

**LAKE COUNTY CHILD CARE PLANNING COUNCIL
BYLAWS**

ARTICLE I

PURPOSE AND SCOPE OF RESPONSIBILITY

SECTION 1. NAME

The Council shall be designated the Lake County Child Care Planning Council, referred to hereafter as the “Council.”

SECTION 2. MISSION STATEMENT

The mission of the Lake County Child Care Planning Council is to ensure the availability and accessibility of high-quality child care for the families and children of our community.

SECTION 3. AUTHORIZATION

The Lake County Child Care Planning Council was formed by the Lake County Board of Supervisors and the Lake County Superintendent of Schools in accordance with state law established by California CalWORKs legislation, Assembly Bill 1542 (Ed. Code Sections 8499.3 and 8499.5).

SECTION 4. SCOPE OF RESPONSIBILITY

The Council shall establish local child care priorities that ensure that all child care needs in the county are met to the greatest extent possible. To accomplish this, the Council shall do the following:

- (1) Conduct an assessment of child care needs in the county no less than once every five years.
- (2) Document information gathered during the needs assessment which shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of child care in the county.
- (3) Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
- (4) Prepare a comprehensive countywide child care plan designated to mobilize public and private resources to address identified needs.
- (5) 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.

(6) Collaborate with subsidized and nonsubsidized child care providers, county welfare departments and human service agencies, job training programs, employers, interested child and family councils, parent organizations, and other interested parties to foster partnerships designed to meet local child care needs.

(7) Design a system to consolidate local child care waiting lists.

(8) Coordinate part-day programs, including state preschool, Head Start, with other child care to provide full-day child care.

(9) Submit the results of the needs assessment and local priorities identified by the Council to the Lake County Board of Supervisors and the Lake County Superintendent of Schools prior to submitting them to the California Department of Education.

(10) 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 Council. These comments shall in no way be binding on the State Department of Education's determination of programs to be funded.

(11) Identify at least one, but no more than two persons from the Council to serve as part of the State Department of Education's team that reviews and scores proposals for the provision of services funded through contracts with the Department of Education. One person selected by the Board of Supervisors and one selected by the County Superintendent of Schools if two persons are identified or one person selected by both appointing agencies.

(12) Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings. This may include developing a training manual, hiring facilitators, and identifying strategies to meet objectives of the Council.

(13) Provide consultation to the State Department of Education and the State Department of Social Services regarding the development of a single application and intake form for all federal and state subsidized child care development services.

ARTICLE II

MEMBERSHIP AND TERMS

SECTION 1. COMPOSITION AND MEMBERSHIP

To comply with mandates of AB 1542 and to maintain an inclusive participation from the diverse communities in Lake County, the Council has a General Membership and an appointed Voting Committee.

General Membership is open to all Lake County residents and persons employed in Lake County who are supportive of, and work for, the betterment of child care in Lake County. General membership is indicated by attendance at Planning Council meetings, Council committee participation, or support of Planning Council activities through volunteer work or contributions of goods or services. General members do not vote on business or policy items. They participate in recruiting and selecting nominees for the Voting Committee and directing the focus of Planning Council activities. [General members must submit an application and are appointed by the Voting Committee.]

Voting Committee Members are appointed by the County Board of Supervisors or County Superintendent of Schools and exercise decision-making responsibility for Planning Council functions as described in AB 1542, as well as hold voting rights on all Council business and policy recommendations. The Voting Committee is composed of 20 members, from the categories listed below. Every effort is made to ensure that membership reflects the racial, ethnic, and geographic population of the County. Every effort is made to ensure that categories include representation from groups that serve families and children with disabilities and other special needs.

A) 20% **Consumers** (4 parents or adults responsible for children who have been in child care in the last 36 months)

B) 20% **Child Care Providers** (not more than 1 from each of the following areas):

Family Child Care	Child Care Payment Programs (AP)
School District	Community Based Non-Subsidized
Head Start	Community Based Subsidized

C) 20% **Public Agency Representatives**

Suggested groups to be represented:

County Social Services Agency	City Government
Parks and Recreation	Community Care Licensing
County Office of Education	Colleges/Universities
Community Development Agency (County Planning)	

D) 20% Community Representatives:

Four individuals who are not child care providers or CDD contractors, but are from an agency or business that provides private funding for child care services, or persons who advocate for child care services through participation in civic or community-based organizations.

Suggested groups to be represented:

Business and Chambers of Commerce	Healthy Start
League of Women Voters	United Way
Interested citizens	Foundations
Faith-based organizations	Labor organizations
Ethnic organizations (Tribal Councils, Hispanic Organizations, etc.)	
Service organizations (Kiwanis, Rotary Club)	

E) 20% (4 total) at Discretion of the County Board of Supervisors and County Superintendent of Schools:

Suggested groups to be represented:

Child care providers including public and private centers, license exempt providers, family child care, Head Start, and Alternative Payment Programs.
Child Care Resource and Referral Agencies
Child development experts
Family support personnel
Early childhood professional associations
Non-governmental social services agencies
Economic development specialists

Advisory Members provide the needed expertise or perspective in the areas of child care, community planning, government and higher education. Advisory Member applications are submitted to the Voting Members, then the Board of Supervisors and the Superintendent of Schools for approval. The role of an Advisory member is:

- To provide specialized advice and information regarding issues affecting child care and development services in Lake County.
- To demonstrate a personal commitment and responsibility to improve child care in Lake County.
- To attend regularly scheduled Council meetings whenever possible, and/or meet quarterly with Council staff to provide input and stay apprised of Council goals and activities.
- To develop working knowledge of the Mission and mandates of the Council.

Advisors are not Voting Members and do not have terms of appointment.]

SECTION 2. TERMS OF APPOINTMENTS

Term for Voting Committee Membership is three years from appointment date, except that at the first meeting of the Council following the adoption of these by-laws and appointment of Voting Committee members, the Voting Committee shall by lot choose half of their number to serve an initial two-year term. All Voting Committee members thereafter shall serve a three year term as provided above. No Voting Committee member shall serve more than two consecutive terms when there are other available members.

SECTION 3. VACANCIES

The Council shall approve new appointments, resignations, and replacements and forward them to the Lake County Board of Supervisors and Lake County Superintendent of Schools for final approval.

For prior-to-term openings, a Membership Committee of at least three members of the current Voting Committee will select and recommend Voting Committee nominees for open categories. The full Voting Committee shall then vote on nominees to forward to the Board of Supervisors and County Superintendent of Schools for appointment to the Voting Committee. The Membership Committee will be appointed by the current Chairperson and will strive to have one representative from each of the five categories of the Voting Committee.

ARTICLE III

MEETINGS AND ATTENDANCE

SECTION 1. MEETINGS

The Council shall meet at least nine (9) times per year. The Council shall conduct an annual organization meeting each September for the purpose of electing officers, reviewing attendance and filling vacancies. Dates and locations of meetings will be set at this meeting and reviewed every fourth month. Additional meetings, including public hearings, may be scheduled by the presiding officer as needed. All meetings will be properly noticed and open to the public.

SECTION 2. [REMOVAL OF MEMBERS

Members may be removed for cause or because of absence or absence without notification in accordance with the following criteria:

1. Removal for Cause:
 - a. Cause shall be defined as a determination by the Council that the member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications which were present and considered in making the initial appointment.

2. Removal for Absenteeism:
 - a. If a member is absent for more than (3) consecutive regular Council meetings without notification, and after a good faith effort by Council staff to contact the member regarding absences, the member shall be considered to have resigned.
 - b. A member with a substantial pattern of absences (more than half of the regularly scheduled meetings) may be removed from membership.

Removal Process: Council staff or a Co-Chair shall recommend to the Council the removal of any member(s) based on cause or absence. Removal of a member shall require a majority vote of the Council, a quorum being present.]

SECTION 3. QUORUM

All meetings requiring action by the Council will achieve a quorum of at least six (6) voting members.

SECTION 4. VOTING PROCEDURES

Each voting member shall be entitled to one vote on each matter submitted to a vote of the Council. There shall not be voting by proxy or other indirect representation.

A majority of the voting committee members present at the meeting at which a vote is taken is required to carry an item.

Voting by show of hands or voice vote on any matter, except an election, is acceptable unless a Voting Council member requests a roll call vote be taken.

Members shall not participate as a voting member if such member has a vested interest (financial or personal) in the outcome of the issue being voted on.

Records shall be kept of action and roll call vote.

SECTION 5. PARLIAMENTARY RULES

On any question or point of order not contained in these rules and regulations, the council shall be governed in its parliamentary actions by Roberts' Rules of Order.

ARTICLE IV.

OFFICERS AND DUTIES

SECTION 1. OFFICERS

The officers of the council shall consist of the Chairperson, Co-Chairperson, Secretary and Co-Secretary. These officers shall be elected by a majority vote of the members present at the annual meeting in September and shall serve for one year. Officers may be re-elected for one additional term.

SECTION 2. VACANCIES

Terms of office are two years beginning at the September meeting. An officer shall serve no more than two consecutive terms. The out-going Chair will appoint a Nominating Committee in adequate time for the Nominating Committee to meet and select nominees to nominate candidates for Chairperson and Co-Chairperson at the meeting immediately prior to the September meeting.

Should any office become vacant, due to the resignation of the incumbent, the Co-Officer shall temporarily assume the office. The Chairperson (or acting Chairperson) shall immediately appoint a Nomination Committee that shall meet and report to the next regularly scheduled Council meeting on its nominees to fill the expired term of the vacated office. The vacancy will be filled by a majority vote of members present.

SECTION 3. DUTIES OF OFFICERS

It shall be the duty of the Chairperson to call meetings, set agenda, make assignments and reside over meetings of the Council. It shall be the duty of the Co-Chairperson to perform the duties of the chairperson in the absence of that officer. [Upon absence or inability to act of the Co-Chairs, the remaining members of the Council shall appoint one of their members to act temporarily as Chair.]

It shall be the duty of the Secretary to mail notices of any Council meetings, maintain a record of membership on the Council and members' attendance at Council meetings, record minutes of all Council meetings, provide legal notice, and other secretarial duties as required. These duties may be assigned to Council staff when appropriate. It shall be the duty of the Co-Secretary to perform the duties of the Secretary in the absence of that officer.

ARTICLE V
COMMITTEES

Committees or Work Groups may be appointed by the Chairperson as needed to conduct research and formulate recommendations to the Voting Committee on specific focus areas, special needs or requirements of the Council. Committees and Work Groups will be time limited and invite the involvement of General Members, members of appropriate professions, and general public. Committee work is not intended to be done at general meetings and work reported out of or recommended by committee shall be approved, with minor corrections if needed, or sent back to committee.

ARTICLE VI
BYLAWS

SECTION 1. ADOPTION OF BYLAWS

These Bylaws shall become effective upon approval of the Council, the County Board of Supervisors and County Superintendent of Schools.

SECTION 2. AMENDMENTS TO BYLAWS

These Bylaws may be amended by an affirmative vote of two-thirds (2/3) of those members present at any meeting, provided the amendments have been submitted to the membership at least thirty (30) calendar days prior to the meeting at which the amendment is voted on. All amendments must be approved by the Council, with notification to the County Board of Supervisors and County Superintendent of Schools.