

## **FaDSS Council BY-LAWS**

For the Family Development and Self-Sufficiency Council within the  
Iowa Department of Human Rights.

**Article I:       NAME OF THE ORGANIZATION**

The name of the organization is the Family Development and Self-Sufficiency (FaDSS) Council serving under the Iowa Department of Human Rights.

**Article II:       PURPOSE**

The Family Development and Self-Sufficiency (FaDSS) Council is established within the Department of Human Rights pursuant to Iowa Code Section 216A.107. The Council's powers and duties are policy-making and advisory with respect to the Family Development and Self-Sufficiency grants administered, by the Department of Human Rights. Council responsibilities are further delineated in 427- Chapter 15 of the Iowa Administrative Code.

**Article III.      MEMBERSHIP**

The FaDSS Council membership is established by Iowa Code Section 216A.107 as follows:

- a.     The Director of the Iowa Department of Human Services or the Director's designee.
- b.     The Director of the Iowa Department of Public Health or the Director's designee.
- c.     The Administrator of the Division of Community Action Agencies of the Department of Human Rights or the Administrator's designee.
- d.     The Dean of the College of Human Sciences at Iowa State University or the Dean's designee.
- e.     The Director of the Department of Education or the Director's designee.
- f.     The Director of the School of Social Work at the University of Iowa or the Director's designee.
- g.     The Director of the School of Applied Human Sciences at the University of Northern Iowa or that person's designee.
- h.     Two recipients, or former recipients of the Family Investment Program (FIP), selected by the other members of the FaDSS Council.
- j.     One recipient or former recipient of the Family Investment Program (FIP) who is a member of a racial or ethnic minority, selected by the other members of the Council.
- j.     The Director of the Department of Workforce Development or the Director's designee.

- k. Two persons representing the business community, selected by the other members of the FaDSS Council.
- l. One member representing providers of services to victims of domestic violence, selected by the other members of the FaDSS Council.
- m. Two members from each chamber of the general assembly serving as ex-officio, non-voting members. The two members of the Senate shall be appointed one each by the Majority Leader and the Minority leader of the Senate. The two members of the House of Representatives shall be appointed one each by the Speaker and the Minority Leader of the House of Representatives.

Each Council member will be asked to provide the Council with the name of an alternate who will attend the meeting when it is not possible for the Council member to attend the scheduled meeting. The alternates will be provided with Council agenda and relevant information. If the alternate is unable to attend the Council member can name a proxy to attend the meeting. The proxy name needs to be submitted to the chair prior to the meeting in writing.

**1. Membership Terms**

The six Council members selected by the other members of the FaDSS Council shall serve three-year terms. Members whose terms expire may be reappointed. Vacancies on the Council shall be filled for a period of three years.

**2. Membership Attendance Requirements**

Any member of this Council shall be deemed to have submitted a resignation from such membership if the following event occurs:

- A. The person, or his/her designated alternate does not attend three or more consecutive regular meetings of the Council.
- OR
- B. The person, or his/her designated alternate attends less than one-half of the regular meetings of the Council within any period of twelve calendar months beginning on July 1. This paragraph does not apply unless the Council holds at least four regular meetings during such period. This paragraph applies only to such a period beginning on or after the date when the person becomes a member of the Council.

If the member receives no notice and had no knowledge of a regular meeting and gives the Council Chairperson a sworn statement to that effect within ten days after the person learns of the meeting, such meeting shall not be counted for the purpose of this section.

The Council Chairperson may accept or reject such resignation. If the Council Chairperson accepts it, the Council Chairperson shall notify such person in writing that the resignation is accepted pursuant to this section. The Council shall then make another appointment to such office. Such

appointment shall be made in the same manner and for the same term as in the case of other vacancies caused by resignation from such office.

In the event that Council members, serving as various department director's/ administrator's designees are not meeting attendance requirements, the Council Chairperson will send a letter to the member and a copy of a letter addressed to the appropriate agency director, asking that a new designee be appointed who would be willing to serve on the FaDSS Council.

#### **ARTICLE IV: OFFICERS**

##### **A. Selection and Terms of Officers**

The officers of the Council are: Chairperson and Vice-Chairperson. Council members are elected to these positions by the voting members of the Council.

1. All officers shall be elected for a two-year term.
2. Voting for Chairperson and Vice-Chairperson, shall be by ballot during the first Council meeting following July 1 of even numbered years.
3. Nominations may be made from the floor at the time of the election provided the consent of the nominee has been obtained.
4. Officers shall assume office at the first meeting following the election.
5. A vacancy in any elective office shall be filled by Council action.

##### **B. Chairperson**

1. The Chairperson shall represent the Council and has the authority to speak on its behalf at public hearings, budget hearings, and sign documents as approved by the Council.
2. The Chairperson shall preside at meetings of the Council and any other Council sponsored events.
3. The Chairperson shall appoint chairs and members of all committees and resource groups. Each committee or group must have at least two Council persons as members.
4. The Chairperson shall call meetings of the Council at least four times yearly and may call meetings of the Council, or any committee at any time deemed necessary and shall see that the full Council membership is notified of all meetings including the time, place, and proposed agenda. Council meetings are considered public and require timely notice to the communications media as defined in Iowa Code Section 21.4.
5. The Chairperson shall provide leadership to the Council and oversee the orientation of new Council members.

**C. Vice-Chairperson**

1. The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of the Chairperson
2. The Vice-Chairperson shall perform other duties as assigned to by the Chairperson or the Council.

**ARTICLE V: Council Committees**

In addition to the duties outline in Iowa Code Section 216A.107.3a-g, Council members are encouraged to participate in one council committee. The committees of the Council include but are not limited to the following:

- A. Grant Review
- B. Long Term Planning
- C. Nomination
- D. Outcomes
- E. Training

**ARTICLE VI: MEETINGS**

The Council shall meet at least four times per year. The Council will establish the schedule of meetings for the up-coming year at the Council meeting held in May of each year. This schedule may be changed as necessitated. In the event of a lack of quorum, the meeting may be postponed or cancelled. Special meetings may be called by the chairperson or upon the written request of a majority of Council members. Council meetings are considered public and require timely notice to the media as defined in Iowa Code section 21.4.

**A. Telephonic/Electronic Meetings**

The Council may conduct business via telephonic/electronic conference in unusual circumstances, when time is of the essence, as long as all requirements for public meeting and participation are met. Action may be taken by the Council in telephonic/electronic conferences by a majority of the members and such action shall be noted in special minutes and shall be reported along with the minutes of the next meeting.

**B. Vote Polling**

The Council may conduct business via "vote polling" in unusual circumstances, when time is of the essence, as long as all requirements for public meetings and participation are met. Action may be taken by the Council via vote polling of a majority of the members and such action shall be noted in a special minutes and shall be reported along with the minutes of the next meeting.

**C. Meeting Notice**

An agenda will be sent to each Council Member and other interested parties at least seven days prior to the meeting. The agenda will also be made available to the media as defined in Iowa Code section 21.4.

**D. Open Meetings**

All meetings shall be open to the general public, in compliance with the open meetings law.

**E. Closed sessions**

Closed Sessions will only be held as necessitated and in compliance with procedures provided by law.

**F. Conflict of Interest**

In the event of a potential conflict of interest the Council member shall abstain from voting.

**G. Member Absence**

If a Council Member or designated alternate is unable, for good reason, to attend a meeting, he/she will notify the chairperson or designee.

**H. Meeting Minutes**

Minutes of the meeting are kept on file in the offices of the Division of Community Action Agencies in the Department of Human Rights, Lucas State Office Building, Des Moines, Iowa.

**ARTICLE VII: PARLIAMENTARY AUTHORITY**

The Council will use Robert's Rules of Order as its standard reference guide. In all instances when they are applicable and not inconsistent with these by-laws and any other special rules the Council shall adopt, the rules contained in the current edition of New Robert's Rules of Order shall govern this Council.

**ARTICLE VIII: QUORUM**

A quorum shall consist of two-thirds of the active membership or eligible voters. When a quorum is present in person or by telephonic/electronic means, a position is carried by a majority of the members eligible to vote.

**ARTICLE IX ORDER OF BUSINESS**

The order of business at regular Council meetings shall be as follows:

1. Call to Order
2. Introductions and Grantee Updates
3. Approval of Agenda
4. Approval of Minutes
5. Family Development Alliance Report
6. Committee Reports & Recommendations
7. Staff Reports
8. New Business
9. Old Business
10. Other Updates
11. Adjournment

**ARTICLE X: AMENDMENTS**

These by-laws may be amended or changed by a vote of 2/3 of the Council members. There shall be a seven-day notice of any proposed change provided to Council members prior to the vote.

APPENDIX:

- A. Iowa Code, Chapter 216A.107
- B. Iowa Administrative Code, 427- Chapter 15