

Stanislaus Child Care and Development Planning Council

BYLAWS

- ARTICLE I - NAME

The name of this body shall be the Stanislaus Child Care and Development Planning Council. Whenever the term "SCCDPC" is used in these bylaws, it shall mean Stanislaus Child Care and Development Planning Council.

- ARTICLE II - AUTHORITY

The Stanislaus Child Care and Development Planning Council has been established by the Stanislaus County Board of Supervisors and the Stanislaus County Superintendent of Schools in accordance with California Education Code Section 8499 et. Seq., and Section 8499.3(c)(2).

- ARTICLE III - PURPOSE

The purpose of the SCCDPC as stated in the enabling legislation (AB1542) is to "provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities."

In order to accomplish this general mission, legislation mandates that the following items be accomplished:

1. Elect officers and select a staff.
2. Conduct an assessment of child care needs in the county no less than once every five years. The needs assessment shall take into consideration all of the following:
 - a. The needs of families eligible for subsidized child care.
 - b. The needs of families not eligible for subsidized child care.
 - c. The waiting lists for programs funded by the department and the California Department of Social Services.
 - d. The needs for child care for children who have been abused or neglected or are at risk of abuse or neglect.
 - e. The number of children receiving public assistance.
 - f. Family income among families with preschool or school age children.
 - g. The number of children of migrant workers.
 - h. The number of children with special needs.
 - i. The number of children from all identifiable linguistic and cultural backgrounds.
 - j. Special needs based on geographic consideration, including rural areas.
 - k. The age of children needing services.
 - l. Any other factors deemed appropriate by the local planning council.

3. Document information gathered during the needs assessment which shall include, but not limited to, data on supply, demand, cost and market rates for each category of child care in Stanislaus County,
4. Encourage public input in the development of countywide child care priorities. Opportunities for public input shall include at least one public hearing during which members of the public may comment on the proposed priorities.
5. Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.
6. Conduct a periodic review of child care programs funded by the California Department of Education and the Department of Social Services to determine if identified priorities are being met.
7. Collaborate with subsidized and non-subsidized child care providers, county welfare departments and human service agencies, job training programs, employers, integrated child and family service councils, parent organizations and other interested parties to foster partnerships designed to meet local child care needs.
8. Design a system to consolidate local child care waiting lists.
9. Coordinate part-day programs, including state preschool and Head Start, with other child care to provide full-day child care.
10. Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent for approval before submitting them to the California Department of Education.
11. Review and comment on proposals submitted to the California Department of Education that concern child care to be provided within the geographic area covered by the local planning council, These comments shall in no way be binding on the California Department of Education in the determination of programs to be funded.
12. Identify at least one, but no more than two persons from the local planning council, one selected by the board of supervisors and one selected by the county superintendent if two persons are identified, or one person selected by both appointing agencies, to serve as part of the Department of Education team that reviews and scores proposals for the provision of services funded through contracts with the California Department of Education. Local planning council representatives shall not review and score proposals from the geographic area covered by their own local planning council.
13. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings. This may include developing a training manual, hiring facilitators, and identifying strategies to meet the objectives of the council.
14. Provide consultation to the California Department of Education and the California Department of Social Services regarding the development of a single application and intake form for all federal and state subsidized child care and development services.

**- ARTICLE IV -
MEMBERSHIP**

Section 1 Composition

- A. The SCCDPC will be comprised of sixteen (16) members with one (1) vote each.
- B. Voting membership on the council shall include representatives from the following. (as specified in legislation)
- Child Care Providers: 20% minimum
 - Public Agencies: 20% minimum
 - Consumers: 20% minimum
 - Community Representatives: 20% minimum
 - Remaining: 20% at the Discretion of the Appointing Agencies
- C. Non-voting members will be designated as Associate Representatives and may serve on various committees, provide input, be notified of all meetings, and receive agendas and minutes.

Section 2 Selection of SCCDPC Members

The Stanislaus Child Care and Development Planning Council members are jointly appointed by the Stanislaus County Board of Supervisors and the Stanislaus County Superintendent of Schools.

Section 3 Terms of Membership

Terms of membership are as approved by the Stanislaus County Superintendent of Schools and the Stanislaus County Board of Supervisors and are currently three year terms of membership. It is the policy of the Board of Supervisors that members are appointed for a maximum of two terms and any additional terms would be at the discretion of the Board of Supervisors and Superintendent of Schools.

Section 4 Attendance at Meetings

- A. Members are expected to attend all meetings (including committee meetings) of the SCCDPC. To maintain a seat on the Council a minimum of 75% attendance is required. A member who is unable to attend and/or send a representative to attend will notify the SCCDPC Coordinator immediately.
- B. SCCDPC members may provide, in writing at the beginning of each fiscal year, the names of up to two other individuals to represent them when they cannot attend a regular SCCDPC meeting. The representative(s) shall be from the same representational category of the Council member and have all rights accorded to a regular Council member. Attendance of the officially designated representative(s) cannot exceed fifty-percent (50%) of regular SCCDPC meetings.
- C. If an appointed member of the Council is unable to find a representative to attend meetings in their place, the member will request assistance from the Council by contacting the Council Secretary for a representative.
- D. If an appointed member, who has a permanent representative that is also unable to attend a meeting in his/her place, the member will notify the Council Secretary for assistance to have a representative.
- E. The member needs to contact the Secretary at least 24 hours prior to the meeting. However, in an emergency situation, the member can notify the morning of the meeting.

Section 5 Termination of Membership

- A. Membership will be terminated when a written resignation is received.
- B. When a member misses three (3) consecutive meetings without a representative or notification, a call from the Council Secretary will be made to inquire about attendance and their desire to continue as a SCCDPC Member.
- C. If a member has been notified and misses the next consecutive meeting without a representative or notification, their name will be sent to the Superintendent of Schools and the Board of Supervisors to determine if they choose to remove the appointed member.
- D. A Council member will not be removed from their appointed position on the Child Care and Development Planning Council until their name has been formally approved by the Superintendent of Schools and the Board of Supervisors with the exception of a Council member's voluntary resignation.

- ARTICLE V - **EXECUTIVE OFFICERS**

Section 1 Officers

The officers of the SCCDPC shall consist of: one (1) Chairperson, one (1) Vice-Chairperson, and one (1) Finance Committee Chairperson. The officers are members of the Executive Committee.

Each sub-committee, work group, and/or task force shall elect a Chairperson who will automatically become a member of the Executive Committee.

Section 2 Term of Office

The terms of office are two (2) years beginning at the July meeting. An officer shall serve no more than two consecutive terms. (For extreme situations see Article V, Section 3 Letter D)

Section 3 Method of Selection

- A. The out-going Chairperson will appoint a Nominating Committee for the election of new officers at the February meeting.
- B. Elections for officers will be held at the April meeting. Nominations may be made from the floor.
- C. In the event that new officers can not be selected in A or B above, the Chairperson shall be empowered to continue to serve in that capacity until such a time as selection for the next fiscal year can be completed.

Section 4 Removal of Officer *(only referred to election process)*

In the event that an officer is deemed unable to fulfill their duties, a special election will be held to complete the current officer's term.

Section 5 **Duties and Responsibilities of Officers**

- A. The duties and responsibilities of the Chairperson shall be:
 - 1. To preside at all regular meetings of the SCCDPC and the Executive Committee.
 - 2. To call special meetings.
 - 3. To appoint the members of SCCDPC to committees, work groups and task forces.
 - 4. To serve as an ex-officio officer of all committees.
 - 5. To work with the staff and Executive Committee of the SCCDPC to prepare an agenda for each regular meeting.
 - 6. To ensure that members of the public have an opportunity to speak on agenda items at the appropriate time.
 - 7. To represent the SCCDPC at appropriate functions and events.
 - 8. The Chairperson may limit public comment to 5 minutes per individual and/or 30 minutes per item if so desired.
 - 9. To perform all other duties necessary or incidental to the office and effective functioning of the SCCDPC.

- B. The duties of the Vice-Chairperson shall be to perform the duties of the Chairperson in his/her absence or inability to act as a Chairperson. Further, to participate on the Executive Committee.

- C. The duties of the Finance Committee Chairperson is to work with the SCCDPC staff, Finance Committee, and fiscal agent (SCOE) to recommend budgets and budget revisions, review and submit expenditure reports, and participate on the Executive Committee, Further to perform the duties of the Chairperson if the Chairperson and Vice-Chairperson are absent or unable to act temporarily.

- D. The duties and responsibilities of the Committee Chairpersons shall be to serve as members of the Executive Committee, to call special meetings, and submit reports to the full SCCDPC on activities.

Section 6 **Vacancies**

Upon resignation or removal of an Officer, an election for the vacant office shall be conducted at the next regularly scheduled SCCDPC meeting.

- ARTICLE VI -
MEETINGS

Section 1 **Frequency and Time of SCCDPC Regular Meetings**

There shall be a minimum of four (4) regular meetings annually at an hour, day, and place as determined by the Council and SCCDPC staff. A minimum of one (1) meeting will be held each quarter.

Section 2 **SCCDPC Special Meetings**

Special/Emergency meetings may be called by the Chairperson, Vice-Chairperson and/or Committee Chairpersons.

Section 3 **SCCDPC Executive Committee Meetings**

The Executive Committee meetings shall be convened by the SCCDPC Chairperson a minimum of once each quarter at a time and place mutually agreed upon by the Executive Committee members and SCCDPC staff.

Section 4 **Public Participation**

All meetings of the SCCDPC and Subcommittees shall be open to the public and shall be advertised and conducted in accordance with the Brown Act.

Section 5 **Agenda Posting Requirements**

- A. Regular Meetings -
Notice of time, place, and agenda will be posted a minimum of 72 hours prior to the time of the regular SCCDPC meeting.
- B. Special Meetings -
Notice of time, place, and agenda will be posted a minimum of 24 hours prior to the time of the SCCDPC special meeting.
- C. Emergency Meetings -
In case of an emergency, the SCCDPC may call a meeting with members using a variety of methods in order to secure a quorum, regular face-to-face, conference telephone call, electronic mail, etc.. No posting of the meeting will be required for emergency meetings. However, written minutes of the meeting and the action will be included in the agenda package at the next regularly scheduled SCCDPC meeting.

Section 6 **Elections/Decision Making Process**

- A. Quorum requirements -
A quorum for the transaction of official business and elections shall consist of a minimum of fifty-percent (50%) plus one (1) of the current appointed members or their designees. Members or representatives officially designated by the members must be present to vote at all SCCDPC regular or special meetings.
- B. Election Ballots -
Ballots will contain names of candidates accepting nominations for a Council office.
- C. Elections -
 - 1. All elections shall be conducted at a regular SCCDPC meeting.
 - 2. Candidates receiving the highest number of votes of the Council Members present is required to determine the candidate elected for the position.
- D. Tie Votes -
In case of a tie, the names will be drawn from a hat.

Section 7 **Conduct of SCCDPC Meetings**

The meetings of the SCCDPC shall be conducted in accordance with Adopted Bylaws (Revised Edition) and the Brown Act.

Section 8 **Conflict of Interest**

SCCDPC member(s) and/or representative(s) selected by the members shall abstain from voting if they have a proprietary interest in the outcome of any matter, case, or issue being considered or voted upon by the organization. Any SCCDPC member(s) and/or representative(s) selected by the members shall also abstain from voting if they are affiliated in any way with an agency that will benefit from the results of a motion or take action on an item. All members will complete a Conflict of Interest Statement by April Council's Code of Conflict will be followed. (see Bylaws #1).

- ARTICLE VII -
COMMITTEES, APPOINTMENTS, AND OPPERTAIONS

- A. Standing Committees -
The Executive Committee and Finance Committee are the only standing committees. The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, and other sub-committee Chairpersons.
- B. The Executive Committee -
Meetings will be conducted by the Executive Chairperson/Vice-Executive Chairperson.
- C. The Finance Committee -
Meetings will be conducted by the Finance Committee Chairperson. The Finance Committee will meet at least one time a year.
- D. Ad Hoc Committees, Work Groups, and Task Forces -
There shall be ad hoc committees, work groups, and/or task forces appointed by the Chairperson and approved by the Council, Each committee will elect a Chairperson.

- ARTICLE VIII –
ADOPTION AND AMENDMENT

They will then be forwarded to the Stanislaus County Superintendent of Schools and the Stanislaus County Board of Supervisors with a recommendation for final approval. Upon subsequent approval by both appointing agencies the bylaws shall become immediately effective (moved to Amendment section).

The bylaws may be amended by a majority vote of a quorum of the Council provided that 15 calendar days prior to the meeting, the full membership is notified of the language of such change(s) and of the time, date, and place of the intended voting on such change(s). They will then be forwarded to the Stanislaus County Superintendent of Schools and the Stanislaus County Board of Supervisors with a recommendation for final approval. Upon subsequent approval by both appointing agencies the bylaws shall become immediately effective

Subsequent to approval of an amendment, both appointing agencies must approve of the amendment. Upon their approval, the amendment shall become immediately effective.

Date Approved by SCCDPC: 06-12-03

Chairperson's Signature

Date

County Board of Supervisors Signature

Date

County Superintendent of Schools Signature

Date

Adopted/Approved 10/28//98

First Amendment Article IV, Section 3, Section 5/Approved 9/2/99

Second Amendment: Article I-XI 06-07-01

Third Amendment: Article II-XI 08-09-01

Fourth Amendment: Article III-VI 08-28-01

Fifth Amendment: Article IV-VIII 06-12-03