

# Families and communities Together

## **FACT Empowerment Bylaws**

*FACT Empowerment By-Laws approved August 30, 2006  
FACT Empowerment By-Laws Amended March 28, 2007  
FACT Empowerment By-Laws Amended March 25, 2009  
FACT Empowerment By-Laws Amended May 27, 2009*

# FACT Empowerment Area By-Laws

## Article I- Name

### Organizational Name and Boundaries

The name of the empowerment area shall be known as Families and Communities Together (FACT). This empowerment area encompasses the geographic area of Adair County.

## Article II -Purpose

### Purpose

The purpose of the empowerment area is to facilitate efforts to enhance the quality of life of young children and their families through collaboration.

## Article III - Membership

### Board Membership Guidelines:

The board shall consist of eleven (11) members. Membership shall include members with education, health, human services, business, faith and public interest throughout the FACT Empowerment Area. The majority members of the board shall be elected officials and/or members of the public who are not employed by a provider of services to or for the community board.

### Board Composition:

- One (1) Human Services Representative
- One (1) Health Representative
- One (1) Education Representative
- Eight (8) citizens\* comprised of at least one or more from the following areas;
  - ✓ Elected Official Representative
  - ✓ Consumer Representative
  - ✓ Business Representative
  - ✓ Faith Representative
  - ✓ Public Interest Representative
  - ✓ Citizen Representative

Every effort is made to appoint representatives from all areas of the county.

*\*FACT Empowerment shall adhere to the citizen definition as defined by state law.*

*Iowa Administrative Code, 349, Chapter One, defines a citizen representative as “a resident of the empowerment area, who is not an elected official, or a required representative for education, health, and human services, or a paid staff member of an agency whose services fall under the plan or purview of the community empowerment Board. A citizen representative may also represent faith, consumer, or business.”*

## **Board Authority and Responsibilities**

The Board is the local governing body and has authority over the functions of the geographic area. Responsibilities of the Board shall be the following:

### *Full Board Responsibilities*

- Interpret the scope of responsibilities of the Empowerment Area as set by legislation;
- Establish the mission of policies to support the legislative intent;
- At a minimum, administer funds from the state;
- Ensure that interest on earning from the community empowerment funds be used for services in the community plan;
- Approve contracts;
- Develop and implement the community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results;
- Evaluate the outcome of the community plans;
- Ensure wide community input as part of all procedures by forming standing committees, task groups and focus groups;
- Assign task as to committees as appropriate;
- Ensure that the annual report is submitted each fiscal year to the Iowa Empowerment Board and to local governing bodies in the empowerment area;
- Develop a plan to sustain community efforts to support children and their families within the empowerment area;
- Assume other responsibilities established by law or administrative rule.
- Use data to make funding decision.

### *Individual Board Member Responsibilities*

- Attend all meetings of the Board, including assigned committees and task forces. Notify the Board Chairperson of absences in advance, if possible;
- Thoroughly review the agenda and all background support material and come to all meetings prepared to contribute to the discussion of issues and business to be addressed;
- Serve on at least one committee;
- Represent the area Board in a positive and supportive manner at all times and in all places;
- Keep the Board chairperson informed about any community concerns or issues that are relevant to this Board;
- Recognize conflicts of interest between position as a Board member and personal and professional life. If such conflict does arise, declare that conflict before the Board and refrain from voting on matters in which a conflict exists.

## **Board Member Terms**

All terms of office shall be three years. A Board member shall be limited to two full terms\*. At the completion of two full terms, Board members are ineligible from applying for membership for twelve months. In the event any Board member is appointed to fill an unexpired term, he/she shall complete that term and be eligible for two full terms. All terms shall be staggered. *\*A full term is thirty six months served consecutively.*

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### **Board Member Selection/Application**

Any Board member shall send a written intent of resignation to the Chairperson of the Board. It will become final upon receipt by the Board. At the Board's next regularly scheduled meeting, the Board will place the resignation on record. Any member having three (3) unexcused consecutive absences from the regularly scheduled Board meetings will be replaced by the appropriate method stated in these By-Laws.

### **Board Removal**

Board members may be removed from office in the following manner:

Any board member may present charges against another board member by filing them in writing with the board chairperson. Such removal shall be voted on at the next regular or special meeting of the board and shall be effective if approved by a majority vote, if a quorum is present. The board member whom such charges have been presented shall be informed, in writing, of such charges at least ten (10) days prior to the meeting, and shall have the opportunity at such meeting to be heard in person or by counsel to present witnesses; and the person or persons presenting such charges shall have the same opportunity. If the removal of the board member is approved, such action shall constitute a vacancy to be filled in accordance with Article III.

## **Article IV – Governance and Quorum**

### **Decision Making**

The latest available edition of Robert's Rules of Parliamentary Procedure shall be the standard authority for conduct of business and, except as modified by the Board, shall govern in all matters relating to parliamentary practices of the Board.

### **Quorum**

A quorum must be present to vote on any action. The quorum for a Board meeting shall be majority of total membership positions filled. The chairperson votes to break a tie or cause a tie.

### **Public Input**

All meetings shall be accessible to the public. Agendas and notices shall be posted on the FACT Empowerment website. Public input shall be recognized at each regularly scheduled meeting by having an agenda item stating "public input".

### **Appeals**

The community has the right to appeal decisions based upon a showing that the policies and procedures governing the decision making process have not been properly applied. Appeals should be in writing and filed with the Chairperson of the Board within five working days of the date of the Board decision. It is the responsibility of the applicant to assure that appeals are received by 4:30 p.m. on or before the fifth working day of the appeals process.

- All appeals shall clearly state how the decision failed in following the rules of the process as governed by the policies and procedures outlined in the by-laws. The request must also describe the remedy sought.
- The Board will review the appeal and gather information regarding any infractions of the process.

- At the next regularly scheduled meeting the Board will determine if there has been a violation of the process and rule on the appeal.

### **Conflict of Interest**

A member of the Board, who may derive any intentional personal benefit, profit or gain, directly or indirectly, by reason of membership on the Board or for services contracted from the Board, shall disclose such interest to the Board. Every Board member shall be required to sign a conflict of interest statement at the onset of each new term.

### **Official Records**

The official records of the Board shall be available to the public and kept at the Empowerment office as designated of the board. Records are open to the public; however in the event that copies of records are requested, standard charges will apply.

## **Article V - Officers**

### **Offices and Duties**

*Chairperson* – The chairperson shall preside at all meetings of the Board, approve the agenda for each meeting, call special meetings, oversee the operations of the Board and the Board’s compliance with Iowa Law and these by-laws, and execute documents on behalf of the Board when approved by the Board and appoint committee representatives. The chairperson shall be an elected official representative or a citizen/parent/consumer/faith representative. The chairperson votes to break a tie or cause a tie.

*Vice--Chairperson* – The vice-chairperson shall, in the absence of the chairperson, assume the duties of the chairperson. In the event neither the chairperson nor the vice-chairperson is in attendance, the longest tenured citizen member shall assume chairperson responsibility for regular scheduled meetings. The vice-chairperson shall also assist the chairperson in appointing committee representatives.

### **Selection of Officers**

The officers shall be elected by the Board at the regularly scheduled January meeting and offices shall be for a twelve month period. The Board shall elect officers to serve for the remainder of the year or until the successors are duly qualified and elected.

*Chairperson* – The chairperson shall preside at all meetings of the Board, approve the agenda for each meeting, call special meetings, oversee the operations of the Board and the Board’s compliance with Iowa Law and these by-laws, and execute documents on behalf of the Board when approved by the Board and appoint committee representatives. The chairperson shall be an elected official representative or a citizen/parent/consumer/faith representative. The chairperson votes to break a tie or cause a tie.

*Vice Chairperson* – The vice-chairperson shall, in the absence of the chairperson, assume the duties of the chairperson. In the event neither the chairperson nor the vice-chairperson is in attendance, the longest tenured citizen member shall assume chairperson responsibility for

regular scheduled meetings. The vice-chairperson shall also assist the chairperson in appointing committee representatives.

### **Annual Meeting**

An annual meeting of the Board shall be held January of each year, at a time and place to be fixed by the Board.

## **Article VI - Committees**

### **Appointment of Committees**

The chairperson and vice chairperson with consultation of the Board shall appoint Board members to serve on standing committees and/or ad hoc committees as it sees fit to carry out the goals and objectives of the Board. The Board may make further appointments from outside of the Board, however at a minimum of at least one Board member will be on each committee. The following committees shall be:

#### **✧ *Success 4 Kids Child Abuse Council***

The *Success 4 Kids Child Abuse Council* shall be the standing advisory committee for the Board. Community partners, agencies, citizens and Board members may participate. The Board may refer specific issues/tasks to this committee. Tasks may include but not limited to:

- Recommend and recruit vacant Board member positions;
- Provide expertise in fields of health, human services, early care and education;
- Suggest public policy;
- Provide guidance on community needs and issues;
- Advocate for the FACT Empowerment Area.

#### **✧ *Program and Service Committee***

The *Program and Service Committee* is designated to review processes for program funding, Request for Proposal process, best practices, outcome performance, and annual report compliance. Recommendations from this committee shall be presented to the Board for approval.

#### **✧ *Board Processes Committee***

The *Board Processes committee* is designated to evaluate the by-laws, vision and mission, legislation compliance, Board trainings, Board structure, and out reach/advocacy activities. Recommendations from this committee shall be presented to the Board for approval.

#### **✧ *Finance Committee***

The *Finance Committee* shall consist of a minimum of two Board members appointed by the chairperson. Tasks may include but not limited to; reviewing financial obligations, assisting with state budget regulations, and reviewing payment vouchers. The Finance Committee shall present recommendations to the Board for approval. In the event a regularly scheduled board meeting is postponed or quorum is not met, payment vouchers will be tentatively approved by the finance committee and submitted for payment. At the next regular scheduled Board meeting, action will be taken for approval. Payment vouchers shall be signed by a member of the finance committee.

## **Article VII - Meetings**

### **When-Where-How**

Meetings shall be conducted pursuant to the open meetings and open records law, Iowa Code Section 504A 422. All meetings shall be posted at on the FACT Empowerment website and at the Adair County Courthouse not less than 24 hours prior to the meeting. The Board shall meet monthly or as often as they deem necessary at a time and place to be fixed by the Board as long as the location is a public handicap accessible facility.

### **Special Meetings**

Special meetings may be called by the chairperson or vice-chairperson at any time with the approval of two additional Board members, additionally four or more non officers may also request a special meeting to the chairperson or vice-chairperson who upon receipt of the request shall call a special meeting. The chairperson or vice-chairperson shall call special meetings within five days after receiving a request.

### **Telephonic and Electronic Meetings**

No electronic mail meetings will be allowed, however to constitute a quorum if necessary, members may be present through a conference call. All members participating in this manner shall be reflected in the Board minutes.

## **Article VII – Amendments to By-Laws**

### **Amendments**

These by-laws, or any part hereof, may be amended or repealed, in accordance with Chapter 71 of the Code of Iowa, at any regular meeting of the Board, provided that notice has been given at least thirty days prior of the intention to amend or repeal any part hereof.

## **Article IX – Dissolution**

### **Dissolution**

This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.