

Hebrew Home Family Council Mission Statement and Bylaws

Mission Statement

The mission of the Hebrew Home Family Council (Family Council) is to provide an independent, self-governing structure for families and friends of residents to promote and improve the quality of life of all residents of the Hebrew Home. The Family Council will:

- Meet on a regular basis to discuss and take actions related to improving the care, well-being, and quality of life of all Hebrew Home residents
- Serve as a resource to support and educate family members and friends of residents about the Hebrew Home community and topics of interest related to aging and eldercare
- Communicate with and make recommendations to Hebrew Home administration and staff for the purpose of promoting, achieving, and sustaining the best quality of life possible for all Hebrew Home residents.

Membership

Membership in the Family Council is open to relatives, legal guardians, and friends of current or former Hebrew Home residents.

Officers, Unit Representatives, and Subcommittees

Leadership of the Family Council is the responsibility of the Steering Committee, which consists of at least two Co-Chairs and other officers as designated by the Co-Chairs. The Co-Chairs will preside over meetings. The Secretary will record the minutes of each meeting as a permanent record. In the absence of the Secretary, one of the Co-Chairs will appoint a recorder. A Treasurer, if appointed, will maintain a written accounting of all revenues and expenditures and report on the Family Council's finances at least annually to the full Council.

To the extent possible, Co-Chairs will select Family Council members to serve as Smith-Kogod and Wassermann Building and Unit Representatives. Building and Unit Representatives will serve as liaisons for the Family Council with their respective Building/Unit, welcome new admissions, and serve as a resource for family members.

The Co-Chairs may set up Subcommittees as necessary. Subcommittees may include, but are not limited to, the following:

- **Activities Subcommittee:** Serves as liaison with the Hebrew Home Activities Director to review programs and make recommendations
- **Communications Subcommittee:** Develops and disseminates communications materials regarding the Family Council, promotes its activities, and facilitates communication among residents, family members, and staff

- Dining Services Subcommittee: Serves as liaison with the Directors of Dining and Nutrition Services to review programs and make recommendations
- Education Subcommittee: Develops and promotes educational programs and activities for Family Council members
- Quality of Care Review Subcommittee: Identifies ways to enhance quality of care and works with the Hebrew Home administration to improve services
- Volunteer Subcommittee: Serves as a liaison with the Director of Volunteers to review volunteer programs and promote volunteer service

The Co-Chairs will appoint the Chairs of the Subcommittees after soliciting volunteers from members of the Family Council. The Co-Chairs may also create Ad Hoc Subcommittees for specific projects and activities and appoint their Chairs.

Elections

Elections for the Steering Committee positions will be held at the Family Council annual meeting.

Prior to the annual meeting, Family Council members will be asked to volunteer as candidates for positions on the Steering Committee. A slate of candidates for the Steering Committee positions will be presented to Family Council members for a vote by paper ballot at the annual meeting. Out-of-town members can participate by conference call-in. A majority vote of the Family Council members present at the annual meeting will decide the election, with a quorum of 10 members required. If no candidate receives a majority vote, the candidate receiving the least number of votes will be eliminated. The voting will continue until one candidate receives a majority vote.

Meetings

The Steering Committee will set the meeting schedule and agenda for the Family Council based on the Council's programmatic needs. Meetings of the Subcommittees will be scheduled as needed.

The Family Council shall meet monthly at the Hebrew Home. Members may participate by calling in to a conference line that will be arranged by the Hebrew Home for every meeting.

In the event of inclement weather, meetings will follow the same cancellation policy as Montgomery County schools regarding after-school activities.

Conduct of the Meeting

Each meeting will follow the agenda prepared by the Steering Committee. Any member:

- Is welcome to speak at any meeting after being recognized by the presiding leadership.

- May submit contributions in writing for the agenda to a member of the Steering Committee, who will introduce those contributions at a subsequent meeting.

The presiding leadership will make every effort to keep meetings to the scheduled time and agenda. Members will adhere to the time limits set for the agenda. If additional time is needed to discuss a topic, the topic will be put on the agenda for the next meeting.

The presiding leadership may refer items raised at a meeting to an appropriate Subcommittee for discussion and a report to the Family Council at a later date.

In general, members should not present personal issues or concerns that are limited to an individual's circumstances, except to identify a possible issue of widespread concern. Only systemic or program-wide issues or concerns are appropriate for Family Council business. Individual concerns that cannot be adequately resolved by Hebrew Home administration and staff should be directed to the appropriate Hebrew Home ombudsman, not to the Family Council.

To the extent possible, the Family Council will make decisions by consensus. Approval of Steering Committee and Subcommittee recommendations to the Hebrew Home administration, approval and amendment of the bylaws, and other major Family Council decisions as designated by the Steering Committee will be subject to a vote of the members. Voting will require a quorum consisting of at least 10 members. A majority vote of those present will decide an issue. Members participating by telephone will be considered present for purposes of voting.

Amendments to the Bylaws

Any Family Council member may propose amendments to the bylaws at any regular or special meeting of the Family Council. The Steering Committee will disseminate proposed amendments to members for their review via e-mail prior to voting. Members who do not have access to e-mail or the Internet will receive their ballot by postal mail.

Approval of amendments to the bylaws may take place at a meeting. Voting shall take place as described above.

Adopted November 14, 2010