



BY-LAWS

ARTICLE I ORGANIZATION NAME AND BACKGROUND

The Interagency Council of Brevard was formed in May 1999. Project Connect, a state grant awarded to the Transition Center at the University of Florida, awarded seed money to the council. A Continuing Interagency Agreement was created and signed in 2002. Many council activities involve the establishment of streamlined transition services for Brevard County. Since 2008-2009, the Interagency Council's mission has been supported by Project 10: Transition Education Network <http://www.project10.info/>

1. The name of the group shall be the Interagency Council of Brevard.
2. The group may, by a vote of the membership body, change its name.

ARTICLE II PURPOSES

The Mission Statement of the Interagency Council of Brevard is:

Through interagency collaboration, enhance the quality of life for all individuals with disabilities in Brevard County

The following are the purposes for which this organization has been created:

1. To create a forum for regularly sharing and disseminating information about respective agencies in order to enhance client services and outcomes in the community and to create opportunities for networking, building relationships and working together.
2. To enhance individual success by achieving appropriate measurable postsecondary goals in education (instruction) and/or training, employment, and independent living skills.
3. To promote active participation within ICB sponsored activities (such as Transition Fairs, Job Fairs, and/or other community events) for the successful transition of individuals with disabilities.

These four indicators in the State Performance Plan (FL DOE) should guide the activities of the ICB:

Indicator 1: Graduation Rate (District data)

Indicator 2: Dropout Rate (District data)

Indicator 13: Transition IEP Compliance (LEA Profile data - www.fldoe.org/ese/pd/2012LEA/brevard.pdf)

Indicator 14: Postschool Outcomes (FETPIP data – Florida Education and Training Placement Information Program - www.fldoe.org/fetpip/)

ARTICLE III MEMBERSHIP

Membership with the Interagency Council of Brevard is open to any individual or organization, non-profit and for-profit, which is working for the enhancement of life for individuals with disabilities. The Interagency Council of Brevard supports the maximum enhancement of life for individuals with disabilities and is not to be used for personal gain, profit or solicitation.

1. Membership is for those agency representatives, school personnel, community providers and advocates who are interested in or are actively involved in any programs or services related to individuals with disabilities.
2. **Active membership status shall be determined by attendance of at least five of the past eight meetings by the individual or his/her representative.**
3. Ex-officio members, who are active members (see Article III, #2) of the council and donate a portion of his/her for-profit organization to not-for-profit business, may become a voting member and hold an office.
4. Not-for-profit members:
 - a. Not-for-profit members will be included in the ICB Directory of Services if an individual or his/her agency representative attends **at least three or more of the eight** ICB meetings during the previous school calendar year (for example, September 2013 through May 2014. Each agency's membership status will be re-evaluated once a year, after the May meeting.
 - b. Not-for-profit "core agencies" (the ten agencies listed in the Interagency Agreement) will be included in the ICB Brochure and any other printed ICB materials paid for with federal monies.
 - c. If an individual or his/her agency representative attends **two or fewer of the eight** ICB meetings during the previous school calendar year, they will be considered inactive members and will be transferred to the "Other Related Agencies" section on the ICB website.
5. For-profit members will not be included in the ICB website, Directory of Services, ICB Brochure, or any other printed ICB materials paid for with federal funds. As recipients of federal and state funds, Brevard Public Schools is not allowed to advertise in any way for businesses without non-profit status. Brevard Public Schools, Exceptional Student Education Program, is the

recipient of the Project 10 CONNECT funds and maintains control of the Council's funds, accounts and book keeping activities (see Article VII, F #4).

ARTICLE IV MEETINGS

- The annual membership meeting of this organization shall be held during the **September** meeting each year.
- Eight monthly meetings per year will be held during the second week of each month.
- The presence of not less than eight (8) members shall constitute a quorum and shall be necessary to conduct the business of this organization.
- The Chairperson, if deemed in the best interest of the organization, may call Special meetings. Notices of such meetings shall be e-mailed to all members at their addresses as they appear in the membership roll book at least five (5) days before the scheduled date set for such special meeting.
- Special meeting notices shall state the reasons that such a meeting has been called, the business to be transacted at such meeting and who called it.
- No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at the special meeting.

ARTICLE V VOTING

- An Election Committee shall be assigned to handle the elections process each **April**. The Election Committee members shall not be candidates for office. The Election Committee will certify the validity of the election process.
- At all meetings all votes shall be by voice, except for the election of officers. For election of officers, **ballots** shall be provided and there shall not appear any place on the ballot that identifies the person who cast the ballot.
- Voting privileges shall be given to **active** members only, defined in Article III #2, with one vote per member.
- The **chair, vice chair, and secretary** will serve in their elected position for **two years**.
- Every other **May** (every two years), the council will elect a new chair, vice chair, and secretary. The results of the election process shall be recorded in the minutes.

- The new officer(s) will be installed at the **September** meeting.
- At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers.

ARTICLE VI ORDER OF BUSINESS

1. Networking: Before the meeting begins.
2. Business Portion of Meeting: Includes - Welcome and Introductions, Review of Mission Statement and Purposes, Summary of Minutes, and Financial Report.
3. Eight Regular Monthly Meetings: The host or hostess of the regular monthly meetings can choose to:
 - (1) Not have a presentation at all, OR
 - (2) Have a speaker or topic for discussion

AND

 - (3) Task Force break-out sessions
 - (4) Task Force reports
4. Comments, General Announcements, & Next Meeting Announcement

Special timelines to remember:

September – Install officers (every two years)

September – Review the Task Force goal(s), create an action plan to reach the goal(s), and elect a chair and co-chair for the Task Force

April – Election Committee appointed (every two years) and Evaluate the Task Force activities for the year

May – Elect officers (every two years) and Update the Topics of Interest for presentations for the next year

ARTICLE VII OFFICERS

The initial officers of the organization shall be as follows:

- A. Chair
 1. Establish, with consultation from the host, agendas for monthly meetings and other special meetings.
 2. Facilitate monthly and special meetings
 3. Present at each annual meeting of the organization an annual report of the work of the organization.
 4. Respond to the interests and concerns of the Council membership
 5. Represent the Council at appropriate meetings or designate an appropriate representative.

- B. Vice Chair
 1. Shall facilitate the development of all task force committees, temporary or permanent.
 2. In the event of the absence or inability of the Chair to exercise office, the Vice Chair shall be identified as acting Chair of the organization with all the rights, privileges and powers as if the Vice Chair had been the duly elected Chair

- C. Task Force Chair
 1. A Task Force Chair shall be identified for each task force. This applies to both standing and time-limited task forces developed to address specific matters.
 2. Task Force Chairs shall facilitate task forces and report findings to all members during member meetings.

- D. Recorder
 1. The Recorder shall keep the minutes and records of the organization's meetings and forward the minutes to the ICB members.
 2. The Recorder shall also forward a copy of the minutes to the Fiscal Agent for the Project 10 CONNECT Report.
 3. Shall be responsible for providing a member sign-in sheet at each meeting and ensuring the sheet is delivered to the Fiscal Agent at the conclusion of each meeting for the Project 10 CONNECT Report.
 4. In the event the Recorder is unable to attend the meeting the Recorder shall be responsible for assigning Recorder duties to another member.
 5. The Recorder shall give and serve all notices to all interested parties in a timely fashion.

- E. Fiscal Agent
 1. Report any activities as required by any statute to include annual reporting of meeting attendance, agendas and minutes to Project 10 CONNECT.
 2. Shall be the official custodian of the records and seal of this organization.
 3. The Fiscal Agent shall present to the membership any communication addressed to the Fiscal Agent of the organization.
 4. The Fiscal Agent shall have the care and custody of the **budget** of the organization and shall be an employee of Brevard Public Schools identified as a Project 10 CONNECT Coordinator since Brevard Public Schools is the recipient of funds. Brevard Public Schools shall maintain control of the Council's funds, accounts and book keeping activities.

No officer, for reason of office, shall be entitled to receive any salary or compensation.

ARTICLE VIII Task Forces

Task Force Chairs identified during the formation of the task force shall lead all Task Forces of the Council.

Task Force Chairs' terms of office shall be for a period of one year or less than one year as determined by the need for the task force.

The permanent task forces shall be:

1. Employment Task Force
2. Transition Task Force

These task forces will collaborate to sponsor, organize, and conduct an annual Transition Fair/Conference each year with the involvement of ALL ICB agencies.

Other task forces will be formed as the need is identified. The following shall be a part of all task forces:

- Purpose of the task force
- Goals of the task force
- Task Force Members
- Task Force Chair

Each Task Force will provide updates to the members during regular monthly meetings.

ARTICLE IX DUES

At the formation of the Council, there are no dues required to be a part of this organization.

ARTICLE X AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than a quorum.

These By-Laws were revised, voted and agreed upon on April 8, 2015.