

FAIRFAX LONG TERM CARE COORDINATING COUNCIL

BY-LAWS

Revised April 2007

GUIDING PRINCIPLES

- Assuring continuity of leadership without stagnation.
- Establishing an executive committee that can develop concrete draft proposals for the entire group to consider.
- Creating a committee structure that can get everyone involved and also distribute the workload.
- Making members take their responsibilities seriously through regular participation.
- 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.
- Establishing a method to amend the by-laws to cope with future developments.

Section I. Function

The Long Term Care Coordinating Council (LTCCC) will:

- Provide leadership and serve as champions to speed the implementation of the Long Term Care Strategic Plan;
- Educate funders and policy makers on long term care needs and advocate for solutions to unmet needs;
- Develop a structure for an ongoing, nonprofit, collaborative organization in the Fairfax community to facilitate the implementation of the Strategic Plan; and
- 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.

Section II. Scope

The LTCCC will be charged with:

- Establishing guiding principles for the role of the community, the private sector, and local government in the provision of long term care services;
- Determining the most appropriate structure to support the implementation of the Strategic Plan;
- Developing a work plan to include action steps and time lines to implement the strategies of the Long Term Care Task Force;
- Setting priorities and recommending both long term and short term strategies;
- Developing new initiatives and seeking resources, grants, and other non-County funding;
- Facilitating the collaboration and coordination among long term care providers and fostering public and private partnerships; and
- 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.

Periodic reports on status, interim findings and recommendations will be provided to the Board of Supervisors for consideration.

Section III. Structure of the Long Term Care Coordinating Council

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.

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.

Membership will be comprised of one citizen from each of the following: Commission on Aging, Advisory Social Services Board, Health Care Advisory Board, Disability Services Board, Community Services Board, Fairfax County Redevelopment and Housing Authority, and the Human Services Council. Other members will include representatives from the Long Term Care Task Force, consumers, senior and disability leaders, advocacy and community organizations, educational institutions, local

businesses and corporations, Fairfax County and the Cities of Falls Church and Fairfax. Additional members may be recommended to the LTCCC and forwarded to the Board of Supervisors for appointment or confirmation by the Board of Supervisors.

Staff from the County's Human Service Agencies and the various community agencies involved in Long Term Care will support the Council along with three staff specifically dedicated to manage this effort.

Section IV. Officers / Nominating Committee

- A. The presiding officers of the Fairfax Long Term Care Coordinating Council shall be:

- Chairman
 - Vice-Chairman

- B. The Chairman will appoint a committee of three members of the LTCCC to suggest nominations for the positions of the presiding officers.

If the position of Chairman becomes vacant, the Vice Chairman shall complete the term. If the position of Vice Chairman becomes vacant, it shall first be filled by a nominee from the Executive Committee or if no Executive Committee member is willing to serve, the nominating committee shall be reconvened to recommend a name to the LTCCC. The position shall be filled at the first possible meeting of the Council.

Section V. Terms of Officers

Officers shall serve for a term of two years with elections being held in June with terms beginning in July. Only two consecutive terms will be served in the same office

Section VI. Executive Committee

There shall be an Executive Committee, including the Chairman, Vice Chairman, and Immediate Past Chairman and other representatives nominated by the Chairman and confirmed by the LTCCC members.

The Executive Committee will provide leadership to the LTCCC and develop proposed policies, procedures, plans, etc. for consideration by the entire Council. It will also address urgent issues, which may arise between regular LTCCC meetings. LTCCC members will be consulted if time permits. If time does not allow consultation with the entire membership, the Executive Committee may exercise all of the powers of the LTCCC except to amend the By-Laws. All Executive Committee meetings will be 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.

At the discretion of the Executive Committee, and with concurrence of the LTCCC members, Standing and/or Ad Hoc Committees may be established.

Section VIII. Standing Committees and Ad Hoc Committees

The LTCCC shall establish Standing Committees, to undertake additional work in discrete areas on behalf of the Council. Each member of the LTCCC shall serve on at least one Standing Committee. Individuals nominated to the LTCCC shall be advised of this additional responsibility as a condition of membership. The Standing Committee Chair will be nominated by the Chairman and confirmed by the LTCCC.

Each Standing Committee will provide an oral report of the Committee's activities at each regular meeting of the LTCCC.

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 IX. LTCCC Meetings and Attendance at Meetings

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.

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

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.

Section X. 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.

Section XI. Conflicts of Interest

Prior to a vote on any issue, the Chair will request that any members having a conflict of interest identify themselves and abstain from voting.

Section XII. 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.