

Bylaws of Franklin County

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

ARTICLE 1.

Purpose, Duties, and Membership

The Franklin County Adult Care Home Community Advisory Committee, hereinafter referred to as the Advisory Committee, was established in accordance with the North Carolina General Statutes, G.S. 131D-31, to work to maintain the spirit of the Adult Care Home Residents Bill of Rights and to promote community involvement and cooperation with Adult Care Homes to ensure quality care for the elderly and disabled adults. State law defines the duties and the appointment, by the County Commissioners, of the Advisory Committee members. (See Attached)

ARTICLE 2.

General Rules

All Advisory Committee members are expected to attend committee meetings, training sessions and assigned quarterly visits to the Adult Care Homes. The Chairperson will request that the Board of County Commissioners replace anyone who is “not active”. *“Not Active” is defined as having missed more than half (2) the quarterly home visitation meetings (exceptions are all excused or prior arranged absences) and not attending scheduled training meetings at the request of the Regional Ombudsman. These meetings will be announced as readily scheduled during the year.*

ARTICLE 3.

Officers and Duties

A. Election of Officers

The Advisory Committee shall elect a chairperson and a secretary annually. All officers may succeed themselves. No more than one office will be held simultaneously by any member.

B. Chairperson

The Chairperson shall preside at all meetings of the Advisory Committee; shall decide all matters of order and procedure unless a majority call for a final

decision is needed by the Advisory Committee; shall appoint the sub-committee chairperson; and shall nominate for the Advisory Committee's appointment any sub-committee members necessary to investigate any matters before the Advisory Committee or to perform any of its duties. The Chairperson is responsible for gathering information (from CAC visit reports activity sheets, and meeting minutes) and presenting the CAC update report to the Board of County Commissioners, annually. The Chairperson may vote, as an Advisory Committee member, on any issue before the Advisory Committee. The Chairperson or a majority of the Advisory Committee may call a special meeting whenever such is justified.

C. Vice-Chairperson

The Vice-chairperson shall assume the duties of the chairperson in his/her absence.

D. Secretary

The secretary shall keep the minutes of the Advisory Committee; shall carry on routine correspondence; shall maintain the files of the Advisory Committee: Quarterly Visit Reports, Annual Activity Report, Attendance Records, Activity Forms, Mileage Forms, Committee Meeting Minutes; and shall provide written minutes of the previous meetings of the Advisory Committee, upon request, to the County Manager or the Board of County Commissioners. The Advisory Committee may designate a recording or clerical secretary to assist the Secretary, as needed.

E. Files/Records

All quarterly/annual reports of the Advisory Committee **shall be public record**. Information regarding complaints must be kept confidential; any confidential information shall be disclosed by the State Long Term Care Ombudsman only.

ARTICLE 4.

MEETINGS

A. Regular Meetings

Regular meetings of the Advisory Committee shall be held once a quarter, with the date, time, and location selected by the Advisory Committee, if the Committee agrees, with public knowledge. Notice of the meeting shall be given by phone via the secretary. A quorum of the members must be present to consider the meeting an official quarterly meeting of the group (required).

The current schedule for these meetings is as follows: 3rd Tuesday in the

Second Month of Each quarter. (February/May/August/November).

Special Meetings

The chairperson or his designee will contact each member in advance to request a call meeting to discuss issues of “immediate” importance to the committee, residents or community at large. The secretary must keep minutes/record of each meeting. These meetings and records are open to the public.

B. Home Visitation Meeting

Home visits to the Adult Care facilities are to be held quarterly, excluding Friendly and Complaint visits, with a quorum of the members present to consider the meeting as that quarter’s required home visitation meeting.

C. Quorum

A quorum shall consist of a majority of the members.

D. Voting

Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to bring matters before the Advisory Committee, provided a quorum is present. A tie vote shall be interpreted as no recommendation on those matters being referred to the Board of Commissioners.

E. Conduct of Meetings

All meetings shall be conducted in accordance with normally accepted parliamentary procedure and shall be open to the public except where confidentiality is required or permitted by law. The order of business at regular meetings shall generally be as follows:

- 1) Roll call
- 2) Reading of the minutes of previous meetings
- 3) Reports of committees
- 4) Unfinished business
- 5) New business.

F. Cancellation of Meetings

Whenever there is no business for the Advisory Committee, the Chairperson, with the consent of all the sub-committee chairpersons, may dispense with the regular meetings by giving prior notice to all members.

If meetings are of public notice; the Clerk to the Board of County Commissioners must be notified seven (7) days prior to the scheduled date and time of the cancelled

meeting.

G. Attendance at All Meetings

All Advisory Members are expected to attend each (4) quarterly meetings and each quarterly (4) home visitations annually.

Each member must contact the chairperson, secretary or another designated individual (the Regional Ombudsman) prior to the date and time of scheduled meeting specific to their unavailability for the given meeting.

No Call No Show

If a member has more than two (2) unexcused absences (No Call /No Show) in a row the Chairperson will make an attempt to contact that individual and determine their intentions on the committee. If contact can not be made after a reasonable attempt has been made. The chairperson has the right to request that the member be replaced on the committee without further contact. All records of such actions are to be recorded by the secretary and included with the minutes of the next scheduled/called meeting. Any excused absence shall be but not limited to Medical reasons/General Illness/Death of self or family members.

H. Executive Sessions

Executive sessions may be held according to the North Carolina general statutes.

ARTICLE 5.

Amendments of Bylaws

A notice of any proposed change in these Bylaws shall be sent to all committee members ten (10) days prior to the meeting involved and an amendment to these Bylaws shall be made by a two-thirds majority of all the members present.

ARTICLE 6.

Supercedure

Upon adoption, these bylaws shall supercede any other bylaws governing the activities of the Advisory Committee.

December 12, 2008

Effective Date