



Texas Foster Family Association

Policy & Procedures

TEXAS STATE FOSTER PARENTS, INC.**POLICY & PROCEDURES MANUAL****Office of the PRESIDENT****SECTION 1 QUALIFICATIONS.**

- A. Each officer of the *ASSOCIATION* must be an individual member, in good standing of this *ASSOCIATION*. (Bylaws Article V, Section 2)
- B. Candidate for the office of President must have served a minimum of one (1) term as a member of the Full Board. (Bylaws Article V, Section 2)
- C. An officer who has served more than half of a term shall be considered as to have served a full term. (Bylaws Article V, Section 4-A)

SECTION 2 DUTIES – (Refer to Bylaws, Article VI, Section 1)

- A. To set the Agenda for meetings.
- B. To confer with Parliamentarian before meetings on any Parliamentary Procedure in question.
- C. President can add ad hoc committees and appoint the chair and also oversees the TFFA office and personnel.

SECTION 3 ADMINISTRATION OF DUTIES (Robert's Rules of Order)**A. MEETINGS**

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained from the Parliamentarian that a quorum is present.
2. To announce in proper sequence the business that comes before the prescribed order of business, agenda, or program, and with existing orders of the day.
3. To recognize members who are entitled to the floor.
4. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise during proceedings; or, if a motion that is not in order is made, to rule it out of order.
5. The President is a voting member of the Association. (Bylaws Article IV, Section 2)
6. The Presiding Officer can (but is not obliged to) vote whenever his vote will affect the result – that is, he can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two-thirds. (Robert's Rules of Order)
 1. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
 2. To enforce the rules relating to debate and those relating to order and decorum within the assembly.
 3. To expedite business in every way compatible with the rights of members.
 4. To decide all questions of order, subject to appeal, unless when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
 5. To respond to inquiries of members relating to parliamentary procedure.
 6. To authenticate by his or her signature, when necessary, all act, orders, and proceedings of the assembly.

7. To declare the meeting adjourned when the assembly so votes or – where applicable – at the time prescribed in the program, or at any time if a sudden emergency affecting the safety of those present.

B. APPOINTMENTS

1. Appoint Committee Chair. (refer to Bylaws Article VIII, Section 2)
2. Appoint liaisons to represent TSFPI/TFFA to other organizations, meetings, etc.
3. Appoint presenter(s) of awards for the Conference.

SECTION 4 DOCUMENTS & FORMS

- A. General Form for Agenda. (Item #1)

Office of FIRST VICE-PRESIDENT

SECTION 1 QUALIFICATIONS - refer to Bylaws Article V, Section 2

SECTION 2 DUTIES – refer to Bylaws Article VI, Section 3

- A. Without the President, chair Executive committee meetings and Full Board meetings.
- B. Committee Chair administration.
- C. Awards presentation during Conference.
- D. Review Contract for Conference Hotel, etc., and present to the Executive Committee for approval.
- E. Work with Treasurer to seek and develop appropriate means to secure funds necessary for the operation of the Association.

SECTION 3 ADMINISTRATION OF DUTIES

SECTION 4 DOCUMENTS & FORMS

Office of SECOND VICE-PRESIDENT

SECTION 1 QUALIFICATIONS - refer to Bylaws, Article V

SECTION 2 DUTIES – refer to Bylaws Article VI, Section 5

SECTION 3 ADMINISTRATION OF DUTIES

- A. Development of form for Regional Representatives to establish uniformity of report.
- B. To establish guidelines for Regional Representatives to perform their duties within their Regions.
 1. To seek a uniformity of responsibilities.
 2. To assist in establishment of Peer Review Process/Procedures in each Region and/or to have knowledge of Peer Review Process/Procedures already in place in that Region.
 - a. To assist them in seeking information for the chain of command with PRS/CPS and/or Private Agencies in their Region.
 - b. To assist them in understanding confidentiality and consent for Release of Information within their Region.
- C. To establish a phone/email method for rapid dissemination of high priority information to the Regional Representative, who will disseminate the information accordingly within the Region.
- D. To develop a system by which foster parents are able to participate in the systematic review and updating of the standards which apply to foster care programs.

SECTION 4 DOCUMENTS & FORMS

- A. Report Form for Regional Representatives.

Office of RECORDING SECRETARY

SECTION 1 QUALIFICATIONS - refer to Bylaws, Article V

SECTION 2 DUTIES – refer to Bylaws Article VI, Section

SECTION 3 ADMINISTRATION OF DUTIES

- A. Record all minutes of official meetings and records and post on Website.
- B. Maintain minutes and records of Full Board meetings, Executive meetings and annual membership meetings.
- C. Maintain CEU Records.
- D. Have available for review to membership the Minutes of previous meetings.
- E. Maintain/provide Board manual.

SECTION 4 DOCUMENTS & FORMS

- A. Committee meeting minutes forms.
- B. Name cards, designated voting or nonvoting at all Full Board meetings.
- C. Board manual for new Board members.
- D. Form for motion/recommendation form.
- E. Committee members List.

Office of CORRESPONDING SECRETARY

SECTION 1 QUALIFICATIONS - refer to Bylaws, Article V

SECTION 2 DUTIES – refer to Bylaws Article VI, Section 8

SECTION 3 ADMINISTRATION OF DUTIES

- A. Disbursement of communications as directed by the President.
- B. Make lodging arrangements for Executive Board for all meetings & notify each member of the arrangements.
- C. Maintain calendar of events / deadlines for Board.

SECTION 4 DOCUMENTS & FORMS

Office of TREASURER

SECTION 1 QUALIFICATIONS - refer to Bylaws, Article V

SECTION 2 DUTIES – refer to Bylaws Article VI, Section

- A. To seek and develop appropriate means to secure funds necessary for the operation of the *ASSOCIATION*.
- B. To develop and implement a process which will implement a sound fiscal or budgeting process for the best allocation and use of the funds.
- C. To receive, investigate, and present to the boards all requests for financial assistance.
- D. To develop, review, and update the processes which provide reimbursement for expenses incurred by board members in meeting of their official *ASSOCIATION* responsibilities.
 1. Do annual Budget for Board members.

SECTION 3 ADMINISTRATION OF DUTIES

SECTION 4 DOCUMENTS & FORMS

- A. Reimbursement requisition form.
- B. Request for funding form.
- C. Sales Tax Exemption form.
- D. Tax Free donation letters.
- E. Budget request form.
- F. Volunteer Hours/In-kind donation form.

Office of PARLIAMENTARIAN

SECTION 1 QUALIFICATIONS - refer to Bylaws, Article V

SECTION 2 DUTIES – refer to Bylaws Article VI, Section (refer Robert’s Rules)

A. Confer with President before meetings & during recesses.

B. During meeting give advice to the Chair as required or to assembly as required.

SECTION 3 ADMINISTRATION OF DUTIES

A. To maintain current list of Full Board members eligible to vote & submit list to Recording Secretary for official minutes.

B. Obtain Sign-in Sheet for eligible voting members and Full Board members.

SECTION 4 DOCUMENTS & FORMS

A. Current Edition of Robert’s Rules of Order Newly Revised.

B. Current list of Full Board members eligible to vote.

BYLAWS COMMITTEE

SECTION 1 QUALIFICATIONS -

A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.

1. Each committee Chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.

2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII Section

SECTION 3 ADMINISTRATION OF DUTIES

A. To develop a process by which these bylaws are systematically reviewed and updated.

B. To develop a process by which members of the *ASSOCIATION* are able to participate in the clarification of the bylaws.

C. To develop a process by which this committee may serve as a resource to assist local associations in their organizational development.

D. To function as a resource to investigate and recommend appropriate parliamentary procedure to meet special *ASSOCIATION* needs.

E. To provide Treasurer with annual budget information.

F. Provide Communication chair and Editor with information for proposed Bylaw Amendments for publication on the TFFA web site and to be published in the *Texas Progress Report*.

SECTION 4 DOCUMENTS & FORMS

COMMUNICATIONS COMMITTEE

SECTION 1 QUALIFICATIONS -

A. Each committee Chair and member must be an individual member (in good standing) of the *ASSOCIATION*.

1. Each committee Chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.

2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To post on the TFFA web site a current copy of the *Texas Progress Report*
 - 1. Publishing dates to be:
 - Spring
 - Summer
 - Post Conference
- B. To develop the Web site and manage the maintenance
 - 1. Coordinate information & updates
 - 2. Assist in training for the use of Web site
- C. Coordinate distribution of Audio and Computer Equipment
- D. To provide Treasurer with Annual Budget request

SECTION 4 DOCUMENTS & FORMS**CONFERENCE COMMITTEE****SECTION 1 QUALIFICATIONS -**

- A. Each committee Chair and member must be an individual member (in good standing) of the *ASSOCIATION*.
 - 1. Each committee Chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 - 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII**SECTION 3 ADMINISTRATION OF DUTIES**

- A. To plan and implement the annual conference of the *ASSOCIATION* in conjunction with the Executive committee.
- B. To develop the criteria for systematic process to prepare and offer the annual state conference of the *ASSOCIATION*.
- C. To submit a final, written conference report to the Executive committee within sixty (60) days of the state conference.
- D. To provide the TFFA Treasurer with annual budget request.
- E. Concur with President & First Vice-president on all contracts for conference (facilities, speakers, vendors, etc.)
- F. To manage the vendors during the “Silent Auction.”
- G. To setup and maintain records for CEU Training.

SECTION 4 DOCUMENTS & FORM

- A. Silent Auction, Vendors, sale table agreements.
- B. Conference Presenter Contracts.
- C. Speaker billing form.
- D. Advertising agreement for conference program.

SECTION 1 QUALIFICATIONS -

- A. Each committee Chair and member must be an individual member (in good standing) of the *ASSOCIATION*.
 - 1. Each committee Chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 - 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

EDITOR**SECTION 1 QUALIFICATIONS -**

- A. Each committee Chair and member must be an individual member (in good standing) of the *ASSOCIATION*.
 1. Each committee Chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII**SECTION 3 ADMINISTRATION OF DUTIES**

- A. To develop, publish and distribute the newsletter entitled, “*TEXAS PROGRESS REPORT*.”
 1. Publishing dates to be:
 - Spring
 - Summer
 - Post Conference
 2. Closing dates for submission of articles for publication will be set by Editor.
- B. To provide Treasurer with Annual Budget request

EDUCATION/TRAINING COMMITTEE**SECTION 1 QUALIFICATIONS -**

- A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.
 1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII**SECTION 3 ADMINISTRATION OF DUTIES**

- A. To develop and promote educational and training programs which are specifically designed to satisfy the needs of foster parents and childcare personnel.
- B. To coordinate the various education and training programs of the *ASSOCIATION* with the personnel and programs of various state agencies, especially the child placing agencies.
- C. To develop a system by which foster parents are able to participate in the systematic review and updating of the standards which apply to foster care programs.
- D. To work in coordination with the Conference committee in selection of conference speakers and presenter’s.
- E. To maintain information on speakers & presenters as a resource library for the *ASSOCIATION* and to assist other associations with selections for their programs.
- F. To provide the TFFA Treasurer with annual budget request.
- G. To setup and maintain records for CEU Training.

SECTION 4 DOCUMENTS & FORM

- A. Contract with conference speakers & presenters.
- B. Contract with associations for training.
- C. Secure speaker evaluation forms for conference attendees.

SCHOLARSHIP COMMITTEE

SECTION 1 QUALIFICATIONS -

- A. Each committee chair and member must be an individual member (in good standing) of the ASSOCIATION.
1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To develop the means to secure funds, scholarships, fellowships, etc., to assist in the offering of post-secondary educational assistance to qualified foster children.
- B. To develop a process to provide for an equitable distribution of the scholarship funds of the *Association*.
1. Determine the number of foster children to receive scholarship approval each year depending on available funding.
 2. Determine number of biological/adopted children to receive scholarship approval each year depending on available funding.
 3. Due dates of scholarship applications September 1
 4. To develop the processes that insure that all money received on behalf of the *ASSOCIATION* from the silent auction and/or scholarship and burial donations shall be duly receipted, deposited with the Treasurer and may be audited at the discretion of the Board.
- C. To manage the “Silent Auction” during the annual conference.
- D. To manage the sale tables during the “Silent Auction.”
- E. To process requests for funding from the Burial Fund.
- F. To provide annual budget request information to Treasurer.

SECTION 4 SCHOLARSHIP FUND GUIDELINES

- A. Foster parents must be current members in good standing with TSFPI /TFFA at the time of application.
- B. Applications must be completed with all necessary information and received by the Finance committee chair by December 31 for consideration at the following Board meeting.
- C. The Finance committee shall recommend awards based on availability of funds with no award exceeding \$500 per school year. Awards will be issued in equal increments at the beginning of each semester. Recipient shall submit grade report and proof of enrollment at the beginning of each subsequent semester.
- D. Award recipient must maintain a grade point average of 2.0 each semester to continue the scholarship the following semester. If the GPA drops below 2.0, the scholarship will be suspended until proof of grades are received by Finance Committee Chairperson showing a GPA of at least 2.0.

SECTION 5 DOCUMENTS & FORMS

- A. Scholarship application form.
- B. Silent auction bidding form.
- C. Silent auction “Receipt of Donation” form.
- D. Burial fund “Request for Funding” form.

PUBLIC POLICY COMMITTEE

SECTION 1 QUALIFICATIONS

- A.** Each committee chair and member must be an individual member (in good standing) of the ASSOCIATION.
1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To develop and sustain an ongoing working relationship with the state legislators that are favorable to our issues and would assist with the promotion and passage of legislation which is favorable to foster children and foster care programs.
- B. To encourage all individual foster parents and foster parent groups to be independently responsible for representing the rights and needs of foster children and foster parents within the legislative processes.
- C. To advise all ASSOCIATION members of the proper individual legislative action that can be taken to effect the enactment of legislation that effect foster children and foster care programs.
- D. Develop legislative initiatives that are favorable to foster children, foster parents, and foster care programs and pursue the passage of such initiatives.
- E. Review and provide suggestions on TDPRS legislative initiatives.
- F. Disseminate the results of each legislative session and their subsequent changes and requirements to the members through various media vehicles, including, but not limited to, newsletters, conference workshops, the website, emails and reports to the Full Board.
- G. To provide annual budget request information to Treasurer.

SECTION 4 DOCUMENTS & FORMS

- A. Current list of state legislators with contact information.

MEMBERSHIP COMMITTEE

SECTION 1 QUALIFICATIONS -

- A.** Each committee chair and member must be an individual member (in good standing) of the ASSOCIATION.
1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To process all applications for membership in the ASSOCIATION and to provide official identification to all members of this ASSOCIATION.
- B. To forward to the Communication committee and to the Chair of the Election committee, on a quarterly basis, an updated roster of the members of the ASSOCIATION who are in good standing.
- C. To receipt, deposit with the Treasurer, and otherwise account for all ASSOCIATION funds received, by sound fiscal procedures.
- D. To seek and investigate individuals and organizations who merit special recognition as honorary members of the ASSOCIATION.

- E. To work to secure a higher membership rate for individuals involved in all areas of foster care.
- F. To direct the Chair or an elected member of the committee to serve on the Election committee.
- G. To keep the official roster of members of the ASSOCIATION with up-to-date mailing addresses, such lists to be supplied and updated by the Chair of the Membership committee on a regular basis.
- H. To provide annual budget request information to Treasurer

SECTION 4 MEMBERSHIP – refer to By-laws page 2 Article II

- A. **DUES.** The following amount of dues constitute a minimum amount. The Membership committee may assess a larger amount, if deemed necessary. The larger amount must, however, be approved by a majority of the voting members of the Board of Directors.

MEMBERSHIP RATES	
INDIVIDUAL	\$ 15
COUPLE	\$25
SUPPORTIVE MEMBER	\$25
ASSOCIATION/AGENCY MEMBER (INCLUDES ALL MEMBERS OF AGENCY AND THEIR COMPLETE MAILING ADDRESSES)	
FOR GROUPS OF 1-25	\$75
FOR GROUPS OF 26-50	\$ 100
FOR GROUPS OF 51-75	\$ 150
FOR GROUPS OF 76-100	\$200
FOR GROUPS OF 101-150	\$300
FOR GROUPS OF 151-200	\$400
FOR GROUPS OF 201-250	\$500
FOR GROUPS OF 251-300	\$600
FOR GROUPS OF 301-500	\$700
FOR GROUPS OF +500	CALL

B. Reinstatement Fees

1. A Reinstatement Fee up to \$25 may be charged to associations whose membership has been deleted from Membership records due to non payment of dues.

SECTION 4 DOCUMENTS & FORMS

- A. Application for Membership
- B. Membership List

ELECTION COMMITTEE**SECTION 1 QUALIFICATIONS -**

A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.

1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

B. The Chair of the Membership committee shall serve as Chair of the Election committee.

*Members of this committee shall be:

1. Chair of the Membership committee, who shall also serve as Chair of the Election committee.
2. One foster parent regional representative.
3. All past Presidents in attendance at the time of an election.

* Exceptions: In the event any member of the Election committee should run for any office or position on the TSFPI/TFFA Board, he or she must not serve on this committee during that election

SECTION 2 DUTIES refer to Bylaws Article VIII

- A. This committee is responsible for the validation of all elections and holds the primary responsibility for the election process.
- B. The committee member shall, at the time of their first meeting, elect one of their members to serve as vice-chair and one to serve as secretary.
- C. To provide annual budget request information to Treasurer

SECTION 3 ADMINISTRATION OF DUTIES

- A. To receive from the Membership committee, on a quarterly basis, an updated roster of the members of the *ASSOCIATION* who are in good standing.

SECTION 4 ELECTION PROCESS

A. NOMINATION PROCESS. The processing of nomination for the election of officers shall be:

1. The dates of all elections will be on Friday of the conference week. Notice of that date shall be published in the *Progress Report* and on the TFFA web site.
2. All candidates for any elective office must submit a resume for a particular office to the Election committee Chair.
 - a. Resumes must be received by the Election committee Chair by April 1 of each year.
 - b. Resumes received by April 1 will be published in *The Progress Report*.
 - c. Resumes received by April 1 will be listed on the official ballot.
3. The Chair of the Membership committee shall validate that each resume is that of a current individual member of the *ASSOCIATION*.
4. The Election committee Chair shall prepare the official ballot.

5. The Election committee Chair will retain all resumes for sixty (60) days after the election, at which time they will be destroyed.
6. Write-in candidates shall be allowed at the time of the official voting.

B. ELECTION RESULTS

1. The officers elected for that particular position shall be determined by that officer having received the most votes cast by any member eligible to vote based by *Popular Vote* of the total votes cast for that position.
2. The regional representatives elected for each region shall be determined by that regional representative having received the most votes cast based on *Popular Vote* of the total votes cast by only the Members of that region eligible to vote for that position.

C. BALLOTING/VOTING PROCESS. The process of electing the officers of the *ASSOCIATION* shall be as follows:

1. Each individual member, as validated by a member of the Membership committee, will receive upon request an official ballot at the *ASSOCIATION* 's annual conference. The official ballot will be validated with the official TSFPI/TFFA seal.
2. Each voting member will be notified of resumes, including resumes of "write-in" candidates available for their viewing.
3. The marked ballots are to be returned to the Election committee's designated polling place on or before thirty minutes after the end of the last training sessions for that day when voting will end.
4. The Election committee will certify the results of all ballots.

D. ABSENTEE BALLOTING

1. Any member in good standing may request from the Chair of the Election committee, an absentee ballot, until thirty (30) days before an election.
 - a. The Membership Chair will validate the member is in "good standing."
 - b. The Election committee Chair will either notify the member if he or she is ineligible to vote; or if he or she is eligible to vote and forward the official ballot to that member.
2. Ballots will be mailed by the Chair of the Election committee/ Membership committee.
 - a. Upon request, each individual member at the same address will receive a ballot.
 - b. The ballot will contain the final date when it must be "received" and the address of where it must be sent.
 - c. It will be the responsibility of the voter to determine the "best way" for the ballot to be received by the Chair by the due date. (regular mail, special delivery, overnight delivery, etc.)
3. Ballots will be carried to the annual conference, unopened, by the Chair of the Election committee. They will be opened and validated by the Election committee at the time all votes are counted.

E. RECORDING THE VOTES

A. Recording the votes (Robert's Rules of Order)

1. All votes cast will be accounted for including both legal and illegal vote; illegal votes are votes cast by legal voters who marked the ballots inappropriately described as follow:
 - a. In recording the votes cast, all blanks must be ignored.
 - b. If in unfolding the ballots it is found that two or more filled-out ballots are folded together, they are recorded as illegal votes and not counted. (not applicable to absentee votes)
 - c. If more than one candidate or several are marked for a given office, that particular part of the ballot must be considered illegal.

- d. Unidentifiable candidate or a fictional character are treated as illegal votes.
- e. All ballots cast will be verified to have the “seal” of legal ballot.
- 2. If the meaning of one or more ballots is doubtful, they can be treated as illegal if it is impossible for them to affect the result; but if they may affect the result, the tellers should report them to the chair, who will immediately submit to the Full Board, the question of how these ballots should be recorded.
- 3. Teller’s report (to be submitted to Recording Secretary)
 - a. The Report should not include the number of members eligible to vote.
The report should include the following:
 - 1) Total number of votes cast.
 - 2) Name of each candidate receiving a vote and total number of eligible votes.
 - 3) Number of & explanation of illegal votes (i.e. marked two candidates for the same office, person as “write-in” not eligible to hold office, voted for two opposing bylaw changes, etc.
 - 4) Chair’s declaration of results should include the following information for publication:
 - (a) Name of each officer or regional representative receiving the most eligible votes and considered to have been “elected to serve that position.”
 - 4. Recounting the votes will require a majority vote of the Full Board.

SECTION 4 DOCUMENTS & FORMS

- A. Official ballot form
- B. Resume form
- C. Teller’s report

POLICY REVIEW COMMITTEE

SECTION 1 QUALIFICATIONS -

- A. Each committee chair and member must be an individual member (in good standing) of the ASSOCIATION.
 - 1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 - 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES – refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To obtain copies of all state PRS policies.
- B. To offer suggestions on the amendment of current policies and/or new policies.
- C. To serve on workgroups or shareholders meetings concerning policy.
- D. To work with educating foster homes of policies.
- E. Monitor other State agencies or groups that propose policies that affect foster families, including but not limited to:
 - 1. State fire marshal
 - 2. TEA (Texas Education Agency)
 - 3. Texas register
 - 4. Texas Department of Health
 - 5. MHMR
 - 6. Department of Human Services (DHS)

7. Health & Human Services Commission (HHSC)

F. To provide annual budget request information to Treasurer

SECTION 4 DOCUMENTS & FORMS

1. Copies of CPS Policies

RETENTION AND RECRUITMENT COMMITTEE

SECTION 1 QUALIFICATIONS -

A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.

1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES-refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To develop and promote recruitment of foster parents and seek out ways to retain them
- B. To keep informed of various recruitment methods used across the state and relay this information to others
- C. To note issues that make retention and/or recruitment of homes difficult and seek solutions.
- D. To work to educate foster parents of policies to retain the homes.
- E. To seek out brochures, pamphlets, and any information that would benefit the recruitment or retention of homes.
- F. To attend statewide and regional workgroups and coalitions on recruitment and retention.
- G. To provide annual budget request information to Treasurer

SECTION 4 DOCUMENTS & FORMS

EVENTS COMMITTEE

SECTION 1 QUALIFICATIONS-

A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.

1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.

SECTION 2 DUTIES - refer to Bylaws Article VIII

SECTION 3 ADMINISTRATION OF DUTIES

- A. To plan and develop social activities during and in conjunction with the meetings and conferences of this *ASSOCIATION*.
- B. To seek out and assist with the securing of funding for such events.
- C. To send birthday cards to Board members.
- D. To send flowers as deemed appropriate for the special occasions.
- E. To provide a proposed annual budget of needed expenditures to the Treasurer.
- F. To provide an annual report of events and expenditures to the Full Board.

- G. To receive annual nominations for the Awards Banquet and to revise that form when deemed necessary.
- H. To seek out people not associated with foster care to review and select a winner of the awards.
- I. To present awards and select someone from DFPS to help with this.
- J. To plan and oversee the decorations for the Annual Awards Banquet.
- K. To select all menus for the Annual Conference

SPECIAL COMMITTEES

SECTION 1 QUALIFICATIONS -

- A. Each committee chair and member must be an individual member (in good standing) of the *ASSOCIATION*.
 - 1. Each committee chair selected must be a verified or have been a verified foster parent (closed in good standing) for service on any committee.
 - 2. Each voting committee member must be a verified or have been a verified (closed in good standing) foster parent at the time of selection for service on any committee.
- B. The President may, with the majority approval of the Executive committee, and as the need arises, designate and appoint such special committees as are needed.
- C. Members of special committees must be members of the *ASSOCIATION*, in good standing, at the time of their appointments and throughout the term of their committee appointment.
- D. Elected officers of the *ASSOCIATION* may serve as members of the special committees.
- E. The President shall appoint, subject to the majority approval of the Full Board, the Chair of each special committee.

SECTION 2 DUTIES

- A. The purpose, duties, term of office and membership of each special committee shall be set forth in the motion which is to be adopted by the board; a written version of that motion must be presented to the Chair of each special committee.
- B. The Committee members shall, at the first meeting of the committee, elect one of their members as vice-chair, and one as secretary.
- C. The Special committee Chair shall, subject to the limits set forth in the bylaws, select the remaining members of the Special committees.
- D. To provide annual budget request information to Treasurer

SECTION 3 ADMINISTRATION OF DUTIES

- A. The Chair of each special committee shall have prepared a final report/ recommendation on the task of the committee. This report / recommendations shall become part of the official record of minutes and committee reports.
- B. The Chair shall have prepared a written report on the status of that committee at each Board meeting and member's meeting which shall convene during the term of that committee's appointment.

SECTION 4 DOCUMENTS & FORMS