

Bylaws of the FAIM Council  
Revised OCTOBER 30, 2006

**ARTICLE 1. NAME AND PURPOSE**

The organization governed by these by-laws and operating procedures shall be the Family Assets for Independence (FAIM) Council, hereinafter referred to as the Council. The Council was formed by the partnership of agencies involved to provide asset building services including Individual Development Accounts (IDA's) to low income Minnesota families with the goal to achieve self sufficiency. The Council serves as an advisory committee to the FAIM Fiscal Agent... The Council will recommend policy and procedures for the program, evaluate the performance of the fiscal agent and assist in fundraising efforts for the FAIM program. The Council will review and consider grant applications and reports to funding sources.

**ARTICLE 2. GOVERNANCE AND ADMINISTRATION**

**Section 1. Decision Making Process, Voting Membership, and Quorum**

A simple majority vote shall rule on all issues put to a vote. The voting membership shall be limited to those members described in Section 6. A quorum of members must be present at the Council meetings. A quorum of members will consist of fifty (50) percent plus one (1) additional member. Roberts's Rules of Order will be used to determine decision making procedures not specifically addressed in these bylaws.

**Section 2. Voting By Proxy and Alternates**

Proxies, assigning the voting authority of one Board member to another, shall not be permitted. If a member cannot attend a meeting he/she is encouraged to send an alternate. If an alternate will be sent, the member should let the Board Chairperson know, prior to the meeting, who the alternate will be. The vote of the alternate will be taken to signify the standing of the member he/she represents.

**Section 3. Attendance at Meetings**

Board members are expected to attend and participate in all FAIM Council meetings.. If a member cannot attend a meeting, he/she should notify the Board Chairperson. If a Board member has more than three unexcused absences from a regular Board meeting during a twelve- (12) month period, the party he/she represents will be asked to appoint a new member to serve on the Board. Unless a member notifies the Board Chairperson prior to the meeting, an absence will be considered unexcused.

#### **Section 4. Term Lengths**

Terms of service of members appointed by Parties to the Partnering Agency Agreement shall be left to the discretion of each Party appointing Council members. The Chairperson and the Vice-Chairperson will serve one- (1) year terms.

#### **Section 5. Officers**

**A. Election.** At its first meeting and at each annual meeting thereafter, the Board shall elect from its membership a Chairperson and Vice-Chairperson. The annual meeting shall be in October.

**B. Other Officers.** The Council may appoint other officers and agents as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined by the Council.

**C. Chairperson.** The Chairperson shall preside at all meetings of the Council; establish committees and appoint members ; and perform other customary duties such as establishing meeting dates, approving agendas, and insuring resolution and follow-up on all matters before the Board. The Chairperson may appoint non-voting, ex-officio members to any committee to assist the Council in the conduct of its business.

**D. Vice-Chairperson.** The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform the duties and exercise the powers of the Chairperson.

#### **Section 6. Membership**

The membership of the FAIM Council shall include:

1. One Representative of a women-oriented economic development agency serving the seven-county metropolitan area.
2. One Representative of participating Tribal FAIM Programs.
3. Two Representatives of Community Action Agencies operating FAIM Programs.
4. One staff Representative from the Minnesota Community Action Partnership.
5. Two Representatives appointed by FAIM Coordinators
6. One Representative of financial institutions administering FAIM accounts.
7. One Representative of a research and evaluation organization.
8. One Representative of Greater Twin Cities United Way.
9. Up to three At Large Representatives of stakeholders appointed by the Council

### **Section 7. Telecommunication Participation in Meetings**

Members may attend meetings via telecommunication participation, at the discretion of the Chair. In unusual circumstances, regular and or special meetings may be conducted through telecommunications. All members must have three business days' notice and access to participate in any meeting conducted electronically.

### **ARTICLE 3. AMENDMENTS**

These by-laws may be amended at any regular or special meeting of the Council by a two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been mailed to each Council member at least one week prior to the meeting at which the vote will be taken.