

**San Francisco
Long Term Care Coordinating Council (LTCCC)
Bylaws**

ARTICLE 1: - IDENTIFICATION

Section 1: Name

The name of this organization is the: **Long Term Care Coordinating Council** hereinafter referred as the LTCCC.

Section 2: Authority & Purpose

In November 2004, the Mayor of the City and County of San Francisco appointed the LTCCC as an advisory body to: (1) oversee the implementation of the annual LTCCC Policy Agenda; and (2) provide advice and policy guidance to the Mayor's Office on all aspects of long term care in San Francisco.

The purpose of the LTCCC is to: (1) advise, implement, and monitor the community-based long-term care strategic planning in the City and County of San Francisco; and (2) facilitate the improved coordination of home, community-based, and institutional long term care services.

The LTCCC is the single body in San Francisco that will evaluate all aspects related to home, community-based, and institutional long term care and supportive services. It will also evaluate how different systems interact to serve people, and will make policy recommendations about how to improve service coordination and system interaction.

Section 3: Responsibilities

The LTCCC is assigned with the responsibility of overseeing all implementation activities and system improvements identified by the LTCCC Policy Agenda. The LTCCC requires that all workgroups created present regular updates on progress. Regular reports and updates on implementation progress are also to be provided by the LTCCC to the community.

The Committee shall establish and maintain various topic and/or goal oriented, time limited working group(s).

ARTICLE II – COMMITTEE MEMBERS

Section 1: Members

The LTCCC is composed of representatives of service providers, consumers and advocates, and City and County departments.

See Appendix A for member seats.

Section 2: Term of Appointment

Members appointed serve a two-year period for the first term. Each member may be re-appointed for additional two-year terms, following a review for new members, with no maximum number of term limits. The review will involve a re-nomination process that includes, among other things, an evaluation of the member's engagement in the Council. Representatives of City and County Departments are designated by department heads. Departmental representatives will either be the department heads themselves or executive staff member with policy influence.

Section 3: Committee Administrative and Technical Support

For purposes of contacting the Committee, the mailing address is 1650 Mission Street, 5th fl., Suite 500, San Francisco, CA 94103. Staff from the Department of Disability and Aging Services shall provide administrative and technical support to the Committee and to the Work Groups.

Section 4: Attendance at Meeting / Absences

All members are expected to attend 11 LTCCC meetings annually. At a minimum, all members must attend 9 meetings a year. No absences are excused and no one can replace an appointed member at any meeting. A roll call will be held at each meeting, which will identify by name those LTCCC members present and absent. If any member attends less than 9 meetings a year, he or she may be asked to resign.

Similarly, upon missing two meetings, the Chair will contact the CCSF department member, as well as their department supervisor (if applicable), and ask for continued participation or a replacement.

The number of LTCCC meetings any member has missed will be reset every January.

ARTICLE III – OFFICERS

Section 1: Officers

There shall be two co-chairs on the Long Term Care Coordinating Council; one representing the community and the other representing a City department.

Section 2: Election and Term of Office

The minimum term for the Co-Chairs is two years. The election of the Co-Chairs shall be accomplished on a rotating basis every two years by vote of the LTCCC. It is intended that a new co-chair would be in place with an existing co-chair.

Section 3: Duties of Chair

Official spokespersons and representatives of the LTCCC.

Convene, organize and preside at all meetings of the LTCCC.
Develop meeting agenda(s), with input from LTCCC members and staff of the Department of Disability and Aging Services.
Communicate with LTCCC members, staff of the Department of Disability and Aging Services, and Workgroups members.
Appoint, designate, and delegate administrative support tasks such as recordkeeping (i.e., minutes, meeting planning activities and logistics to appropriate staff subject to the authority and discretion of the Executive Director of the Department of Disability and Aging Services.
Perform such other duties required and approved by the LTCCC including the designation of special project(s) and committee(s).
Serve as liaison to the Office of the Mayor.

ARTICLE IV – MEETINGS

Section 1: Regular Meetings

The LTCCC will meet every month, or 12 meetings per year. However, the frequency of meetings will be determined and scheduled by the LTCCC. Meetings will be conducted generally based on Robert’s Rules of Order.

Section 6: Setting Agendas

The agenda for meetings shall be prepared by Department staff at the direction of the co-chairs.

Section 8: Voting and Abstention

The LTCCC will attempt to reach consensus on matters requiring action. If consensus is not achieved, a vote will be taken and the majority shall rule. All members of the LTCCC shall have the right to vote.

Section 9: Open Meetings

All meetings shall be open to the public.

Section 11: Public Comment

Each person wishing to speak on an item before the Committee shall be permitted to be heard once, for up to three minutes.

ARTICLE VI – SUB-COMMITTEES

Section 1: Establishment

The Chair(s) of the Committee may establish and abolish all workgroups of the Committee. The Chair(s) shall appoint those members of the Committee who will act as chairpersons and

at large members of such sub-committees. Workgroups are open to members of the public and LTCCC members. Workgroups shall be time-limited and goal oriented.

ARTICLE VII - AMENDMENT OF BYLAWS

Section 1: Amendments of Bylaws

The protocols/governance rules may be amended at any time it is deemed necessary by the membership of the LTCCC and/or the Department of Disability and Aging Services. The LTCCC may develop its own rules dealing with such issues as attendance, resignations, removals, vacancies, and other issues deemed appropriate by the LTCCC.

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Long Term Care Coordinating Council By-Laws

APPENDIX A MEMBERSHIP CATEGORIES

LONG TERM CARE COORDINATING COUNCIL	Number of Member Seats
SERVICE PROVIDERS & CONSUMERS AND ADVOCATES	(10 TOTAL)
• Long Term Care: Community	1
• Long Term Care: Congregate	1
• Health Systems and Hospitals	1
• HIV/AIDS Services/Systems	1
• People with Disabilities: Consumer and/or advocate	1
• People with Disabilities: Services and/or supports	1
• Behavioral Health Services and Systems	1
• Alzheimer’s Support and Services	1
• Older Adults: Consumer and/or advocate	1
• Caregiver Support and Services	1
CITY AND COUNTY DEPARTMENTS	(6 TOTAL)
• Human Services Agency (HSA)	1
• Department of Disability and Aging Services (DAS)	1
• Department of Public Health (DPH + LHH)	2
• Mayor’s Office on Disability (MOD)	1
• Department of Homelessness & Supportive Housing (DHS)	1
TOTAL	16