

RESIDENT COUNCIL BY-LAWS

I. Name

The name of our resident council shall be _____.
(name of council)

II. Purpose

The purpose of the resident council is to:

- Give residents greater participation in affairs within their own home
- Suggest improvements and assist administration in providing better programs, surroundings, and services
- Promote friendship and understanding among residents; and
- Provide and receive necessary information for the benefit of all residents.

III. Membership

Every resident of _____ is a member of the
(name of facility)
resident council. Every member shall be given the opportunity to vote.

(Note: Some councils have representative council members from each wing, building or floor who make up the council. This structure needs to be developed before by-laws are written.)

IV. Officers and Their Duties

Officers of the council shall be:

- President (Chair) – shall preside over all meetings
- Vice President (Vice Chair) – presides in the absence of the president
- Secretary – records and maintains minutes of each meeting;
- Treasurer – responsible for all financial business of the council.

Officers of the council shall be elected every _____ in
(period of time, such as every year, or every six months)
_____(month).

In the event that an officer is/becomes unable to fulfill his or her duties; a special election will be held at the next regularly scheduled council meeting.

V. Committees

Executive Committee:

The council shall have an Executive Committee whose purpose is to give direction and organization to the council.

The Executive Committee will include:

(Note: The Executive Committee is generally made up of the Officers, and if the council so chooses, the Committee Chairs).

Standing Committees:

The Council shall also have the following standing committees as needed:

Welcoming – to greet new members and orient them to the facility;

Sunshine – to prepare greeting cards for residents in the hospital, and those who have birthdays. They may send cards to families who have lost a loved one.

Food – to serve as a liaison between dietary services and the residents for suggestions and improvements.

Activities – to serve as a liaison with the activities staff to plan and set up recreational programs.

Grievance – to listen to concerns and provide an opportunity for discussion before the full council meets; to follow up on complaints with the administrator or ombudsman.

Each standing committee will select a chairperson who will serve for _____.
(period of time)
Temporary committees can be established by appointment
on an as needed basis.

VI. Elections

Elections of officers/representatives shall be held every _____.
(month of elections)

The elections will be conducted using written ballots listing nominations for each office. Nominations will be made at the meeting prior to the election.

VII. Meetings

General meetings of the Council will be held every _____

(be specific, day, time, location)

Note: If you have executive meetings or committee meetings, list date, day, time and location for those as well.

VIII. Amendments

Amendments may be made to the bylaws at any regular or special meeting of the council by a 2/3 vote, providing suggested changes have been read at the previous meeting. Amendments will go into effect immediately.

IX. Rules of Order

Each general meeting will be conducted according to a written agenda. Robert's Rules of Order will be followed unless the council wishes to change or add to the rules based on the determination of the group.

Sources:

How to Organize and Direct an Effective Resident Council: A Technical Assistance Manual of the Missouri Long-Term Care Ombudsman Program, April 2005. 800.309.3282. <http://www.dhss.mo.gov/Ombudsman>

Resident Council Handbook: Creating Opportunities for Meaningful Decision-making. Resident Councils of Washington, 2001. 360.275.8000. www.residentcouncil.org.

The Resource to Effective Nursing Home Councils. ElderCare Rights Alliance, 2005. 952.854.7304. www.eldercarerights.org.