



BYLAWS
Approved February 5, 2009

ARTICLE 1. NAME

SECTION 1.1 The name of this organization shall be the **MIAMI-DADE COMMUNITY BASED CARE ALLIANCE** (hereinafter called the **CBC ALLIANCE**).

SECTION 1.2 The **CBC ALLIANCE** is mandated by statute to serve in an advisory capacity to the Department in fulfilling its mandates.

SECTION 1.3 The designated service area of the **CBC ALLIANCE** shall be Miami-Dade County, Florida.

SECTION 1.4 The principal office and place of business of the **CBC ALLIANCE** shall be located at the Florida Department of Children and Families, 401 Northwest 2nd Avenue, Miami, Florida 33128.

ARTICLE II. DESCRIPTION

SECTION 2.1 The 2000 Florida Legislature amended Section 20.19 of the Florida Statutes authorizing the Department of Children and Families, in consultation with local communities, to establish a community alliance of the stakeholders, community leaders, client representatives and funders of human services in each county to provide a focal point for community participation and governance of community-based services.

ARTICLE III. MISSION & VISION

SECTION 3.1 The mission of the **CBC ALLIANCE** is:
To engage the community in advocating for a family- centered, culturally competent and outcomes-driven system of care that enhances the safety, permanency and well-being of children and families.

The vision of the CBC ALLIANCE is:
A system of care where safety, permanency and the well- being of children, families and communities are supported by committed professionals competent in evidence- based and promising practices.

ARTICLE IV. PURPOSE

SECTION 4.1 The purpose of the **CBC ALLIANCE**, as established by **applicable statute (F.S. 20.19(6)(b))** shall be, but shall not be limited to, the following:

1. Joint planning for resource utilization in the community, including resources appropriated to the department and any funds that local funding sources choose to provide.
2. Needs assessment and establishment of community priorities for service delivery.
3. Determining community outcome goals to supplement state-required outcomes.
4. Serving as a catalyst for community resource development.
5. Providing for community education and advocacy on issues related to delivery of services.
6. Promoting prevention and early intervention services.

SECTION 4.2 The **CBC ALLIANCE** shall use shared services and resources to achieve its mission whenever possible.

ARTICLE V. CBC ALLIANCE GOVERNANCE

SECTION 5.1 **AUTHORITY**: The governing authority of the **CBC ALLIANCE** shall be invested in the **CBC ALLIANCE**, which shall have and exercise any and all powers in the management of the business affairs of the **CBC ALLIANCE**.

SECTION 5.2 **MANDATED COMPOSITION**: As dictated by Section 20.19(6)(d) of the Florida Statutes, the initial membership of the

CBC ALLIANCE shall be composed of the following, that have been adapted to reflect local conditions:

1. The Department of Children and Families Circuit 11 Administrator.
2. A representative from Miami-Dade County Government
3. A representative from Miami-Dade County Public Schools
4. A representative from United Way of Miami
5. A representative from the 11th Circuit Court
6. A representative from The Children's Trust
7. A representative from the Miami-Dade County Police Department

SECTION 5.3

ADDITIONAL CATEGORIES OF MEMBERSHIP: In addition to members required by statute, the **CBC ALLIANCE** may include individuals that are community leaders, have knowledge of community-based care issues or otherwise represent perspectives that will enable them to accomplish the purposes listed in Section 4.1 above, if in the judgment of the **CBC ALLIANCE**, such inclusion is necessary to adequately represent the diversity of Miami-Dade County. Such designated members may include:

1. A senior level administrator from the Agency for Health Care Administration
2. A senior level administrator from the Department of Juvenile Justice
3. A senior level administrator from the Miami-Dade County Health Department
4. A senior level executive officer/administrator from the Jobs and Education Regional Partnership Board (a/k/a South Florida Workforce Investment Board)
5. A Foster Parent
6. A Relative Caregiver
7. A Youth in Independent Living from the Dependency System
8. An Adoptive Parent
9. A senior level administrator from the Guardian Ad Litem Program
10. A senior level administrator from Foster Care Review
11. A person or persons from organizations representing the cultural and ethnic diversity of the community
12. A person or persons from the business and civic communities
13. A high ranking member from a Miami-Dade County university
14. A representative or representatives from the Monroe County Community Based Care Alliance
15. A senior level executive officer from The Alliance for Human Services

16. A senior level executive officer from The Miami-Dade County Homeless Trust
17. Other persons deemed appropriate for membership by the CBC Alliance

SECTION 5.4

TERM OF SERVICE: Each **CBC ALLIANCE** member shall serve a term of service according to the following:

- 5.4.1 **Mandated Members**: Mandated **CBC ALLIANCE** members pursuant to Section 5.2 above shall serve without limit of term coincident to eligibility.
- 5.4.2 **Non-Mandated Members**: The term for members who are not in a designated mandated position as described in Section 5.2 above shall be for three years. Terms for new non-mandated members will begin the month after they are elected to the **CBC ALLIANCE**. Terms for current and new non-mandated members will conclude three years from the month and year that they are elected to the **CBC ALLIANCE**.
- 5.4.3 **Number of Terms**: A member may serve a maximum of two full consecutive terms.
- 5.4.4 **Layoff Provision**: Should a member serve two consecutive terms as permitted by this section, a two-year layoff period will be required before a new application for membership may be considered.

SECTION 5.5

ATTENDANCE: Each **CBC ALLIANCE** member is expected to attend all regularly scheduled CBC Alliance Board Meetings.

- 5.5.1 **Attendance by Mandated Members**: Mandated members of the **CBC ALLIANCE** as designated by their organizations shall make best efforts to attend every meeting of the CBC Alliance Board. Such members may designate a single alternate to attend and vote on behalf of the mandated organization on no more than three occasions during a calendar year. Should the representative of the mandated organization have three absences from CBC ALLIANCE monthly meetings, including failures of the designated alternate to appear, the Chair may then request the appointment of a new representative from the mandated organization.

- 5.5.2. Attendance by Non-Mandated Members: Members appointed under Section 5.3 shall not have more than three absences in each calendar year. More than three absences in a calendar year are grounds to terminate the CBC ALLIANCE membership of that member according to the following process:
- a. The CBC ALLIANCE Chair will write to the member advising the member of more than three absences, in violation of Bylaw Section 5.5.2.
 - b. The member shall be advised that a written appeal may be made to the Executive Committee of the CBC Alliance Board. Such appeals will be reviewed by the Executive Committee with particular reference to extraordinary circumstances which have prevented the member's attendance.
 - c. Such written appeals must be received by the Executive Committee within 21 days from the date of the notification letter.
 - d. A written decision on the appeal will be sent to the member by the chair of the Executive Committee upon the completion of the Committee deliberations and prior to the next scheduled meeting of the CBC Alliance Board.
 - e. Absences due to the rescheduling of a CBC ALLIANCE meeting outside regular monthly meeting dates will be excused.

SECTION 5.6

VACANCY: If a vacancy occurs among the **CBC ALLIANCE** membership, the Executive Committee, at its earliest convenience, shall fill such vacancy by soliciting nominations and applications for membership. A member elected to complete a vacant term shall serve for the unexpired portion of that term of service. A member elected to fill a vacancy may be elected for two additional terms of service; however, if a member comes into a term that is less than half completed, that member shall only be permitted to be elected to one additional term of service.

SECTION 5.7

MEETINGS: The **CBC ALLIANCE** shall meet monthly or at the discretion of the Chair.

SECTION 5.8

QUORUM: Fifty percent plus one of the **CBC ALLIANCE** membership shall constitute a quorum necessary for official conduct of meetings of the **CBC ALLIANCE**.

When a quorum is not present, a majority vote of those members present of the Executive Committee shall determine whether to dispense with a quorum so that a majority of those **CBC ALLIANCE** members present shall prevail in the decision of any

matters brought before that meeting of the **CBC ALLIANCE**, upon which the Alliance is called to vote.

SECTION 5.9

OFFICIAL FUNCTIONING: The **CBC ALLIANCE** shall operate as a public body covered under provisions of section 286.011 of the Florida Statutes and the public records provision of Section 119.07(1).

5.9.1 All meetings of the **CBC ALLIANCE** shall be open to the public.

5.9.2 Members of the **CBC ALLIANCE** are subject to the provision of Part III of Chapter 112, the Code of Ethics for Public Officers and Employees.

5.9.3 An annual meeting shall occur in December each year at which time the **CBC ALLIANCE** Annual report will be presented.

SECTION 5.10

COMPENSATION: Per Section 20.19(6)(g) of the Florida Statutes: Members of the community alliances shall serve without compensation.

ARTICLE VI. OFFICERS

SECTION 6.1

The officers of the **CBC ALLIANCE** shall be the Chair and the Vice Chair.

SECTION 6.2

ELECTION/TENURE/VACANCY: All officers shall be elected by the **CBC ALLIANCE** from among its members.

6.2.1 Each officer shall serve for a two-year term, subject to reelection for an additional one-year term.

6.2.2 The Executive Committee shall develop a slate of officers to present to the **CBC ALLIANCE** for election and shall recruit members of the Alliance to serve as officers as deemed appropriate by the Alliance.

6.2.3 The Executive Committee will present a slate with nominees for each office for which an election is to be held, at least one month prior to the election. Any member of the **CBC ALLIANCE** may present additional nominees for any office for which an election is to be held during the period following announcement of the slate. At the meeting at which the election is to be held, the floor will be open for additional nominations from any **CBC ALLIANCE** member for any office for which the election is to be held.

6.2.4 At the November Board Meeting, election of officers shall take place (if necessary) with the term of office beginning at the next January meeting of the **CBC ALLIANCE**.

6.2.5 Officer vacancies may be filled by a majority vote of the members of the **CBC ALLIANCE** at any regular meeting of the **CBC ALLIANCE**, as defined in Section 5.8 on quorum, or at a special meeting called for that purpose.

6.2.6 No two (2) officers shall be from the same organization.

SECTION 6.3

POWERS AND DUTIES: The officers shall have such powers and duties as generally ascribed to their respective offices, and such further powers and duties as from time to time may be conferred by the **CBC ALLIANCE**, including, but not limited to, the following:

6.3.1 **Chair** – Preside at all meetings of the **CBC ALLIANCE**; appoint the chair of the **CBC ALLIANCE** committees; serve as an ex-officio member of all **CBC ALLIANCE** committees and work groups; represent and act on behalf of the **CBC ALLIANCE** as authorized by the **CBC ALLIANCE**; and exercise such other duties as may of right appertain to the office.

6.3.2 **Vice Chair** – Exercise the authority and fulfill the duties of the Chair in the absence of that Office; and exercise such other duties as may be assigned by the Chair.

ARTICLE VII. COMMITTEES

SECTION 7.1

EXECUTIVE COMMITTEE: The **CBC ALLIANCE** shall empower an Executive Committee whose membership shall be:

1. Chair
2. Vice Chair
3. DCF Circuit 11 Administrator
4. Four (4) members of the **CBC ALLIANCE** to be selected by the incoming Chair and approved by a simple majority of members present at the December Annual Meeting preceding a new Chair's term. The at-large members shall serve at the discretion of the current Chair.

7.1.1 The Executive Committee shall be responsible for serving as the leadership of the **CBC ALLIANCE**. The Executive Committee will:

1. Develop monthly meeting agendas for the **CBC Alliance**.
2. Oversee **CBC Alliance** administration.
3. Develop and assign goals to **Work Groups**.
4. Ensure that the **CBC ALLIANCE** has a complete roster by recruiting and recommending new members.

SECTION 7.2

WORK GROUPS: Work Groups may be established and discontinued as deemed necessary and appropriate by the **CBC ALLIANCE**.

- 7.2.1 Chairs of Work Groups will be appointed by the CBC Alliance Chair.
- 7.2.2 Membership of the Work Groups shall be comprised of the Work Group chair and at least two members who volunteer or are appointed by the Chair. Individuals who are not members of the CBC ALLIANCE will be invited to participate in the Work Group.
- 7.2.3 The Executive Committee will determine the specific tasks and goals of each Work Group.
- 7.2.4. The Work Group chair or his/her designee will report progress to the Executive Committee and the CBC Alliance on a monthly basis.

ARTICLE VIII. RULES OF ORDER

SECTION 8.1

MEETING PROCEDURES: All meetings of the **CBC ALLIANCE** will be conducted according to generally accepted procedures for the conduct of meetings.

- 8.1.1 Should a procedural dispute arise, the official residing will seek consensus on dispute resolution among the members present.
- 8.1.2 If the procedural dispute cannot be resolved in a reasonable amount of time, the most recently published version of Robert’s Rules of Order will be used to resolve the disputed procedure.

ARTICLE IX. AMENDMENTS

SECTION 9.1

PROPOSED AMENDMENTS: These Bylaws may be altered, amended, or repealed, either in part or in entirety, upon written notice of the proposed changes to the duly appointed/elected membership of the **CBC ALLIANCE** at least ten (10) days prior to the date of the **CBC ALLIANCE** meeting at which the proposed changes will be considered and acted upon.

SECTION 9.2

AMENDMENT APPROVAL: These Bylaws (and any future alteration, amendment, or repeal to these Bylaws) shall require approval by an affirmative vote of fifty percent plus one of the duly appointed/elected membership of the **CBC ALLIANCE**.

