

MODEL BY-LAWS

1. NAME:

The name of this organization is the

2. OUR PURPOSE:

_____ (name of organization) exists to improve the quality of life and quality of care of all the residents of _____ (name of nursing home.) We believe we can help accomplish our goal by promoting sensitivity, competence, caring and support of and for the staff and the residents, their family, their representatives and their friends..

3. OUR ACTIVITIES:

What we will do to accomplish our goal:

(A) Inform, comfort and motivate relatives, representatives and friends of all of the facility's residents, including those that are new to the facility.

(B) Share our experiences and ideas for the purpose of problem - solving.

(C) Maintain communication between our members and facility staff.

(D) Provide input on nursing home activities and decisions.

(E) Act on shared concerns and problems.

4. MEMBERSHIP AND ATTENDANCE AT MEETINGS:

Members of _____ (name of family council) are the relatives, friends and

representatives of current residents of _____ (name of nursing home), and any relatives, friends and representatives of former or deceased residents who choose to continue to participate. A staff member from the facility may attend all or part of any meeting, when invited by the family council,

but shall not be a voting member. Any person eligible for membership in the family council may attend its meetings, except that the council may choose to exclude persons whose presence is inconsistent with achieving the purpose of the council, from part or all of a meeting.

5. COUNCIL OFFICERS; OFFICERS' RESPONSIBILITIES

Officers of the family council shall be the Chairperson, Co-Chairperson, Secretary and Treasurer.

The Chairperson shall prepare the agenda for and preside over all family council meetings. The Chairperson shall also complete records of requests for facility action., or shall designate another person to do so.

If the Chairperson is absent, the Co-Chairperson shall preside. The Co-Chairperson shall also be responsible for insuring that notices of council meetings, including an agenda, are posted in the facility, and that members and potential members of the council are told about the council and its meetings in any way the council or the Executive Committee decides is appropriate.

The Secretary shall record and keep the minutes of every meeting, and post them in a designated area of the facility. The Secretary shall also keep records of request for facility action, and of the facility's response.

The Treasurer shall collect monies for the council, disburse monies with the approval of the council, and keep a permanent record of income and expenses. The Treasurer shall report any new income and/or expenses, and the total assets of the family council, at every meeting of the council. In the absence of the Chairperson and Co-Chairperson, the Treasurer shall preside over the meeting of the council.

The Executive Committee shall consist of the officers of the council. If an officer cannot perform her /his required duties, the Executive Committee shall appoint a member of the council to serve the rest of the term. The Executive Committee may establish other committees, including welcoming, grievance, nominating, activities, and any other it decides upon.

6. ELECTION OF OFFICERS

Elections shall be held every year in the month of _____. The term of office shall be one year, beginning on _____. An individual may be re-elected to any office.

Candidates for office shall be announced and presented to the membership at the monthly meeting in _____.

All candidates for office shall have an equal right to present material in support of their candidacy to the members of the council, including equal access to bulletin boards and mailings.

7. MEETINGS OF THE FAMILY COUNCIL

_____ (name of organization) shall meet every month

_____ (how often)

on _____-(day / date)

The otherwise - scheduled next meeting date may be changed by a majority vote of the members attending any regular meeting of the family council.

8. PROCEDURE AT MEETINGS

Every meeting will follow the agenda prepared by the Chairperson. Every meeting shall include an opportunity for any member present at the meeting to propose subjects for discussion at that or another meeting.

A person wishing to be heard during a meeting shall raise her / his hand and be recognized by the Chairperson.

Decisions of the council shall be by majority vote of those attending the meeting, unless those present at the meeting decide on a different method of decision-making.

9. ADOPTING AND CHANGING THE BY-LAWS

These by-laws shall be adopted as the by-laws of the _____ (name of organization) by a majority vote of those persons attending the organizational meeting.

Changes to these by-laws may be made at any scheduled meeting of the family council by majority vote of those present at the meeting. The text of any proposed change shall be read aloud at the regularly-scheduled meeting before the meeting at which a change is made, and shall be included in the posted agenda for both meetings.