

Birmingham Green Family Council

Bylaws (Revised Sept. 2009)

I. Name

The name of the organization shall be the Birmingham Green Family Council, hereafter referred to as the BG Family Council.

II. Mission Statement

The mission statement of the BG Family Council is to:

1. Provide sensitive and caring support for the families and friends of the residents
2. Comfort, inform and motivate relatives and friends of the residents
3. Improve the quality of life, well-being, and happiness of all residents
4. Provide input on nursing home decisions and act on shared concerns and problems

III. Membership and Attendance

All members of the BG Family Council shall have or have had a relative or friend as a resident of Birmingham Green Nursing Home. Members of deceased residents are encouraged to continue their active membership. Staff members from Birmingham Green and other individuals, such as the BG volunteer ombudsman, may attend by invitation of the Family Council.

IV. Officers and Committees

Officers of the organization shall be a Chairperson, a Secretary, and a Treasurer.

The Chairperson will preside over all meetings.. The Secretary will be responsible for taking and distributing minutes of all meetings. The Treasurer will be responsible for family council monies, paying bills and reporting financial status at meetings.

Special Committees may be set up as needed by the Chairperson.

V. Elections

Elections will be held at the November meeting. Elected officers shall serve for one year starting on January 1st.

Nominations will be made at the October meeting.

VI. Meetings

Meetings of the BG Family Council will be held once a month on the last Sunday of the month. Meeting dates and frequency may be changed by a majority vote of the membership attending a meeting.

VII. Amendments

Amendments may be made to these bylaws at any BG Family Council meeting by majority vote. The suggested changes are to be read at the meeting one month before they are to be voted on. Amendments go into effect immediately.

VIII. Rules of Order

Each meeting will follow the agenda prepared by one of the Co-chairs. Decisions will be made by consensus of members present unless any member present calls for a vote. If voted on, decisions will be made by majority vote.

Before speaking, any person wishing to do so must first be recognized by the Chairperson.