shall vote on issues related to the financial matters of an affiliate organization in which he/she or his/her immediate family is a member of the affiliate's Board of Directors.
- D. Real estate transactions must be at market-appraised value or less when an **Advisory Council** member benefits from, or directly participates in, such a transaction. Such transactions must be in accordance with the procedures below for declaring and documenting possible conflicts of interest.
- E. Nothing shall preclude a properly disclosed and documented arms-length transaction that benefits the **FloridaSDC District Eight (8)** Program, when such transactions are conducted in accordance with this policy.
- F. Nothing shall preclude an **Advisory Council** member from offering services or expertise to the **FloridaSDC District Eight (8)** Program when such service or expertise is offered free of charge and in accordance with this policy.
- G. The procedure for declaring and ruling on possible conflict of interest will be as follows:
 - 1. The **Advisory Council** member suspecting possible conflict of interest shall declare same to the Chair, **District Eight (8)** Program Director, and **District Eight (8) SAMH** Program Office prior to nay voting on the matter in question.
 - 2. The **FloridaSDC District Eight (8)** Program Director shall rule as to whether or not there is a conflict of interest.
 - 3. The **District Eight (8) SAMH** Program Office may request a meeting of the **Advisory Council** to determine if a conflict of interest is at question. A majority vote of the members present is required to affirm the decision.
 - 4. The **Advisory Council** member in conflict may participate in the discussion on the matter prior to the voting on the question in conflict, but **may not** vote on the conflict.
 - 5. In the event it is determined that a conflict exists, the **Advisory Council** member determined to have a conflict **shall not** vote on the issue involving the conflict.
 - 6. Any issue in which determination of conflict has been made shall require a majority vote of members eligible to vote in order to be approved, and the conflict shall be duly recorded in the minutes.

- H. If a violation of this code is discovered, action is warranted; anything from a reprimand to removal from the **Advisory Council** may be recommended, in accordance with the by-laws of the **Advisory Council**.
- I. The **Advisory Council** members or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors or potential contractors/vendors.
- J. No member or agent of the member of the **Advisory Council** shall participate in the selection, award, or administration of a purchase of contract with a vendor, where to his or her knowledge, any of the following has a financial interest in that purchase or contract:
1. The member or agent;
 2. Any member of his/her immediate family;
 3. His/her partner
 4. An organization in which any of the above is an officer, director, or employee
 5. A person or organization with which any of the above individuals is negotiating or has any arrangement concerning prospective employment.
- K. The following disciplinary action shall be applied by the **Advisory Council** if a violation of this code is discovered:

The **FloridaSDC District Eight (8)** Program Director shall review the allegations and recommend action by the **Advisory Council** according to the severity of the violation. Actions taken may range from reprimand to removal from the **Council**.

ARTICLE X: MEETINGS

- A. **Advisory Council** meetings will be held on a monthly basis in **Lee County FL**. Four (4) meetings per year will be held in each of the other four counties: **Charlotte, Collier and Hendry and Glades Counties will be combined (Hendry/Glades)**. All meetings will be held on the 3rd Thursday of each month. Notice of meetings and proposed agendas shall be sent via email and mail to the last known address of all members of the **Advisory Council** at least 10 days prior to the regular meetings.
- B. Special meetings, including teleconferences, may be called by the Chairperson and must be called within fifteen days of receipt of a formal request by a majority of members.
- C. Decisions shall be made by a majority of members present with the voting being done by voice, hand, or written ballot.

ARTICLE XI: MEETING FORMAT

- A. Meetings are open to the public, but voting is restricted to members of the **Advisory Council**. When confidential matters are discussed, the meeting will be restricted to **Advisory Council** members and other **relevant parties**.
- B. **Advisory Council** meetings shall be conducted in accordance with a modified version of ROBERT'S RULES OF ORDER NEWLY REVISED in all cases in which they are applicable provided that they are consistent with these by-laws and any special rules the **Advisory Council** may adopt.
- C. Minutes of **Advisory Council** meetings shall be recorded and submitted by the Secretary to the **FloridaSDC District Eight (8)** Program Director and **District Eight (8) SAMH** Program Office. The **FloridaSDC District Eight (8)** Program Director will provide the **Advisory Council** with the necessary administrative support to ensure that minutes are copied and distributed in a timely manner.
- D. **Advisory Council** members **do not** have access to the medical/clinical records of **FloridaSDC District Eight (8)** program Participants.

ARTICLE XII: QUORUM

A quorum shall be considered present when there are at least one-third of members answering to the roll call. Any member can request a roll call at any time during **Advisory Council** meetings.

ARTICLE XIII: OFFICERS

The officers of the **Advisory Council** shall include a Chairperson, Vice-Chairperson, and Secretary.

- 1. The Chairperson shall preside at all meetings of the **Advisory Council** and perform all such duties relative to the office, including setting meeting agendas, coordinating **Council** sub-committees, and communicating with the **FloridaSDC District Eight (8)** Program Director. The Chairperson, in furthering the purpose and activities of the **Advisory Council**, may represent the **Advisory Council** at public meetings and conferences, or may designate a Member as the **Advisory Council's** representative. The Chairperson or the Chairperson's designee shall be the authorized spokesperson for the **Advisory Council**.

2. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the event of resignation, incapacity, or death of the Chairperson, the Vice-Chairperson shall serve as Chairperson until the **Advisory Council** elects a new Chairperson. The Vice-Chairperson shall perform other duties as may be assigned by the Chairperson.
3. The Secretary shall be responsible for taking and disseminating meeting minutes, keeping attendance records, collecting and maintaining confidentiality statements, and keeping records of official correspondence and transactions of the **Advisory Council**. In the event the Chairperson and Vice-Chairperson are absent, the Secretary shall preside. The Secretary shall provide copies of all **Council** records, including meeting minutes, to the Chairperson, **FloridaSDC Eight (8)** Program Director and **District Eight (8) SAMH** Program Office.

ARTICLE XIV: COMMITTEES

The **Advisory Council** shall have necessary standing committees to adequately conduct the affairs of the **Advisory Council**. The **Advisory Council** may create Committees to assist in the implementation, monitoring, and evaluation of **FloridaSDC District Eight (8) Program**.

1. There shall be an Executive Committee comprised of the Chairperson, Vice-Chairperson, the Secretary, Participant representative, and a family member representative. The Committee shall have the duty of acting on emergency matters arising between regular meetings of the **Advisory Council**. This committee also shall make specific recommendations to the **Advisory Council** in order to continue and/or improve the effectiveness of the **Advisory Council** in fulfilling its responsibilities.
2. There shall be a Nominating Committee. This committee shall provide the **Advisory Council** with nominees for **Advisory Council** Officers during a regularly scheduled monthly meeting of the **Advisory Council**.
3. The Chairperson, taking into consideration requests by the **Advisory Council** membership to participate in specific committees, shall appoint committee members from the **Advisory Council** membership.

4. The Chairperson may appoint ad hoc committee members who are not **Advisory Council** members provided, however, that these ad-hoc members shall not participate in **Advisory Council** voting.
5. The Chairperson shall serve as an advisor to all committees.
6. The Chairperson may form additional committees as the need arises as follows:
 - a. The **Advisory Council** will determine the need for a Committee.
 - b. The **Advisory Council** will determine the number of members and representation of each Committee.
7. The **Advisory Council** will accept suggestions from the Committee(s).

ARTICLE XV: ELECTIONS

Officers shall be nominated and elected annually by the **Advisory Council** members during the first quarter of the calendar year.

1. Nominations for **Advisory Council** officers may be made from the floor.
2. Officers may be elected from a slate prepared by the nominating committee with the understanding that nominations may also be made from the floor. The consent of the nominee shall be obtained prior to the nomination.
3. Vacancies in elected offices shall be filled by a majority vote of those in attendance at the next **Advisory Council** meeting after the vacancy occurs. Officers so elected shall be eligible for election to that office for the next full term.

ARTICLE XVI: AMENDMENT OF BY-LAWS

- A. These **Advisory Council** by-laws may be amended at any meeting of the **Advisory Council** by a simple majority vote of the appointed **Advisory Council** membership.

The amendment must be distributed to all **Advisory Council** Members at least thirty days prior to the date of the meeting.

- B. It is the responsibility of the Secretary to record changes to the by-laws and to notify the **FloridaSDC District Eight (8)** Program Director and the **District Eight (8) SAMH** Program Office of amendments.

ARTICLE XVII: DESIGNATED STATE AGENCY

The **Advisory Council** shall be assigned to the Florida Department of Children and Families Services State Mental Health Program Office.

ARTICLE XVIII: ADVISORY COUNCIL SUPPORT

The **FloridaSDC District Eight (8)** shall provide technical assistance and staff support to the **Advisory Council** Program Director and **District Eight (8) SAMH** Program Office.

ARTICLE XIX: EXECUTION OF CONTRACTS

The **Advisory Council** and its members **may not** enter into any contracts or agreements on behalf of the **FloridaSDC District Eight (8)** Program.

ARTICLE XX: INNOVATION AND RESEARCH

It is the policy of the **Advisory Council** to promote innovation and a spirit of open-minded inquiry so long as the efficiency and/or effectiveness of the **FloridaSDC District Eight (8)** Program or the well being and dignity of **FloridaSDC District Eight (8)** Participants are not compromised.

**Bylaws of the
Statewide/Circuit 4
Advisory Board
for the
FloridaSDC4 Program**



Proposed Revision 02/12/08

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The FloridaSDC4 program provides independent brokerage and coaching services to individuals who have a mental health disability. Program Participants are given the opportunity to manage the state funds allocated to them for mental health care services and the freedom to select the providers and services they deem necessary to achieve a state of mental wellness and recovery and to achieve or regain an improved state of mental wellness and recovery and to achieve or regain a productive and meaningful lifestyle.

VISION

The vision of the FloridaSDC4 program is to be the national model for program standards related to self-determination as a fiscal mechanism that gives individuals with a mental health disability access to mental health and independent brokerage services designed to support each individual's personal goals as he or she navigates the road to recovery.

MISSION

The FloridaSDC4 mission is to create, maintain, and enforce an environment in which Participants can freely navigate the road to recovery on their own terms and make informed choices along the way for the purpose of achieving a state of mental wellness so that the person can return to or achieve a more productive lifestyle including returning to employment.

VALUES

The values of the program include:

- Working alongside program Participants as equals and as colleagues;
- Respecting each Participant's right to choose how he or she travels the road to recovery and what path he or she chooses to follow;
- Ensuring Participant safety, but not using safety as a justification to deny choice;
- Ensuring that Participant voices are heard and responded to in a respectful and timely manner;
- Ensuring that the program adheres to the original intent of the grass-roots planners;
- Ensuring that the program adheres to city, state and federal laws and regulations;
- Ensuring access, choice, objective support and education;
- Promoting and encouraging innovation; and
- Adhering to and improving upon best practices as these practices relate to self-determination and independent brokerage services.

ARTICLE I: NAME

- A. The name of this organization is the Statewide/Circuit 4 **Advisory Board** for the Florida Self-Directed Care (FloridaSDC4) Program, hereinafter referred to as FloridaSDC4 Advisory Board or the Advisory Board.

ARTICLE II: AUTHORITY

- A. The legal authority for the establishment and administration of the FloridaSDC4 Advisory Board is covered in 394.9084, F.S.
- B. These bylaws must conform to federal, state, and local laws and rules as amended. Where inconsistencies are discovered or created through legislation or rule-making, federal, ~~or~~ state or **local** laws and rules take precedence.

ARTICLE III: PURPOSE AND DUTIES

- A. The purpose of the Advisory Board is to insure and support programmatic and **operational fiduciary fidelity of the FloridaSDC4 Program**. To this end, the Board advises, advocates, supports and critiques the ongoing process of FloridaSDC4. The Advisory Board is involved in problem solving on issues of concern to Participants in the program, family members, **life coaches** or the community. More specifically, the Advisory Board serves four primary functions as outlined in 394.9084, F.S. Under this section, the duties of the Advisory Board are:
 - 1. To advise the FloridaSDC4 Operations Coordinator in operating FloridaSDC4.
 - a. The Advisory Board hears reports of the ongoing status of FloridaSDC4, evaluates these reports, and makes appropriate **suggestions** where indicated. These reports will include monthly operational reports, meeting agendas & minutes, Participant concerns, compliments, and grievances, incident reports and other reports submitted to the State Mental Health Program Office, including financial reports relevant to FloridaSDC4.
 - 2. To communicate with the Operations Coordinator about issues relating to FloridaSDC4.
 - a. The Advisory Board will coordinate directly with the FloridaSDC4 Operations Coordinator.

- b. The Operations Coordinator will meet with the Advisory Board on a monthly basis and provide interim updates as necessary.
 - c. The Advisory Board will participate in planned State Mental Health Program Office monitoring of the program.
3. To ensure fidelity to the FloridaSDC4 intent, as a working model is developed for state-wide replication.
4. To promote community understanding of the model and its goals by giving presentations to the public and to community organizations that help to promote the work of FloridaSDC4 and the openness of the community to support their work and people with symptoms of mental illness served by the program.
5. The Advisory Board Members can, upon pre-approval by the Advisory Board attend outside meetings as representatives of FloridaSDC4 in order to collect information for the benefit of the program, to provide information about the program, and/or to promote the program.

ARTICLE IV: PHILOSOPHY/GOALS/PRIORITY

- A. Planning Documents: It is the policy of the Advisory Board to develop and review annually, the following planning documents which shall serve as a guide to the operation and expansion of the program:

1. Mission Statement
2. Vision Statement
3. Values Statement
4. Strategic Plan
5. Quality Improvement Program

ARTICLE V: ACTIVITIES

The activities of the Advisory Board shall include, but not be limited to, the following:

- A. Advising. The Advisory Board will provide **advice** to the **Operations Coordinator and State Mental Health Program Office, Circuit 4** regarding the operation of the program, to include consideration of the program's meeting the recovery/service plan goals of individual Participants.

B. Monitoring and Evaluation. It is the policy of the Advisory Board to suggest a continuous quality improvement program. The program shall objectively and systematically monitor and evaluate the quality and appropriateness of services provided. The Operations Coordinator in collaboration with the Advisory Board will identify opportunities for improvement, initiate action to implement improvement and measure the consequent results. The continuous quality improvement program is built upon the following principles:

1. All of the FloridaSDC4 stakeholders (e.g., Participants, Family Members, Operations Coordinator, Life Coaches, Community Advocates, State Mental Health Program Office), both internal and external, must be identified.
2. The Advisory Board, State Mental Health Program Office, Operations Coordinator, and Life Coaches must communicate effectively with program Participants, Participation Families or Representatives and accurately assess their expectations.
3. The success of the FloridaSDC4 Program depends upon the degree to which the expectations of all Participants are met or exceeded. Because Participant expectation continuously changes in the directions of expecting higher quality and better service, a process of continuous quality improvement is necessary to the continued success of the program.
4. All decisions should be data driven. The State Mental Health Program Office Region 4, Operations Coordinator, and Advisory Board must have access to reliable, valid, and timely data to establish meaningful objectives and evaluate performance.
5. All program staff must be fully empowered in order for the Continuous Quality Improvement (CQI) process to operate optimally.
6. The Advisory Board will routinely reassess the process recommended to ensure that all Program Staff members are qualified for the services they provide.
7. A primary role of the Advisory Board and Operations Coordinator is to support the efforts of all Program Staff in their attempts to satisfy the expectations of program Participants.
8. A strong sense of teamwork and a shared vision of “success” create an atmosphere of trust and confidence.

9. Everyone involved in the program will be treated with respect, honesty, courtesy, confidentiality and fairness.
 10. Problem solving is best accomplished through open communication of ideas, concerns, goals, problems, failures, and successes.
- C. The annual plan, which the Advisory Board will review, will include FloridaSDC4 specific performance indicators that will be used to measure selected services, functions, and processes. The following, at a minimum, will be included:
1. Quality and confidentiality of records/medical charts
 2. Utilization of available services
 3. Cost benefit of service provision
 4. Participant satisfaction
 5. Participant involvement
 6. Adverse incidents, Participant and provider grievances
 7. Program Staff development
- D. Reporting. The Advisory Board shall transmit its comments and reports to the Operations Coordinator.
- E. Coordinating. The Advisory Board shall advise the Operations Coordinator to achieve and maintain coordination of planning and service delivery throughout the life of the program and shall continually work to ensure the highest quality service provision to Participants.
- F. Advocacy. The Advisory Board shall serve as an advocate for all individuals who choose to enroll in the program.

ARTICLE VI: ADVISORY BOARD COMPOSITION

- A. The Advisory Board is composed of community stakeholders, approved by the State Mental Health Program Office in partnership with Circuit 4, with an interest in the success of the FloridaSDC4 program. The Advisory Board is composed in the following manner as adopted according to the Florida Statute for the Statewide Board.
1. According to Florida Statute, the Statewide Board will be composed of at least 5 and no more than 9 members, who are also members of local FloridaSDC4 Advisory Boards. At least 51 percent of the Board shall be Participants of the FloridaSDC4 program. The remaining membership shall be comprised of adult family members of individuals who have been

diagnosed with a psychiatric disability. Providers of behavioral health care services, or their staff, owners, or board members, are not eligible to serve. Members-at-large (i.e., non-voting members) may represent such stakeholders as governmental entities/agencies (cities, county commissions), mental health professionals (not involved with service provision under FloridaSDC4), Operations Coordinator, Life Coaches, Honorary Advisory Board Member, and advocacy groups.

2. Members will elect a Chairperson, a Vice-Chairperson, a **Parliamentarian** and a Secretary on an annual basis.
3. New members are nominated and selected through a majority vote by the existing Advisory Board members.

ARTICLE VII: QUALIFICATIONS FOR ADVISORY BOARD MEMBERSHIP

A. Members of the Advisory Board should have the following knowledge, philosophical orientation, and skills:

1. Members should be knowledgeable about severe mental health and the challenges that persons with severe mental health face living in the community that the program is serving.
2. Members should be committed to the concept of recovery through choice, self-direction, and self-determination for individuals diagnosed with a severe mental health.
3. All members are responsible for ensuring their own mental wellness and for being emotionally, mentally, and physically able to serve on the Advisory Board. All members must take appropriate steps when mental, emotional, or physical illness incapacitates their ability to be fully participative members of the Advisory Board. **Failure of a member to maintain emotional, mental, and/or physical wellness to the point that Advisory Board functions and meetings are disrupted due to that member's emotional, mental, or physical illness may face suspension or removal from the Advisory Board.**
4. **Any member who is arrested or given a notice to appear in court as the result of alleged criminal conduct shall immediately inform the Advisory Board. Any member who is formally charged by information or indictment with a serious felony, a crime of violence, a crime of dishonesty or drug related offense by any Local, State or Federal authority shall be suspended from the Advisory Board participation pending the outcome of the criminal**

case. Any member charged with a non-violent criminal offense that is not drug related or a crime of dishonesty is subject to suspension from the Advisory Board activity at the Executive Committee discretion. Any member who is adjudicated guilty or enters a guilty plea to a serious felony, a crime of violence, a crime of dishonesty or drug related offense shall be terminated from the Advisory Board participation. Any member who enters a no contest plea to any charge for which adjudication is withheld, or who is adjudicated guilty or enters a guilty plea to a non-violent misdemeanor offense that is not drug related or a crime of dishonesty, shall be subject to termination from board participation at the Executive Committee discretion.

5. Members serve with a positive attitude and a commitment to effective problem solving.

6. Members listen to and seek to understand the various points of view of other members. When necessary, members agree to disagree. Listening also includes allowing all members to be heard. The goal is to avoid limiting members' speaking time and to encourage respectful listening and speaking among the membership. Failure of an individual member to follow basic listening and speaking courtesies may result in suspension or removal from the Advisory Board.

ARTICLE VIII: MEMBERSHIP

A. All members are expected to attend each meeting unless notification is given to the Chairperson/Operations Coordinator. Members may not assign "alternates" to attend in their place as this may confuse and dilute membership and process. If a Member has three absences during a year without offering notification to the Chairperson/Operations Coordinator, he or she will be removed from the Advisory Board by a simple majority vote. Removal must be reviewed and approved by the Advisory Board before the member is notified of such removal for absences.

B. Members will become knowledgeable about the intent and methods of the FloridaSDC4 model and participate in trainings conducted for the purposes of Advisory Board development.

C. Members will advise the FloridaSDC4 Operations Coordinator on how to make services relevant, collaborative, respectful, and user-friendly to individuals served by FloridaSDC4.

D. Members monitor ongoing program evaluation data and participate in program assessment. Pursuant to this goal, the Advisory Board may conduct surveys of and interviews with Participants, their family members and Life Coaches.

- E. Members may involve themselves in the community served by the FloridaSDC4 project by giving presentations approved by **the Advisory Board or Executive Committee** to community organizations and by advocating for project resources, such as seeking funding or seeking living arrangements for Participants. Community involvement should be reviewed and recommended by the Board.
- F. The Program Staff may participate in the Advisory Board, but are not voting members of the Advisory Board.
- G. To protect the confidentiality of the FloridaSDC4 Participants, all Advisory Board members will sign a confidentiality statement agreeing to honor Participants' choices regarding confidentiality (See Advisory Board Statement of Confidentiality).
- H. Any member desiring to resign from the Advisory Board shall submit his or her resignation to the Advisory Board Chairperson and Operations Coordinator.
- I. Members shall serve on the Advisory board without compensation.
 - 1. It is the policy of the State Mental Health Program Office to reimburse Advisory Board members for all pre-approved travel related expenses incurred while traveling on approved FloridaSDC4 business. The reimbursement will be in accordance with the state approved rates.
 - 2. Reimbursement for other expenses (e.g., attendant care services, interpretive services, telephone, postage) necessary to allow for participation and fulfillment of an Advisory Board member's responsibilities must be reviewed and approved by the Operations Coordinator and State Mental Health Program Office.
- J. Any individual who becomes a member shall immediately be entitled to a vote.

K.

L.

ARTICLE IX: CONFLICT OF INTEREST

- A. It is the policy of this program that Advisory Board membership shall be for the purpose of service to the project and its Participants, staff and community, and not for personal gain or professional advancement. No member of the Advisory Board shall, by virtue of being on the Advisory Board, directly or indirectly receive or accept financial remuneration for him/herself unless otherwise provided for in this policy, nor shall he/she solicit business from the FloridaSDC4 program.

- B. The Advisory Board will avoid any form of nepotism, real or perceived, between employees and members of the FloridaSDC4 program.
 - 1. Employment applications for staff positions will request applicants to list any friends or relatives serving on the Advisory Board. The Advisory Board shall have final approval on all such employment applications.
 - 2. All members of the Advisory Board should disclose to the Operations Coordinator and the State Mental Health Program Office any knowledge of a relative applying for employment with the FloridaSDC4 program.
- C. No Advisory Board member shall vote on issues related to the financial matters of an affiliate organization in which he/she or his/her immediate family is a member of the affiliate's Board of Directors.
- D. Real estate transactions must be at market appraised value or less when an Advisory Board member benefits from, or directly participates in, such a transaction. Such transactions must be in accordance with the procedures below for declaring and documenting possible conflicts of interest.
- E. Nothing shall preclude a properly disclosed and documented arms-length transaction that benefits the FloridaSDC4 Program, when such transactions are conducted in accordance with this policy.
- F. Nothing shall preclude an Advisory Board member from offering services or expertise to the FloridaSDC4 Program when such service or expertise is offered free of charge and in accordance with this policy.
- G. The procedure for declaring and ruling on possible conflict of interest will be as follows:
 - 1. The Advisory Board member suspecting possible conflict of interest shall declare same to the Chairperson, Operations Coordinator, and State Mental Health Program Office prior to voting on the matter in question.
 - 2. The State Mental Health Program Office shall rule as to whether or not there is a conflict of interest.
 - 3. The State Mental Health Program Office may request a meeting of the Advisory Board to determine if a conflict of interest is at question. A quorum and majority vote of the Advisory Board Members present is required to affirm the decision.

4. The Advisory Board member in conflict may participate in the discussion on the matter prior to the voting on the question in conflict, but may not vote on the conflict.
 5. In the event it is determined that a conflict exists, the Advisory Board member determined to have a conflict shall not vote on the issue involving the conflict.
 6. Any issue in which determination of conflict has been made shall require a quorum and majority vote of board members eligible to vote in order to be approved, and the conflict shall be duly recorded in the minutes.
- H. If a violation of this code is discovered, action is warranted, anything from a reprimand to removal from the Advisory Board may be recommended, in accordance with the bylaws of the Advisory Board.
- I. The Advisory Board members or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors or potential contractors/vendors.
- J. No member or agent of the member of the Advisory Board shall participate in the selection, award, or administration of a purchase of contract with a vendor, where to his or her knowledge, any of the following has a financial interest in that purchase or contract:
1. The member or agent;
 2. Any member of his/her immediate family;
 3. His/her partner
 4. An organization in which any of the above is an officer, director, or employee
 5. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment.
- K. The following disciplinary action shall be applied by the Advisory Board if a violation of this code is discovered:
1. The Operations Coordinator and State Mental Health Program Office shall review the allegations and recommend action by the Advisory Board according to the severity of the violation. Action may range from reprimand to removal from the Advisory Board.

ARTICLE X: MEETINGS

- A. Advisory Board meetings will be held on a monthly basis Eight (8) or more meetings per year will be held at 5920 Arlington Expressway, Jacksonville, (Duval County), Florida. At the discretion of the Advisory Board, one (1) meeting per year will be held in each of the other four counties: Baker, Clay, Nassau, and St. Johns. All meetings will be held on the 2nd week of each month. The meeting day shall be selected by the Advisory Board and posted on the website. Notice of meetings, past minutes and proposed agendas shall be sent via email and mail to the last known address of all members of the Advisory Board at least 10 days prior to the regular meetings.
- B. Special meetings, including teleconferences, may be called by the Chairperson and must be called within fifteen days of receipt of a formal request by a majority of members or Executive Committee.
- C. Decisions shall be made by a quorum majority of members present with the voting being done by voice, hand, or written ballot.

ARTICLE XI: MEETING FORMAT

- A. Meetings are open to the public and follow the State of Florida Sunshine Law, but voting is restricted to members of the Advisory Board. When confidential matters are discussed, the meeting will be restricted to Advisory Board members and other relevant parties.
- B. Advisory Board meetings shall be conducted in accordance with the rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED in all cases in which they are applicable provided that they are consistent with these Bylaws and any special rules the Advisory Board may adopt.
- C. Minutes of Advisory Board meetings shall be recorded and submitted by the Secretary to the Operations Coordinator and State Mental Health Program Office for distribution to Advisory Board Members. The Operations Coordinator will provide the Advisory Board with the necessary administrative support to ensure that minutes are copied and distributed.
- D. Advisory Board members do not have access to the medical/clinical records of FloridaSDC4 program Participants.
- E. The Operations Coordinator will distribute copies of the proposed Advisory Board meeting agenda, past minutes, and any reference materials, for upcoming Advisory Board meetings, 10 days in advance, to each Advisory Board member by e-mail and/or postal mail using their last known address.

ARTICLE XII: QUORUM

A quorum shall be considered present when there is at least one-third of voting members answering to the roll call. Any member can request a roll call at any time during Advisory Board meetings.

ARTICLE XIII: EXECUTIVE COMMITTEE OFFICERS

The Executive Committee Officers of the Advisory Board shall include a Chairperson, Vice-Chairperson, **immediate past Chairperson** and Secretary. The Operations Coordinator can also be present to provide administrative support.

1. The Chairperson shall preside at all meetings of the Advisory Board and perform all such duties relative to the office, including setting meeting agendas, coordinating Board sub-committees, and communicating with the Operations Coordinator. The Chairperson, in furthering the purpose and activities of the Advisory Board, may represent the Advisory Board at public meetings and conferences, or may designate a Member as the Advisory Board's representative. **The Chairperson shall appoint a Parliamentarian** from the Membership. The Parliamentarian shall retain the right to vote as a Member. The Chairperson or the Chairperson's designee shall be the authorized spokesperson for the Advisory Board.
2. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the event of resignation, incapacity, or death of the Chairperson, the Vice-Chairperson shall serve as Chairperson until the Advisory Board elects a new Chairperson. The Vice-Chairperson shall perform other duties as may be assigned by the Chairperson.
3. The Secretary with assistance by the Operations Coordinator shall be responsible for taking and disseminating meeting minutes, keeping attendance records, collecting and maintaining confidentiality statements, and keeping records of official correspondence and transactions of the Advisory Board through the Operations Coordinator. In the event the Chairperson and Vice-Chairperson are absent, the Secretary shall preside. The Secretary shall provide copies of all Board records, including meeting minutes, to the Operations Coordinator for decimating to all Advisory Board Members and to State Mental Health Program Office.
4. **The Parliamentarian**, who is appointed by the Chairperson or elected by membership, is responsible for ensuring that meeting proceedings adhere

to the guidelines detailed in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED.

ARTICLE XIV: COMMITTEES

A. The Advisory Board shall have necessary standing committees to adequately conduct the affairs of the Advisory Board. The Advisory Board Chairperson may create Committees to assist in the implementation, monitoring, and evaluation of FloridaSDC4.

1. **Executive Committee.** There shall be an Executive Committee comprised of the Chairperson, Vice-Chairperson and the Secretary. The Committee shall have the duty of acting on emergency matters arising between regular meetings of the Advisory Board. Any emergency action taken shall be reported at the next scheduled Advisory Board Meeting. This committee also shall make specific recommendations to the Advisory Board in order to continue and/or improve the effectiveness of the Advisory Board in fulfilling its responsibilities.
2. **Nominating Committee.** There shall be a Nominating Committee. This committee shall provide the Advisory Board with nominees for Advisory Board Officers during a regularly scheduled monthly meeting of the Advisory Board.
3. Committee members shall be appointed from the Advisory Board membership by the Chairperson, taking into consideration requests by the Advisory Board membership to participate in specific committees.
4. The Chairperson may appoint ad hoc committee members who are not Advisory Board members provided, however, that these ad-hoc members shall not participate in Advisory Board voting.
5. The Chairperson shall serve as an advisor to all committees.
6. The Chairperson may form additional committees as needed.

a.

b.

7. The Advisory Board will review suggestions and recommendations from the Committee(s) and act on the recommendations.

ARTICLE XV: ELECTIONS

- A. Officers shall be nominated and elected annually by the Advisory Board members during the first quarter of the calendar year.
 1. Nominations for Advisory Board officers may be made from the floor.
 2. Officers may be elected from a slate prepared by the Nominating Committee with the understanding that nominations may also be made from the floor. The consent of the nominee shall be obtained prior to the nomination.
 3. Vacancies in elected offices shall be filled by a quorum and majority vote of those in attendance at the next Advisory Board meeting after the vacancy occurs. Officers so elected shall be eligible for election to that office for the next full term.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

Advisory Board meetings shall be conducted in accordance with the rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED in all cases in which they are applicable provided that they are consistent with these bylaws and any special rules the Advisory Board may adopt.

ARTICLE XVII: AMENDMENT OF BYLAWS

- A. These Advisory Board Bylaws may be amended at any meeting of the Advisory Board by a quorum and simple majority vote of the appointed Advisory Board membership. The amendment must be distributed by the Operations Coordinator to all Members at least thirty days prior to the date of the meeting before final vote for adoption.

1. It is the responsibility of the Secretary with assistance by the Operations Coordinator to record amendments to the Bylaws and to notify the Operations Coordinator and the State Mental Health Program Office of amendments. The Operations Coordinator will record the Bylaw changes

to generate a draft copy for distribution to all Advisory Board Members 30 days prior to final vote for adoption.

ARTICLE XVIII: DESIGNATED STATE AGENCY

The Advisory Board shall be assigned to the Florida Department of Children and Families Services State Mental Health Program Office Region 4.

ARTICLE XIX: ADVISORY BOARD SUPPORT

Technical assistance and staff support shall be provided to the Advisory Board by the Operations Coordinator and State Mental Health Program Office.

ARTICLE XX: EXECUTION OF CONTRACTS

The Advisory Board and its members may not enter into any contracts or agreements on behalf of the FloridaSDC4 Program.

ARTICLE XXI: INNOVATION AND RESEARCH

It is the policy of the Advisory Board to promote innovation and a spirit of open-minded inquiry so long as the efficiency and/or effectiveness of the FloridaSDC4 Program or the well being and dignity of FloridaSDC4 Participants are not compromised.

02/12/08

Side by Side Comparison of By-laws (July, 2008) Florida SDC Program

General Comments:

- Needs to decide whether this is a statewide board by-laws or local board by-laws
- Circuit 20 (District 8) calls it “Advisory Council”; Circuit 4 calls it “Advisory Board”
- Circuit 20 calls it “Program Director”; Circuit 4 calls it “Operations Coordinator”
- Circuit 20 calls it “SAMH Program Office”, Circuit 4 calls it “State Mental Health Program Office”
- Cannot find the 394.9084, F.S. authorizing the formation of “Advisory Council” or “Advisory Board”
- There is no term limits for board members.
- There is no mention of the number of members on the “Advisory Council” or “Advisory Board”

Circuit 4

- P.1 Florida SDC~~4~~ Program
- P.2 **Article XVI: Parliamentary Authority**
- P.3 mental health
And to achieve or regain.....
No such sentence.....
- P.4 Article II, B. federal, state or local laws
Article III, No such sentence...
Life coaches

Circuit 20

- P.1 Florida SDC Program
- P.4 No Parliamentary Authority
- P.5 Psychiatric
no such sentence.....
While allowing for flexibility...
- P.6 No local
allowing flexibility for.....
no mention of life coaches

Article III, 1.a. makes appropriate suggestions

P.5 Article IV. 5. Quality Improvement Program
Article V. A.provide advice.....

P.6 B. 1. Life Coaches,

P.7 Article VI. A. ...as adopted according to the Florida Statue for the Statewide Board.

P.7 Article VI. A.1 At least 51 percent.....

P.8 Article VI. A. 2 a Parliamentary

P.8 Article VI A. 3 Define how new members are nominated

P.8 Article VII. A. 3. Failure of a member.....

P.8 Article VII. A. 4. Any member.....

P. 9 Article VII. A. 5. Members serve.....

P.9 Article VII. A. 6. Members listen.....

P.9 Article VIII A. by a simple majority

P.9 Article VIII. D. Life Coaches

P.10 Article VIII. E. approved by the Advisory Board...

P.10 Article VIII. No K. and L.

P.13 Article X. A. Different meeting format

P.13 Article XI. E. The Operations Coordinator....

make appropriate recommendations

P.7 Article IV, no 5. Quality Improvement Program
Article V. A.provide consultation.....

P.8 B. 1. No Life Coaches

P.9 No such sentence

P.9 Article VI 1. At least 80 percent.....

P.10 Article VI. A. 2 no Parliamentary

P.10 Article VI. A. no A.. 3.

P.10 Article VII A. 3. Reasonable accommodation...

P.10 Article VII. A. 4. Members serve.....

P.10 Article VII. A. 5. Members listen.....

P.10 Article VII. A. No 6

P.11 Article VIII A. On a case by case basis....

P.11 Article VIII. D. No Life Coaches

P.11 Article VIII. E. No such sentence.....

P.11. Article VIII. J, K, L

P.14. Article X. A. Different meeting format

P.15 Article XI. No E.

P.14 Article XIII. Executive Committee Officers

P.14 Article XIII. Immediate past chair.....

P.14 Article XIII. 1. The chairperson shall appoint...

P.14 Article XIII. 4. The Parliamentarian.....

P.15 Article XIV. 1. Executive Committee.....
No mention of family member

P.15 Article XIV 2. Nominating Committee....

P.15 Article XIV 6. No a. and b.

P.16 Article XVI Parliamentary Authority

P.16 Article XVII A. The amendment must be...

P.15 Article XIII. Officers

P.15 Article XIII. No immediate past chair...

P.15 Article XIII. 1 No mention of appointment..

P.16 Article XIII. No 4

P.16 Article XIV. 1. No Executive Committee heading

P.16 Article XIV 2. No Nominating Committee heading

P.17 Article XIV 6. Has a. and b.

P.17 No Parliamentary Authority

P.17. Article XVII. A. Who and how to distribute amendments