



Bylaws DRAFT

FLORIDA ALLIANCE FOR ASSISTIVE SERVICES & TECHNOLOGY

TTY: 1-877-506-2723 | Email: Info@FAASTinc.org

820 E. Park Ave, D-200, Tallahassee, Florida 32301

FAAST.org

4 **BYLAWS OF THE**
5 **FLORIDA ALLIANCE FOR ASSISTIVE SERVICES AND TECHNOLOGY, INC.**
6

7 **ARTICLE I**
8

9 The Florida Alliance for Assistive Services and Technology (“FAAST”) as appointed by
10 Governor Lawton Chiles is the implementing agency for the Assistive Technology
11 Act of 2004, Pub. L. No. 108-364.
12

13 By Florida Statute 413.407, FAAST was created as a not-for-profit corporation with
14 the Florida Assistive Technology Advisory Council (ATAC) serving as the
15 corporation’s Board of Directors.
16

17 FAAST qualifies as an exempt organization under 501(c)(3) of the Internal Revenue
18 Code.
19

20 **ARTICLE II**
21

22 SECTION 1: NAME
23

24 The name of the corporation is the Florida Alliance for Assistive Services and
25 Technology, Inc. (“FAAST”).
26

27 SECTION 2: LOCATION (06/2022)
28

29 The mailing and physical address for FAAST shall be:
30

31 2145 Delta Blvd, Suite 200
32 Tallahassee, FL 32303
33

34 **ARTICLE III - PURPOSE**
35

36 FAAST is organized exclusively for charitable, educational, and scientific purposes
37 pursuant to and for the purposes consistent with the mandates of §413.407, Florida
38 Statutes, hereinafter referred to as the “FAAST Statute”, consistent with the
39 Technology-Related Assistance for Individuals with Disabilities Act of 1988, as
40 amended. FAAST shall provide direction for the coordination and delivery of

41 appropriate, cost-effective, state-of-the-art assistive technology services and
42 devices.

43
44 These bylaws shall be consistent and in accordance with the FFAST Statute. In case
45 of any inconsistencies with the purposes mandated by the FFAST Statute or any
46 other federal statute or regulation, the federal statutory or regulatory requirement
47 shall have precedence.

48
49 **ARTICLE IV**

50
51 SECTION 1: GOVERNING BODY

52
53 The governing body of FFAST shall be the Assistive Technology Advisory Council
54 ("ATAC"), which shall act as the Board of Directors for the Florida Alliance for
55 Assistive Services and Technology, Inc. as set forth in the FFAST Statute. The ATAC
56 shall be responsible for formulating policies and approving procedures required to
57 fulfill the purpose of FFAST.

58
59 The purpose of the ATAC shall be to assist the state of Florida in carrying out the
60 activities under the Assistive Technology Act, Pub. L. No. 108-364, as may be
61 amended.

- 62 1. Advise and guide FFAST in the development, implementation, and evaluation
63 of the activities carried out through the State Plan for Assistive Technology,
64 including setting measurable goals.
65 2. Guide FFAST and ensure compliance with the current provisions of the
66 Assistive Technology Act, Pub. L. No. 108-364,
67 3. Advise the Executive Director on ways to improve the delivery of assistive
68 technology services and devices, including policy, regulations, procedures,
69 and practices.

70
71 SECTION 2: MEMBERSHIP

72
73 The ATAC shall consist of the members as defined in the Technology Related
74 Assistance for Individuals with Disabilities Act of 1988 (Pub. L. No. 100-407), as
75 amended in 2004 (Pub. L. No. 103-218) and created by, and further defined by the
76 FFAST Statute.

77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114

SECTION 3: COMPOSITION

The ATAC shall consist of representatives from the following categories:

- Category 1: The ATAC shall consist of a majority, no less than 51 percent, of individuals with disabilities that use assistive technology or the family members or guardians of the individuals.
- Category 2: One representative of a consumer organization concerned with assistive technology.
- Category 3: One representative of business and industry, including the insurance industry, concerned with assistive technology.
- Category 4: No less than one representative from each of the following:
 - the Division of Vocational Rehabilitation,
 - the Division of Blind Services,
 - a Center for Independent Living,
 - Workforce Florida, Inc., DBA CareerSource Florida
 - the Florida Department of Education, and
- **Category 5: A representative of 1 or more of the following:**
 - **the agency responsible for administering the State Medicaid program under title XIX of the Social Security Act (42 17 U.S.C. 1396 et seq.),**
 - **the designated State agency for purposes of section 124 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 23 15024),**
 - **the State agency designated under section 305(a)(1) of the Older Americans Act of 1965 (42 U.S.C. 3025(a)(1)), or an organization that receives assistance under such Act (42 5 U.S.C. 3001 et seq.),**
 - **an organization representing disabled veterans,**
 - **a University Center for Excellence in Developmental Disabilities Education, Research, and Service designated under section 151(a) of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 {42 U.S.C. 1506l(a)},**
 - **the State protection and advocacy system established in accordance with section 143 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15043), or**
 - **the State Council on Developmental Disabilities established under section 125 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 {42 U.S.C. 15025};**

As Approved by ATAC on 2/16/2021; Amended 6/14/2022; DRAFT 02/07/2023

115
116 Members appointed under categories 2, 3, 4 and 5 shall not count toward the
117 majority membership requirement established by category 1.
118
119 Total membership of the ATAC shall be in accordance with the Assistive Technology
120 Act of 1998, as amended and the FFAST Statute.

121
122 Total membership of the ATAC may not be less than 17 members.

123
124 The advisory council shall be geographically representative of the State and reflect
125 the diversity of the State with respect to race, ethnicity, age, and types of
126 disabilities, and users of types of services that an individual with a disability may
127 receive, including home and community-based services (as defined in section
128 9817(a)(2) of the American Rescue Plan Act of 2021 (42 U.S.C.
129 1396d note)), vocational rehabilitation services (as defined in section 7 of the Re7
130 habilitation Act of 1973 (29 U.S.C. 705)), and services through the Individuals with
131 Disabilities Education Act (20 U.S.C. 1400 et seq.).

132 SECTION 4: VACANCIES

133
134 Vacancies occurring in the membership of the ATAC shall be filled as soon
135 thereafter as may be convenient, but notwithstanding such vacancies the remaining
136 members of the ATAC shall have authority to exercise the full powers of the ATAC.
137 The Executive Committee shall evaluate candidates for ATAC membership and
138 present qualified individuals to the full ATAC, which may then be forwarded to the
139 Director of the Division of Vocational Rehabilitation and the Commissioner of
140 Education.

141 142 SECTION 5: APPOINTMENT AND TERMS

143
144 Each member of the ATAC shall serve for a term of not more than three years,
145 except for a member appointed to fill the unexpired term of a vacancy. The new
146 member shall serve the remaining term.

147
148 No member of the ATAC may serve more than two consecutive full terms, however,
149 any appointment under the preceding paragraph to fill a vacancy, if for less than
150 eighteen months, is not considered a term for these purposes of this paragraph.

151

152 A member who has served two consecutive terms and has been retired from the
153 ATAC for at least three years may submit an application to the ATAC on the same
154 basis as a new member.

155

156 SECTION 6: REAPPOINTMENT

157

158 Once an ATAC member has served a full three-year term, or is at the end of an
159 appointment term to fill a vacancy, a member must confirm that they want to serve
160 a second term and must be reappointed by the Commissioner of Education.

161

162 The ATAC member must confirm in writing that they would like to serve a second
163 term no later than six months prior to term end date. In the absence of
164 confirmation in writing, it is assumed that the ATAC member does not wish to seek
165 a second term.

166

167 Confirmation may be sent to the executive director or a member of the executive
168 committee. The executive committee must then confirm the reappointment for the
169 ATAC member's information to be sent to the Director of the Division of Vocational
170 Rehabilitation to follow the nomination process (see ARTICLE IV, SECTION 8:
171 NOMINATIONS for more details).

172

173 The executive committee may deny that the ATAC member be reappointed. If that
174 is the case, the executive committee must provide written documentation to the
175 ATAC member to justify their decision.

176

177 SECTION 7: NOMINATIONS

178

179 The Commissioner of Education shall appoint members from a list of candidates
180 proposed by the Director of the Division of Vocational Rehabilitation (DVR). The
181 ATAC shall recommend qualified candidates to the Director of DVR for appointment
182 to fill ATAC vacancies.

183

184 SECTION 8: LEAVE OF ABSENCE

185

186 Membership and appointments to the ATAC shall be in compliance with the FFAST
187 Statute. ATAC members may request in writing from the full ATAC, a leave of
188 absence, up to one year. Upon approval of a majority vote of the full ATAC, a leave
189 of absence shall be granted. A leave of absence will extend the length of term of the
190 ATAC member in exact proportion to the approved leave of absence. During the
191 period of such leave, this person does not count in quorum requirements.
192

193 SECTION 9: ATTENDANCE

194

195 ATAC Meetings.

- 196 • Attendance of at least 50% of ATAC meetings, per fiscal year, is required to
197 remain in good standing. Meetings may take place in person or by
198 teleconference.
- 199 • Meeting attendance will be reviewed annually and if the ATAC member has
200 attended less than 50% of meetings scheduled, the ATAC member will be
201 contacted by the chair regarding corrective action.
- 202 • The chair will be responsible for contacting ATAC members and discussing
203 any corrective action plans.
- 204 • ATAC members are asked to inform the chair or the executive director prior
205 to an ATAC meeting of a known or pending absence.
206

207 Committee Meetings.

- 208 • ATAC members are expected to attend each committee meeting of the
209 committee(s) which they are assigned.
- 210 • ATAC members are required to attend a minimum of 50% of all committee
211 meetings of which they are scheduled to attend.
- 212 • Committee attendance will be reviewed quarterly and if the ATAC member
213 has attended less than 50% of meetings scheduled, the ATAC member will be
214 contacted by the chair regarding corrective action.
- 215 • ATAC members are asked to inform the committee chair or the executive
216 director prior to an ATAC meeting of a known or pending absence.
217

218 SECTION 10: TERMINATION OF MEMBERSHIP

219

220 Removal. Any ATAC member may be removed by the ATAC upon recommendation
221 of the Executive Committee if any of the following conditions exists:

- 222 • The ATAC member no longer qualifies under the FFAST Statute;

- 223 • The ATAC member has more than 50% absences from ATAC or Committee
224 meetings within one fiscal year.
225 • The ATAC member engages in conduct that is in conflict with the Code of
226 Ethics and Conflict of Interest Statements.
227

228 SECTION 11: INDEMNIFICATION
229

230 No member shall be liable in money damages to any person by virtue of any action
231 taken as part of the member's responsibility unless:

- 232 • The member has breached their duties to FFAST, and said breach constitutes
233 a violation of criminal law which the member had, or should have had,
234 reason to understand was such violation;
235 • The member has conducted a transaction from which they derive an
236 improper benefit; or,
237 • The member has perpetrated an act committed in recklessness, bad faith,
238 maliciousness, or willful and wanton disregard of human rights, safety, or
239 property.
240

241 FFAST may purchase and maintain insurance on behalf of any person who is or was
242 a member, officer, employee, or agent of FFAST, or is or was serving at FFAST's
243 request as a member, officer, employee, or agent of another corporation,
244 partnership, joint venture, trust, or other enterprise against any liability asserted
245 against them and incurred by them in any such capacity or arising out of their
246 status as such, whether or not FFAST would have the power to indemnify them
247 against such liability under the provisions of these Bylaws.
248

249 SECTION 12: MEMBER RIGHTS AND RESPONSIBILITIES
250

251 Members serve without financial compensation but are entitled to be reimbursed
252 for approved travel expenses in accordance with FFAST's travel policy.
253

254 SECTION 13: CONFLICTS OF INTEREST
255

256 The ATAC shall require a signed Conflict of Interest statement from every ATAC
257 member on an annual basis.
258

259 No member of the ATAC shall participate in any discussion or vote on any matter in
260 which they have a potential conflict of interest due to having material economic

As Approved by ATAC on 2/16/2021; Amended 6/14/2022; DRAFT 02/07/2023

261 involvement regarding the matter being discussed. When such a situation presents
262 itself, the member must announce their potential conflict, disqualify themselves,
263 and be excused from the meeting until discussion is over on the matter involved.
264 The chair of the meeting is expected to make inquiry if such conflict appears to
265 exist and the ATAC member has not made it known. All ATAC members must
266 faithfully conduct their duties, in their assigned roles and tasks, for FFAST's
267 purpose, benefit and interest. ATAC members may not use their positions and
268 affiliations with FFAST for personal benefit. Staff and ATAC members must consider
269 and avoid not only actual conflicts but also the appearance of conflicts of interest.
270

271 SECTION 14: CODE OF ETHICS

272

273 The ATAC shall require a signed acknowledgement that the ATAC member has read
274 the Code of Ethics upon appointment to the ATAC and upon each revision.

275

276 **ARTICLE V – EXECUTIVE COMMITTEE**

277

278 SECTION 1: CHAIR

279

280 The members of the ATAC shall select a chair from among the membership of the
281 ATAC. No chair may be an elected member or an employee of a state agency or of
282 any political subdivision of the state.

283

284 The chair of the ATAC shall have the powers and shall perform all the duties
285 commonly incident to and vested in the office of chair or president of an
286 organization including, but not limited to, chairing meetings of the executive
287 committee and ATAC, calling meetings, preparing or approving agendas for the
288 meetings, having general knowledge of the responsibility for supervision of the
289 duties as the ATAC may designate.

290

291 The duties of the chair include:

292

- Be a ATAC member in good standing.

293

- Preside at all ATAC meetings.

294

- Chair and serve on the executive committee.

295

- Collaborate with the executive director to establish the agenda for meetings

296

- of the ATAC and executive committee.

- 297 • Handle matters requiring ATAC attention before the next scheduled meeting
298 and shall notify all ATAC members within 72 hours, in writing, of any decision
299 made.
- 300 • Ensure that the functions of the ATAC as described in legislative regulations
301 are carried out.
- 302 • Promote the ATAC's collaborative working relationship with agencies of state
303 government in exercising their responsibilities to assistive technology users.
- 304 • Serve as the official spokesperson for the ATAC in all activities which the
305 ATAC may deem proper and at those times when it is necessary for an
306 opinion to be expressed for the ATAC but the ATAC has had no opportunity
307 to act on that issue. The chair reports said actions to the full ATAC at the
308 earliest opportunity.
- 309 • Provide support and guidance to the executive director in interpreting and
310 carrying out ATAC activities.
- 311 • Lead the executive committee in an evaluation of the executive director each
312 year.
- 313 • Encourage active involvement of all ATAC members.
- 314 • Oversee revision and review of the bylaws on an annual basis.
- 315 • Act as signing officers on organization accounts.
- 316 • Determine corrective action of members regarding meeting attendance or
317 conduct.
- 318 • Grant excused absences from ATAC meetings.
- 319 • Call and preside over special meetings of the ATAC when necessary.

320
321 The chair will serve a one-year term. The chair will be elected annually at ATAC's 4th
322 Quarter meeting. The chair may be elected to successive terms barring any other
323 prohibition in these Bylaws.

324
325 The chair will serve as ex officio members of each ATAC committee.

326
327 SECTION 2: VICE CHAIR

328
329 The members of the ATAC shall select a vice chair from among the membership of
330 the ATAC.

331
332 The duties of the vice chair include:

- 333 • Be a ATAC member in good standing.
- 334 • Preside at all ATAC meetings when the chair is not in attendance.
- 335 • Serve on the executive committee.
- 336 • Have the full responsibility of chair, if the chair is unavailable.

337
338 The vice chair will serve a one-year term. The vice chair will be elected annually at
339 ATAC's 4th Quarter meeting. The chair may be elected to successive terms barring
340 any other prohibition in these Bylaws.

341
342 The vice chair will serve as ex officio members of each ATAC committee.

343
344 SECTION 3: TREASURER/SECRETARY

345
346 The members of the ATAC shall select a treasurer/secretary from among the
347 membership of the ATAC annually.

348
349 The treasurer/secretary shall have all the powers and shall perform all the duties
350 commonly incident to and vested in the office of treasurer and secretary and other
351 duties as the chair may designate.

352
353 The treasurer/secretary shall be responsible for keeping records of ATAC actions,
354 including overseeing the taking of minutes at all ATAC meetings, ensuring meeting
355 announcements are sent timely, distributing copies of minutes and the agenda to
356 each ATAC member, and assuring corporate records are maintained. The
357 treasurer/secretary may delegate duties to the executive director or their designee
358 without ceding responsibility.

359
360 The duties of the treasurer/secretary include:

- 361 • Be member of the ATAC in good standing.
- 362 • Serve on the executive committee.
- 363 • Attend all ATAC and executive committee meetings.
- 364 • Work with the executive director to develop and submit the annual operating
365 budget in accordance with the upcoming year's federal and state allocations.
- 366 • Review FFAST's financial statements regularly and report to the executive
367 committee on a monthly basis and the ATAC on a quarterly basis.
- 368 • Report to the ATAC the results and recommendations of the annual
369 independent auditor's report.

- 370 • Ensure development of financial policies and procedures.
- 371 • Ensure the bylaws, Robert’s Rules of Order (if applicable) and minutes from
- 372 prior meetings are available for reference at all ATAC meetings.
- 373 • Reviews staff draft of minutes and action items from previous ATAC meetings
- 374 prior to submission for review and acceptance.
- 375 • Maintains the official membership roll and communicates with designated
- 376 staff to properly manage term limits, category requirements, and attendance
- 377 requirements.
- 378 • Presides over roll-call for ATAC meetings and announces status of the
- 379 establishment of quorum.
- 380 • Act as temporary chair in the event the chair and vice are not in attendance.
- 381 • Act as the Custodian of Records for the organization under Florida public
- 382 record law. The executive director shall act as the Custodian of Records
- 383 Designee.
- 384 • Act as a signing officer on organization accounts.
- 385 • Perform other responsibilities assigned by the ATAC.
- 386 • Transfer, upon finishing term or resignation, all records to successor and
- 387 orient new treasurer/secretary.

388
389 The treasurer/secretary will serve a one-year term. The treasurer/secretary will be
390 elected annually at ATAC’s 4th Quarter meeting. The treasurer/secretary may be
391 elected to successive terms barring any other prohibition in these Bylaws.

392
393 The treasurer/secretary will serve as an ex officio member of the New Horizon Loan
394 Program committee.

395
396 SECTION 4: STATE REPRESENTATIVE

397
398 The members of the ATAC shall select a state representative from among the
399 membership of the ATAC annually. The state representative must be a
400 representative of state, local governmental or non-governmental agencies or
401 groups concerned with assistive technology.

402
403 The duties of the state representative include:

- 404 • Be member of the ATAC in good standing.
- 405 • Serve on the Executive Committee.
- 406 • Attend all ATAC meetings.

408 The state representative will serve a one-year term. The state representative will be
409 elected annually at ATAC's 4th Quarter meeting. The state representative may be
410 elected to successive terms barring any other prohibition in these Bylaws.

411

412 SECTION 5: AT LARGE MEMBER

413

414 The members of the ATAC shall select an at large member from among the
415 membership of the ATAC annually.

416

417 The duties of the at large member include:

- 418 • Be member of the ATAC in good standing.
- 419 • Serve on the Executive Committee.
- 420 • Attend all ATAC meetings.

421

422 The at large member will serve a one-year term. The at large member will be
423 elected annually at ATAC's 4th Quarter meeting. The at large member may be
424 elected to successive terms barring any other prohibition in these Bylaws.

425 SECTION 4: EX OFFICIO MEMBERS

426

427 Ex officio members shall have all of the rights and obligations of the committees
428 they serve on.

429

430 Ex officio members shall count towards quorum of a committee if there are not
431 enough committee members present for quorum. Ex officio members do not count
432 against quorum if they are not present for a committee meeting. If ex officio
433 members are in attendance for a meeting, they are required to vote on any and all
434 voting matters of the meeting.

435

436 **ARTICLE VI - REGULAR MEETINGS**

437

438 SECTION 1: MEETINGS

439

440 The ATAC shall meet no less than four times per year, either in person or
441 electronically. Members may suggest meeting dates and locations.

442

443 The executive director shall be responsible for notifying members, distributing any
444 needed materials in advance, publishing the required notice to comply with the
445 Florida Open Meetings law, and making all other necessary arrangements.

As Approved by ATAC on 2/16/2021; Amended 6/14/2022; DRAFT 02/07/2023

446 Specifically, all meeting materials must be posted to the FAAST website and sent to
447 ATAC or committee members a minimum of seven calendar days before the
448 meeting date.

449

450 SECTION 2: QUORUM

451

452 A quorum must be present before business is conducted by the Board or any of its
453 committees. A quorum is required to take any official action or pass any motion.

454

455 ATAC Meetings.

- 456 • A quorum for the ATAC is one half, plus one, of the voting membership of the
457 ATAC.
- 458 • Meetings may be held without a quorum, but no official action may be taken.

459

460 Committee Meetings.

- 461 • A quorum for a committee is one-third (1/3) or three members of the
462 committee membership, whichever is greater.

463

464 SECTION 3: MAJORITY VOTE

465

466 A majority is one half, plus one, of the voting members present at the meeting.

467

468 SECTION 4: PARLIAMENTARY PROCEDURES

469

470 Robert's Rules of Order, most recent edition, may be followed by the ATAC in all
471 cases involving parliamentary procedure when such rules do not conflict with the
472 provisions of these bylaws. The rules may be suspended by a two-thirds (2/3) vote
473 of the voting members present at any meeting of the ATAC or its committees.

474

475 SECTION 5: VOTING METHODS

476

477 All ATAC and committee votes will be conducted according to requirements and
478 exceptions of Florida Statute 286.011, the Government in the Sunshine law.

479

480 SECTION 6: ACCESSIBILITY AND ACCOMMODATIONS

481

482 The ATAC shall only use accessible locations and methods for its meetings. The
483 executive director, in consultation with the ATAC chair, shall designate meeting
484 locations and methods.

485
486 The ATAC shall provide reasonable accommodations for ATAC and committee
487 meetings to ATAC members and members of the public if requested in advance.
488

489 SECTION 7: MEETING AGENDAS

490
491 All members of the ATAC shall receive an agenda before each regularly scheduled
492 meeting. The executive director, in consultation with the ATAC chair, shall prepare
493 the agenda.

494
495 Members shall have an opportunity to add, delete, or modify agenda items at the
496 beginning of all ATAC and committee meetings.

497
498 The ATAC may limit discussion on agenda items at ATAC meetings. Supporting
499 materials for agenda items shall be available in written form (accessible formats)
500 and supplied to the ATAC along with the agenda prior to the meeting.

501 502 SECTION 8: MEETING MINUTES

503
504 The minutes of each meeting shall be provided to the members of the Board within
505 seven calendar days after the meeting.

506 507 **ARTICLE VII - SPECIAL MEETINGS**

508
509 Special meetings may be called for the ATAC or any committee. The members that
510 may call special meetings isarethe chair for ATAC meetings and the committee
511 chairs for committee meetings.

512
513 The executive director shall be responsible for notifying members, distributing any
514 needed materials in advance, publishing the required notice to comply with the
515 Florida Open Meetings law, and making all other necessary arrangements.
516 Specifically, all special meeting materials must be posted to the FFAST website and
517 sent to ATAC or committee members a minimum of seven calendar days before the
518 special meeting date.

519
520 Special meeting agendas are limited to the topics required to be handled before the
521 next regularly scheduled meeting of the ATAC or committee. No business items
522 may be considered during an emergency meeting that were not specified in the
523 Notice of Emergency Meeting.

524
525 The provisions of Article VI, Section 2 through Section 8, shall apply to Emergency
526 Meetings, except that Members shall not have an opportunity to add, delete, or
527 modify agenda items at emergency meetings.

528

529 **ARTICLE VIII - COMMITTEES**

530

531 SECTION 1: EXECUTIVE COMMITTEE

532

533 An executive committee shall be elected by a majority vote of the ATAC.

534

535 Candidates for election to the executive committee shall be those members who
536 are eligible to serve, in accordance with the FFAST Statute, and consent to inclusion
537 in the ballot.

538

539 The Executive Committee shall consist of no less than five:

540

- The Chair of the ATAC.
- The Vice Chair of the ATAC.
- The Treasurer/Secretary.
- The State Representative.
- One at-large ATAC member.

541

542

543

544

545

546 ATAC members must be in good standing to be eligible to serve on the executive
547 committee. Voting shall occur during the final quarterly ATAC meeting of FFAST's
548 fiscal year.

549

550 The duties of the executive committee:

551

- The Executive Committee shall be responsible for handling matters requiring
552 ATAC attention prior to the next scheduled meeting and such other duties as
553 shall be designated by the full ATAC.
- Makes recommendations to the ATAC regarding matters for which full ATAC
554 approval is necessary or desirable.

555

- 556 • Serves as the finance and audit committee by regularly reviewing FFAST
557 financial statements and overseeing the annual financial audit.
- 558 • Serves as the nominating committee by reviewing any applicants to the ATAC
559 and recommending applicants to the full ATAC for approval.
- 560 • Appoints and removes all committee members, except for the elected
561 members of the Executive Committee.
- 562 • Appoints all committee and ad hoc task force chairs.

563
564 Roberts Rules of Order (most recent edition) may serve as the parliamentary
565 authority to appeal decisions made by the Executive Committee.

566
567 The terms of the executive committee members shall be one (1) year ending on at
568 the conclusion of each 4th Quarter Annual Meeting where elections are held.

569
570 The chair is the chair of the executive committee and the ATAC. The executive
571 committee meets regularly as determined by the chair.

572 573 SECTION 2: STANDING COMMITTEES

574
575 Standing committees may be established by the ATAC. Ad hoc committees can be
576 established “as needed” by a standing committee, chair, executive committee, or
577 committee chairs. New committees must be budget neutral or have approval of the
578 full ATAC.

579
580 Committees will make recommendations to the ATAC regarding matters for which
581 full ATAC approval is necessary or desirable.

582
583 The terms of committee members shall be one (1) year ending at the conclusion of
584 each 4th Quarter Annual Meeting where elections are held.

585
586 The committee chair is appointed by the chair. Committees meet regularly as
587 determined by the committee chair.

588 589 SECTION 3: NON-ATAC MEMBERS ON COMMITTEES

590

591 Appointments to committees or ad hoc committees are not limited to ATAC
592 members. Individuals with needed expertise and resources may apply to the ATAC
593 to serve on committees or task forces.

594
595 Interested individuals must complete the application process for ATAC members
596 and must receive majority support from the ATAC to begin committee service.

597
598 Non-ATAC members who have been appointed by the ATAC to serve on a
599 committee have the full voting power of an ATAC committee member.

600
601 Non-ATAC members may serve a one-year committee term and shall be eligible for
602 reappointment to serve a total of three-years on a committee. Non-ATAC members
603 must complete the application process for each committee they wish to serve on.

604
605 The Executive Committee is not open to Non-ATAC committee members. Non-ATAC
606 members are held to the same standards and requirements as full members (i.e.,
607 Sunshine law, conflict of interest, code of ethics, lobbying prohibitions, etc.)

608
609
610

611 **ARTICLE IX**

612

613 SECTION 1: ADMINISTRATION

614

615 The executive director, in accordance with the FFAST Statute, shall be the ATAC's
616 direct representative in the administrative management of FFAST, Inc. The
617 executive director shall have general supervision over the property, business, and
618 affairs of FFAST and shall perform all duties incident to such office, subject to the
619 direction of the ATAC. The executive director shall have other such powers and
620 duties as may be designated by the ATAC.

621

622 The executive director may execute, as an agent of FFAST, all deeds, mortgages,
623 bonds, contracts, and other obligations assigned to FFAST, subject to the direction
624 of the ATAC. Other obligations includes managing bank accounts, being a signatory
625 on all FFAST bank, deposit, and investment accounts. The executive director must
626 receive Executive Committee approval to open or close any FFAST bank, credit card,
627 and investment accounts.

628

629 The executive director shall ensure that minutes of all ATAC meetings are kept and
630 shall have general charge of records of FFAST. The executive director shall give all
631 ATAC members notice of all meetings. The executive director shall receive and have
632 charge of all financial instruments belonging to FFAST and shall administer them as
633 ordered by the ATAC. The executive director shall keep accurate financial accounts
634 and hold the same which are open for inspection and examination by the ATAC.

635
636 The executive director shall implement any strategic plan that has been approved
637 by the ATAC and shall regularly inform the ATAC about progress, impediments and
638 changes needed to execute the strategic plan.

639
640 The executive director has the sole authority to direct staff.

641
642 The executive director serves at the pleasure of the ATAC and can be removed from
643 their position in a two-thirds (2/3) vote of the full ATAC at a meeting where a
644 quorum is present. An emergency meeting may be called to terminate the
645 employment of the executive director if actions must be taken before the next
646 scheduled quarterly ATAC meeting.

647
648 At the end of the executive director's employment, the former executive director
649 shall turn over all FFAST property in their charge as directed by the chair to either a
650 successor or to the ATAC in trust for a successor.

651
652 SECTION 2: EXECUTIVE DIRECTOR'S REVIEW

653
654 The ATAC shall be responsible for conducting the annual review of the executive
655 director.

656
657 A member of the executive committee (selected by the executive committee) shall
658 be responsible for compiling the results of the executive director's annual review
659 and sharing the results with the ATAC.

660
661 In the event that the executive director position becomes open, the ATAC will solicit
662 volunteers for a Search Committee; the committee will be established by the full
663 ATAC; the committee will refer to the ATAC Manual's procedures for hiring the
664 executive director.

665
666 **ARTICLE X FISCAL YEAR**

As Approved by ATAC on 2/16/2021; Amended 6/14/2022; DRAFT 02/07/2023

667
668 The fiscal year shall operate on the federal fiscal year, beginning October 1 and
669 ending on September 30 of each year.

670
671 Some contracts and agreements may operate from time to time on a fiscal year not
672 coinciding with the federal fiscal year. In these instances, the FFAST budget will
673 show the delineation as appropriate.

674
675 **ARTICLE XI APPLICABLE LAWS**

676
677 Applicable laws governing members of ATAC shall govern their responsibilities and
678 duties, both procedural and substantive, as members of the ATAC.

679
680 **ARTICLE XII AMENDMENTS TO THE BYLAWS**

681
682 The Bylaws may be amended or revised by a super-majority (2/3) vote by the full
683 ATAC. Such amendments or revisions must be presented in writing to the
684 members of the ATAC 15 working days prior to such vote.

685
686 **ARTICLE XIII DISSOLUTION OF THE ORGANIZATION**

687
688 As required in FFAST's Articles of Incorporation, upon the dissolution of the
689 corporation, its assets shall be distributed to the State of Florida, Department of
690 Education, Division of Vocational Rehabilitation, unless any particular identifiable
691 asset enters the corporation under conditions requiring that upon dissolution such
692 asset be returned to an identifiable person or entity that is exempt within the
693 meaning of 501(c)(3).

694
695 The dissolution of FFAST shall be completed by a super-two-thirds (2/3) vote by the
696 full ATAC.

697