

Charter for FIU Embrace External Advisory Council Temporary Committees on Medical, Educational, and Employment Models of Care

The formation and functioning of the temporary committees on Medical, Educational, and Employment Models of Care are subject to the conditions outlined in this charter.

Conforming with Council Bylaws

Each committee will conform to the bylaws guiding the formation of committees, which include:

- A. **Establishment.** Upon majority vote, the FIU Embrace External Advisory Council (“Council”) may establish one or more standing or temporary committees, the charge for each such committees, the election of the Chairperson and Vice-Chairperson of such committee, and the term for such committees and memberships.
- B. **Committee Quorum.** A majority of the members of a committee shall constitute a quorum for the transaction of business of the committee. The Chairperson of each committee shall preside over the committee meetings and shall report committee business to the Council at the next appropriate Council meeting. The conditions provisions set forth in the Bylaws in Section G and I pertaining to Council meetings shall also apply to the conduct of standing and temporary committee meetings; references therein to “Chairperson” shall be deemed to refer to the committee Chairperson for purposes of performance of committee business.
- C. **Committee Members.** Committee members may be removed from the committee by majority vote of the Council at any time for their non-performance or for any reason as determined by the majority vote of the Council. A committee member may tender his/her resignation at any time and such resignation shall be effective regardless of whether it is accepted. The Council may elect a new committee member by majority vote.

Purpose and Responsibility

The purpose of the three temporary committees is to ensure that the interests and concerns of the community are represented. As such, the committees are charged with the responsibility of providing a community perspective to the Council in the development and implementation of the FIU Embrace service models of care. This

entails a review of materials, perspectives, and information pertinent to their area of responsibility and providing recommendations to both the Director and the Council.

Composition of the Committees

Each committee reports to the Council and chaired by a Council member. Committees may comprise of up to 15 members representing the community, the Council, and the faculty and administrative staff of FIU. Individuals become voting members of the committee once the Chairperson of the committee approves their appointment.

Managing the Affairs of the Committees

Members of the FIU Embrace staff work in concert with the Council and committees to develop the models of care. Members of the FIU staff will provide administrative support to the committees and work in concert with the Chairperson to develop committee agendas, reports, and recommendations; and provide information for the committees to consider in their deliberations. All committee business discussion must take place within committee meetings with staff present and satisfy the requirements outlined in this charter. The FIU Embrace Director is an ex-officio voting member of each committee. All communications outside of committee meetings must go through the committee Chairperson to the director of FIU Embrace.

Actions of the Committees

Actions of the committees are advisory to the Council and non-binding. All reports or recommendations to the Council are presented by the chairs of the committees at formal meetings of the Council when scheduled on the agenda. All committee recommendations presented to the Council when it convenes will be set forth in the Council meeting minutes.

Term of Committees

Committees serve at the pleasure of the Council and remain active until it is determined by the Council that the committee priorities established by the Council are achieved; or until the Council, by majority vote, determines that that one or all of the committees are no longer required.