

**LONG TERM CARE COORDINATING COUNCIL OF THE FAIRFAX AREA  
(LTCCC)  
BY-LAWS  
Amended April 2007  
Amended July 2014**

**Article I. GUIDING PRINCIPLES**

- Section 1.01** Assuring continuity of leadership without stagnation.
- Section 1.02** Establishing an executive committee that can develop concrete draft proposals for the entire group to consider.
- Section 1.03** Creating a committee structure that can get everyone involved and also distribute the workload.
- Section 1.04** Encouraging members to take their responsibilities seriously through regular participation.
- Section 1.05** Providing assurance that we can avoid conflicts of interest challenges since some of the members come from organizations, which could be affected positively or negatively by Council decisions.
- Section 1.06** Establishing a method to amend the by-laws to cope with future developments.

**Article II. THE FUNCTION OF THE LTCCC.** The Long Term Care Coordinating Council will:

- Section 2.01** Provide leadership and serve as champions to speed the implementation of the 2003 Long Term Care Strategic Plan, subsequent area wide plans, and future plans that the Council and the sponsoring jurisdictions may develop;
- Section 2.02** Educate funders and policy makers on long term care needs and advocate for solutions to unmet needs;
- Section 2.03** Encourage and develop within the private sector means for the funding of and support for facilitating and implementing the Strategic Plans and the continuation of needed long term care programs, and
- Section 2.04** Provide a mechanism for government agencies, nonprofits, for profits, educational institutions and businesses in our community to fulfill a shared vision for long term care and to enhance service delivery.

**ARTICLE III. SCOPE OF THE WORK OF THE LTCCC.** The LTCCC is charged with:

- SECTION 3.01** Establishing guiding principles for the role of the community, the private sector, and local government in providing long term care services;

**SECTION 3.02** Determining the most appropriate structure to support the implementation of the Strategic Plans and future plans that the Council and the sponsoring jurisdictions may develop ;

**SECTION 3.03** Developing a work plan to include action steps and time lines to implement the strategies of the Long Term Care Task Force;

**SECTION 3.04** Setting priorities and recommending both long term and short term strategies;

**SECTION 3.05** Developing new initiatives and seeking resources, grants, and other non-County funding;

**SECTION 3.06** Facilitating the collaboration and coordination among long term care providers and fostering public and private partnerships; and

**SECTION 3.07** Facilitating the development of standards of practice for quality long term care service delivery and assisting with evaluation of services and dissemination of the evaluation results.

**Section 3.08** Presenting periodic reports on status, interim findings, and recommendations to the Board of Supervisors for consideration.

#### **Article IV. Membership of the LTCCC**

**Section 4.01** Members of the LTCCC will be appointed and or/confirmed by the Board of Supervisors and will serve for a term of 2 years. This term commences on the date of the first meeting of the LTCCC, which the appointee attends.

**Section 4.02** LTCCC members may be reappointed/confirmed for successive terms. Any individual who resigns from or is not reappointed (by the end of his/her term) to the respective Board, Commission or Authority and who wishes to remain on the LTCCC may do so if the Board of Supervisors confirms/appoints them as a community representative.

**Section 4.03** Membership will be composed of the representatives from various jurisdictions, organizations, and community segments. Appendix A provides a detailed list of membership which may be amended from time to time by the LTCCC in its regular business.

#### **Article V. Officers / Nominating Committee**

**Section 5.01** The **Officers** of the LTCCC shall be:

(a) Chair

(i) Duties and Responsibilities

1) Preside at bi-monthly Council meetings

2) Attend Council and Steering Committee meetings

3) Represent LTCCC before Fairfax County Board of Supervisors through written and/or oral testimony

- 4) Represent LTCCC with other Fairfax County boards, commissions, and agencies through written and/or oral communications or testimony
  - 5) Recruit and recommend to Steering Committee the appointment of chairs of LTCCC committees
  - 6) Meet regularly with LTCCC staff to coordinate, collaborate, and advise on the work of LTCCC
  - 7) Other duties as may arise that may assist the LTCCC in meeting its mission and goals
- (ii) Term:
- 1) 2 years
  - 2) May serve two consecutive terms
- (b) Vice-Chair
- (i) Duties and Responsibilities
  - (ii) Preside at the bi-monthly Steering Committee meetings
  - (iii) Perform any of the Chair’s duties when the Chair is not available to do so
  - (iv) Attend Council and Steering Committee meetings
  - (v) “Chair-in-training” for succession after current Chair completes term
  - (vi) Other duties as may arise that may assist the LTCCC in meeting its mission and goals
- (c) Term:
- (i) 2 years
  - (ii) May serve two consecutive terms

**Section 5.02 Nominating Committee.** The Chair will appoint a committee of at least three members of the LTCCC to propose nominations for the positions of the presiding officers.

**Section 5.03 Vacancies.** If the position of Chair becomes vacant, the Vice Chair shall complete the term. If the position of Vice Chair becomes vacant, it shall first be filled by a nominee from the Steering Committee or if no Steering Committee member is willing to serve, a nominating committee shall be appointed to nominate a candidate to the LTCCC. The position shall be filled at the first possible meeting of the Council.

**Section 5.04 Election of Officers.** Elections will be held at the May meeting of each even number year. Terms will begin in July.

**Article VI. Committees and Advisors.**

## **Section 6.01**      Standing Committees

### (a) Steering Committee

- 1) The Steering Committee will be responsible for the following tasks:
  - a) Review work of Committees
  - b) Apply guiding principles to work of committees to determine where efforts and resources are needed so that the guiding principles are addressed in each outcome of the committee's work
  - c) Work with committees to provide resources for communication and public awareness campaigns and efforts to empower citizens.
  - d) Work with committees to provide assistance in framing public policy around issues that the committees are facing
  - e) Assess impact of committee work upon the need for a qualified workforce
  - f) Monitor new directions for committees for consistency with LTCCC principles and priorities
  - g) Develop and maintain a communication channel among LTCCC members and with agencies that each member represents
  - h) Address urgent issues, which may arise between regular LTCCC meetings, consulting LTCCC members if time permits. If time does not allow consultation with the entire membership, the Steering Committee may exercise all of the powers of the LTCCC except to amend the By-Laws.
- 2) Membership
  - a) Chair of LTCCC
  - b) Vice Chair of LTCCC
  - c) Most recent past Chair of LTCCC
  - d) Program Committee and Chairs
  - e) Chair Government Affairs Committee
  - f) Public Policy Advisor to assist committees to formulate policy
  - g) Public Relations Advisor to assist the committees and Council in disseminating its message, public policy, and the work of the committees
- 3) Meetings
  - a) Meets bi-monthly.

- b) Meetings are open to members of the LTCCC and the date, time and place of any extraordinary meetings will be publicized to all members as soon as feasible.
- 4) Chaired by Vice Chair of LTCCC
- (b) Government Affairs Committee
- (i) Legislative – The focus is to be on the State level and occasionally Federal by recommending to the Council legislative initiatives or advocacy positions for the Council
  - (ii) Budgets – The committee will review and make recommendations for advocacy in response to State and Fairfax County budgets in areas that affect long term care.
  - (iii) The committee will lead and assist the Council to develop and to maintain relationships with the BOS members (i.e. LTCCC talking points for informational and budget meetings)
  - (iv) Request and receive input from the LTCCC Committees on legislative initiatives or advocacy
  - (v) Include LTCCC representatives from boards, commissions and authorities on the committee and/or request their input on legislative initiatives, advocacy positions, and agendas.

**Section 6.02 Program Committees.**

- (a) The LTCCC shall establish Program Committees, to undertake the work of the Council. Appendix B includes a list of Program Committees as may be changed from time to time by the Council.
- (b) Each member of the LTCCC shall serve on at least one Program Committee. Individuals nominated to the LTCCC shall be advised of this additional responsibility as a condition of membership.
- (c) Committee membership will involve an estimated time commitment of two hours per month for the meeting and one to two additional hours for preparation for the meeting in reading and or researching.

**Section 6.03 Ad Hoc Committees.** Ad Hoc Committees may also be established from time to time as needed by the LTCCC and will report as required to the LTCCC.

**Section 6.04 Committee or Subcommittee Chair Responsibilities**

- (a) Collaborate with assigned LTCCC staff person to prepare meeting announcements to be sent to committee members a minimum of 7 days prior to each meeting to allow for reasonable accommodation requests.
- (b) Collaborate with assigned LTCCC staff person to prepare a written agenda for each meeting, to be distributed in advance of the meeting.
- (c) To recruit a Recorder to prepare a written record of each meeting, to include meeting attendance, all decisions made, and action items or assignments for further committee work or meetings.

- (d) Select meeting locations that are fully accessible to persons with a variety of disabilities.
- (e) Recruit new committee members (does not have to be from LTCCC membership), and orient new members to the committee and its work.
- (f) Encourage new leadership from among committee members.
- (g) Attend and participate in LTCCC Steering Committee meetings. Report on your committee or work group's activities, alert the Steering Committee to possible need for action, and suggest possible programs or presentations for Council meetings.
- (h) Stay abreast of current issues that affect long term care services and supports and alert other committee members to emerging trends and issues.
- (i) Attend and participate in LTCCC meetings.
- (j) As approved by the LTCCC, occasionally meet with individual elected and other officials to advance LTCCC/County positions on issues.

**Section 6.05            Public Policy Advisor**

- (a) Attend and participate in LTCCC Steering Committee meetings
- (b) Analyze the work of each committee to determine if current work being performed by it might be enhanced by a public policy statement developed for the LTCCC to adopt to use as a guiding principle for its work and to recommend to boards, agencies, commissions, legislators, etc. to adopt to guide their future actions.
- (c) Work with committee to develop the public policy statement that both identifies the context and/or conditions requiring a guiding principle for action and clearly states that guiding principle.
- (d) Present to Steering Committee and to Council the Policy Statement for its adoption.
- (e) Work with Government Affairs Committee and Publicity and Public Relations Advisor to get the adopted public policy adopted by others as identified.
- (f) Identify LTCCC members who might assist as a work group in preparing public policy statements on an "as needed" basis.
- (g) Organize and assure that leadership is provided for any "as needed" public policy work groups.

**Section 6.06            Publicity and Public Relations Advisor**

- (a) Attend and participate in LTCCC Steering Committee meetings
- (b) Analyze the work of each committee to determine if current work being performed requires publicity or assistance with public relations.

- (c) Assist LTCCC in undertaking publicity or public relations efforts to create an informed community about long term care issues and resources.
- (d) Work with Fairfax County, City of Falls Church, and City of Fairfax public relations offices as resources to the LTCCC.
- (e) Identify LTCCC members who might assist as a work group in preparing publicity and public relations initiatives on an “as needed” basis.
- (f) Organize and assure that leadership is provided for any “as needed” publicity and public relations work groups.

**Article VII. LTCCC Meetings and Attendance at Meetings**

**Section 7.01** Meetings of the LTCCC will be held according to a schedule established by the members. Special meetings of the full Council may be held as necessary, providing that at least one week prior notice is given.

**Section 7.02** LTCCC members are expected to attend meetings regularly and should notify the Chair or County staff liaison when they will be absent.

**Section 7.03** Any LTCCC member who fails to attend three of four consecutive regular Council meetings with unexcused absences will be deemed to have resigned. Each replacement will be nominated by the LTCCC to the Board of Supervisors for confirmation/appointment. The replacement will serve for the duration of that member's term of office.

**Article VIII. Parliamentary Procedure.** The rules contained in Roberts Rules of Order, Newly Revised, shall govern the LTCCC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

**Article IX. Conflicts of Interest.** Prior to a vote on any issue, any members having a conflict of interest are expected and required to identify themselves and abstain from voting.

**Article X. Amendments to By-laws.** These by-laws may be amended by a two-thirds vote of those present and voting at any regular meeting of the Council, provided written notice of the proposed amendment(s) shall have been submitted to the members in writing at least thirty (30) days in advance of the meeting.

## **APPENDIX A**

### **MEMBERSHIP LIST**

**Approved September 2010**

#### **1) Participating Jurisdictions**

- a) City of Fairfax
- b) City of Falls Church
- c) Fairfax County Deputy County Executive for Human Services

#### **2) Boards and Agencies**

- a) Advisory Social Services Board
- b) Commission on Aging
- c) Disability Services Board
- d) FCRHA
- e) Fairfax-Falls Church CSB
- f) Health Care Advisory Board
- g) Health Systems Agency Board
- h) Human Services Council

#### **3) Non Profit Agencies- 6 members including members from**

- a) AARP
- b) Alzheimer's Association
- c) Easter Seals
- d) United Way

#### **4) Colleges and Universities-4 members including members from**

- a) GMU
- b) NVCC

#### **5) Hospitals-4 members including members from**

- a) HCA
- b) INOVA
- 6) Long Term Care Residential Service Providers-4 members including members from**
  - a) Chesterbrook Residences Inc.
  - b) Sunrise
  - c) Birmingham Green
- 7) Long Term Care Home Care Providers-4 members**
- 8) Business Community-5 members**
- 9) Community Organizations/Leaders-5 members including a member from**
  - a) ADHC
  - b) A transportation expert
- 10) Religious Organizations/Leaders-5 members including members from**
  - a) Faith Communities in Action
  - b) Parrish Nurses Group

**APPENDIX B**  
**PROGRAM COMMITTEES LIST**  
**Effective July 2011**

- 1) Coordination of Medical and Social Services
- 2) Housing
- 3) Mobility and Transportation
- 4) Services for Older Adults
- 5) Services for Young Adults with Disabilities