



Family Resource Network Governance Plan

April 2017 rev 2018.05.08, rev2018.03.01, rev2019.08.01,
rev2019.04.02

Article I – Name and Purpose

Section 1 – Name. The name of the organization is Family Resource Network (FRN), hereinafter referred to as the FRN.

Section 2 – Mission/Vision. The FRN mission is to grow a network of cohesive support for families. The vision of the FRN is to be a community leader in family support.

Article II – Members

Section 1 – Members in good standing are agencies that reside in Maricopa County with a primary focus to provide families with links to resources. Alternatively, a department or division of a member organization is devoted exclusively to this purpose.

Section 2 – Each agency is considered “one member” and given one vote by the member representative. Each agency may also designate delegates that can vote in absence of member representative.

Section 3 – Member agencies must demonstrate shared values with the FRN, such as family centeredness, family strengthening, community building, cultural diversity, and evaluation. To demonstrate these shared values, members agree to adhere to the Standards of Quality for Family Strengthening and Support and shall complete the Standards of Quality for Family Strengthening and Support self-assessment and recertification every two years.

Section 4 – Members must attend a minimum of four meetings per year to preserve active membership. Agencies may send a delegate in the event the member representative is unable to attend. Exceptions for emergency situations will be made on a case-by-case basis.

Section 5 – Member applicants must attend a minimum of two FRN meetings before applying as a member. Potential members must complete an application process and provide a minimum of three references from community partners.

Section 6 – Member will have at least one representative participate on a committee.

Section 7 – Collaborators (individuals or agencies) that do not share the prescribed primary focus can be considered “Friends of the FRN” and invited to participate in the majority of network activities.

Section 8 – FRN members contributing to the creation of governance rules were grandfathered in as of April 21, 2017 and do not need to complete an application process.



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Article III – Meetings

Section I – The administrative year shall begin October 1.

Section 2 – Meetings of the members shall be held no fewer than 5 (five) times per year. These and any additional meetings shall be at the call of the Chair.

Section 3 – Democratic Rules of Order, latest edition, shall govern the FRN’s deliberations.

Section 4 – Fifty percent of members in good standing shall constitute a quorum for the conduct of official business. All members in good standing will be polled at a meeting or via electronic ballots. A simple majority of the votes cast will determine the outcome of the issue under consideration.

Section 5 – Members and meeting participants agree to maintain confidentiality when requested regarding meeting discussions.

Section 6 – Members and guests agree to convene in the spirit of supporting one another’s mission and use shared information in a collaborative way to benefit the community.

Article IV – Family Resource Advisory Committee (FRAC)

Section 1 – The Family Resource Advisory Committee (FRAC) shall be composed of the Chair, Chair-Elect, Secretary, **Treasurer**, Immediate Past-Chair, Parent Involvement Committee Chair, Governance Committee Chair, Public Awareness Committee Chair, and **one Member** at Large. Committee members will be the elected officers of the FRN. First Things First staff may serve as ad hoc members.

Section 2 – The officers shall be members in good standing.

Section 3 – The FRN’s officers shall assume their duties at the October meeting and will hold office for the term of two years (with the exception of the Chair, Chair-Elect, and Immediate Past-Chair which is a progressive three year term) or until their successors are elected.

- a) Odd Years – The **Treasurer**, Governance Committee Chair, **and** Public Awareness Committee Chair are elected in odd years.
- b) Even Years – The Secretary, Parent Involvement Committee Chair, and one (1) member at large are elected in even years.

Section 4 – All officers should follow the list of duties as established in FRN manual.



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Section 6 – The FRAC shall hold a minimum of 5 (five) meetings per year. The FRAC shall have general supervision of the affairs of the FRN between its meetings and make recommendations to the FRN.

Section 5 – The officers shall be expected to attend four FRAC meetings per year.

Article V – Nominations and Elections

Section 1 – A Nominating Committee shall consist of three members to include the Immediate Past-Chair as Chair and two members appointed by the Immediate Past Chair.

Section 2 – The Nominating Committee shall present a slate of officers to the FRAC prior to the issuance of the ballots to the FRN.

Section 3 – Election shall be by ballot which shall be distributed to each member agency prior to the August meeting. Provision shall be made on the ballots for write-in candidates. The Nominating Committee shall count the ballots. Candidates receiving a majority of the votes returned shall be elected. If there are more than two candidates, a plurality of the votes shall be sufficient for election. In case of a tie for any office, decision shall be by a majority vote of members attending the August meeting.

Section 4 – The Chair of the Nominating Committee shall announce the names of the newly elected officers at the conclusion of the election at the August meeting.

Section 5 – A vacancy arising in the office of the Chair shall be filled by the Chair-Elect, who shall serve out the unexpired term of the Chair. A vacancy arising in the office of any other FRAC member shall be filled by appointment of the Chair.

Article VI – Committees

Section 1 – A Nominating Committee of three members in good standing shall be appointed by the Immediate Past Chair who shall serve as chair of the committee.

Section 2 – Governance Committee shall review Governance Plan annually, including member eligibility, member roles, and member responsibilities; review membership applications and present to FRAC;

Section 3 – Parent Involvement Committee - Committee shall support the adoption and implementation of Parent Advisory Committees across the FRC's to promote parent/caregiver leadership.



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Section 4 – Public Awareness Committee – Committee shall increase awareness of FRCs existence and value, increase the number of families accessing resources at FRCs, increase sustainability of the network by recruiting more centers, and increase the sustainability of the network by seeking additional funding outside of First Things First.

Section 5 – Professional Development Committee – The Chair-Elect will serve as the Chair of the Professional Development Committee. Committee shall work to provide professional development opportunities to members.

Section 6 – Sustainability Committee – Committee shall support the FRNs increasing autonomy and fiscal independence and review Sustainability Plan annually.

Section 7 – Ad hoc committees may be appointed at the discretion of Chair.

Article VII – Amendments

Section 1 – This document will be reviewed annually and voted on by the members at the August meeting.