

Appendix I

Family Care Council Protocol for Gubernatorial Appointments

The Executive Office of the Governor (EOG) appoints all official members to the local Family Care Councils (FCC). All applicants undergo background screening through the Florida Department of Law Enforcement (FDLE) prior to appointment. After careful review, the Governor's office may choose not to appoint a candidate. It is strongly encouraged that these applicants continue to participate in FCC meetings to remain up to date on procedures affecting persons with developmental disabilities and their families.

Eligible candidates request an appointment packet from the local FCC. This packet will include the Questionnaire for Gubernatorial Appointment and a pre-paid stamped envelope to send the completed questionnaire to the local FCC chairperson or designee.

All applicants must be recommended to the Governor for appointment by a majority vote of the local FCC as mandated in 393.502(a), F.S. Councils may vote during their local FCC meetings or during other FCC business activities with the results reflected in the meeting minutes.

First Term Appointment Process

1. The area FCC Chairperson or designee will present the candidate's questionnaire to the local council. Council members will vote on recommending the applicant to the Governor for appointment as required in Chapter 393.502 (2)(a), F.S.
2. The FCC Chairperson will attach a cover letter to the original questionnaire documenting the following:
 - a. The applicant is a new appointment
 - b. The applicant meets or surpasses eligibility requirements as mandated in Chapter 393.502(2), F.S.; and
 - c. The majority vote of the council, regarding the reappointment of the applicant to the Governor.
3. The chair of the local FCC will retain a copy of the questionnaire in the local FCC file and submit the original to the area FCC liaison who will forward the complete package to Central Office.
4. Central Office will verify candidate's eligibility and advance applications to the Governor's Appointments Office.
5. The Governor's office has the final decision making authority and applicants will receive written notice of the decision.

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Second Term Reappointment Process

1. The area FCC Chairperson or designee will present the candidates questionnaire to the local council. Council members will vote on recommending the applicant to the Governor for appointment as required in Chapter 393.502 (2)(a), F.S.
 - a. Reappointment candidates should apply and complete the reappointment process before the 1st term has expired; paperwork should be submitted approximately 45-60 days before term expiration.
 - b. Reappointment process includes the completion of a second gubernatorial questionnaire (places of work, living circumstances, and other changes which may have occurred)
2. The FCC Chairperson will attach a cover letter to the new questionnaire documenting the following:
 - a. The applicant is a new appointment
 - b. The applicant meets or surpasses eligibility requirements as mandated in Chapter 393.502(2), F.S.;
 - c. The majority vote of the council, regarding the reappointment of the applicant to the Governor; and
 - d. The applicant's meeting attendance record during first term (e.g., Suzie has attended 28 out of the last 30 meetings).
3. The chair of the local FCC will retain a copy of the questionnaire in the local FCC file and submit the original application to the area FCC liaison who will forward the complete package to Central Office.
4. Central Office will verify candidate's eligibility and advance applications to the Governor's Appointments Office.
5. The Governor's office has the final decision making authority and applicants will receive written notice the decision.

Mandatory 12 Month Break

1. As mandated by the Florida Statutes in Chapter 393.502 (3)(b), council members who have *served two (2) consecutive terms* will not be eligible to serve again until 12 months have elapsed since formally ending their six (6) year service. FCC members who wish to begin their 12 month mandatory break may submit a letter of resignation at the conclusion of their second three-year term. This letter will document the beginning of the 12 month clock for the mandated break at the conclusion of their term.
2. FCC members who do not submit a letter of resignation, according to Article II, Section 5(b), of the Florida Constitution, shall continue to serve in office until replaced by a qualified successor.
 - a. Council members who have not resigned, but continue serving until replaced, will have full voting power and related participation responsibilities until replaced.

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3. Upon being formally replaced, the mandatory 12 month break of service will begin.
4. Resignation letters should be addressed to the APD Director and sent to the mailing address below.

Agency for Persons with Disabilities
4030 Esplanade Way, Suite 380
Tallahassee, FL 32399-0950
Attention: Stephanie Rogers