

Family Care Council
Protocol for Gubernatorial Appointments

1. An interested candidate requests an appointment packet from the local Family Care Council.
2. The packet will contain the Questionnaire for Gubernatorial Appointments and a pre-paid/stamped envelope to send the completed Questionnaire for Gubernatorial Appointments to the chair of the local Family Care Council or his/her designee. It is suggested that each local Family Care Council include a personal letter in the packet, including a contact name and number for their Council so that the candidate could call with questions or concerns.
3. Once the local Family Care Council has received the completed questionnaire, the applicant must be recommended to the Governor for appointment by a majority vote of the Council at their next meeting and the minutes of the meeting must reflect the results of their vote.
4. The chair of the local Family Care Council or his/her designee will make two (2) copies of the completed Questionnaire for Gubernatorial Appointments and distribute: (1) The **original** should be sent to Stephanie Khan in the Family and Individuals Partners Unit at the Agency for Persons with Disabilities central office in Tallahassee; (2) A copy goes to the local area Family Care Council liaison ;and (3) a copy should be retained by the local Family Care Council for their records.
5. The chair of the local Family Care Council or his/her designee must attach a cover letter to the questionnaire documenting (1) how the applicant is eligible to serve on the board, and (2) that the local council, by a majority vote, is recommending the individual to the Governor for appointment. The applicant's eligibility must conform to FS 393.502 which states that at least three of the members of the council must be consumers. One such member shall be a consumer who received services within the four (4) years prior to the date of recommendation, or the legal guardian of such a consumer. The remainder of the council members shall be parents, guardians, or siblings of persons with developmental disabilities who qualify for services pursuant to Chapter 393 FS.
6. In the event the applicant is applying for reappointment, the cover letter detailed in #5 above must also document the attendance of the individual; e.g. Suzie has attended 28 out of the last 30 meetings.
7. The chair of the local Family Care Council will maintain a log of all candidates' packages. The log will contain the following: (1) candidate's name; (2) date the appointment packet was sent or given to candidate; (3) date the FCC received the completed Questionnaire for Gubernatorial Appointments back from the candidate; and (4) date that completed Questionnaire for Gubernatorial Appointments was sent to Stephanie Khan at APD.