Trinity County Local Child Care Planning Council Bylaws

ARTICLE I — NAME

The Council shall be designated the Trinity County Local Child Care Planning Council, referred to hereafter as the "Council".

ARTICLE II— AUTHORITY

The Council was created by the Trinity County Board of Supervisors and the Trinity County Superintendent of Schools, referred to hereafter as the "Board", and "Superintendent", by Resolution No. 91-740 on June 18, 1991 as originally created by and further amended by AB1 542 Chapter 2.3,

ARTICLE III— STATEMENT OF PURPOSE

The Child Care Planning Council complies with California CalWORKS legislation AB1542 (Ed Code Sections 8499.3 and 8499.5) and serves as a forum to address the child care needs of all families and in all child care programs, both subsidized and unsubsidized in Trinity County.

The Council's major responsibilities are to: 1) recommend priorities for childcare funding from the California Department of Education, Child Development Division (CDD when appropriate and requested; and 2) advise the County Board of Supervisors and County Superintendent of Schools on child care program and policy issues.

ARTICLE IV — MISSION STATEMENT AND VISION

The **Mission** of the Trinity County Child Care Planning Council is to lead county-wide collaborative planning, action and advocacy; to make affordable quality child care available to each family in Trinity County; to support quality education for providers; and to advocate for inclusion of child care in community plans.

Our Vision

All children in Trinity County will have access to quality, equitable and affordable child care that promotes a child's health and developmental needs

- Assure quality child care throughout the county that is affordable, accessible and seamless;
- Belief in the strength of families and a priority to support them; Children are recognized as our future and given quality care;
- Care for children is based on respect of children's individuality;
- High quality child care is affordable and equally accessible for all children of all ages;
- Children receive child care that is safe, healthy and developmentally appropriate;
- Families have the information, skills, and resources needed to make quality child care choices and decisions;
- All child care providers have the knowledge and training necessary to guarantee quality child care and education;
- Community members — including parents, providers, employers, schools, churches, government, community organizations and others — work together to accomplish and maintain this vision for quality child care and education.

ARTICLE V — DUTIES AND FUNCTIONS

A. Elect a chair and select a staff

B. Conduct an assessment of child care needs at least once every five years. The needs assessment shall take into consideration all of the following:

- The needs of families eligible for subsidized child care.
- The needs of families not eligible for subsidized child care.
- The waiting lists for programs funded by the CDD and California Department of Social Services (CDSS).
- The needs for child care for children who have been abused or neglected or are at risk of abuse or neglect.
- The number of children receiving public assistance.
- Family income among families with preschool or school-age children.
- The number of children of migrant workers.
- The number of children with special needs.
- The number of children from identifiable linguistic and cultural backgrounds.
- Special needs based on geographic considerations, including rural areas.
- The ages of children needing services.
- Any other factor deemed appropriate by the Council.

C. Document information gathered during the needs assessment, which shall include, but not be limited to, data on supply, demand, cost and market rates for each category of child care in the county.

D. 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.

E. Prepare a comprehensive county-wide child care plan designed to mobilize public and private resources to address identified needs.

F. Collaborate with subsidized and unsubsidized child care providers, county departments, and human services councils, parent organizations, and other interested parties to foster partnerships designated to meet local child care waiting lists.

G. Coordinate part-day programs, including State Preschool and Head Start, with other child care to provide full-day child care.

H. 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 of Schools for approval before submitting them to CA Dept. of Education-Child Development Division (CDE-CDD).

I. Review and comment on proposals submitted to the CDE-CDD 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 to the programs to be funded.

J. Identify at least one, but no more than two, members to serve as part of the CDE-CDD team that reviews and scores proposals for child care service funded through the CDE-CDD. Council representatives shall not review and score proposals from Trinity County.

K. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings.

L. 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 and development services.

M. Identify priorities for child care and development needs in Trinity County including the need for state and federal funding allocations.

N. Develop a long-range plan for child care and development services with input from the community. This plan will be reviewed periodically and updated as needed.

O. Set other goals as determined by the Council.

ARTICLE VI— MEMBERSHIP

A. A maximum of ten (10) members shall be appointed by the Council for specific categories as listed in Section B with the approval of the Trinity County Board of Supervisors and the County Superintendent of Schools. Members will represent the category from which they are appointed.

B. Membership in the Trinity County Child Care Planning Council is open to individuals interested in promoting available, and affordable, high quality child care in Trinity County.

Distribution of Council Membership:

- Twenty percent of the membership shall be consumers of child care.
- Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county.
- Twenty percent of the membership shall be public agency representatives.
- Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with CDE-CDD to provide child care and development services.
- Twenty percent remaining shall be appointed at-large.

C. Recommendations for members are to be submitted by the Council for approval to the Board and the Superintendent for approval. Efforts will be made to ensure that the composition of the Council is reflective of the persons and families within the community, including when possible diverse representation and geographic distribution.

D. The members of the Council shall serve a term of two years. One half of the members shall be appointed in even-numbered years and the other half shall be appointed in odd-numbered years to ensure continuity to the Council.

E. . Members may serve more than one term and their name be submitted by the Council members in attendance at the annual appointment meeting for approval by the Board and Superintendent.

F. Council members are expected to attend all regular meetings. A member who is unable to attend a regularly scheduled meeting should send a designated alternate after notifying the Chair or the Chair's representative.

- Designated alternates may act in the full capacity of the regular representatives.
- If a member of their designee fails to attend three meetings within a council year, the membership committee must review their appointment with a subsequent recommendation to the Council.
- The Council will submit designated alternate members' names to the Board and Superintendent for approval.

G. If a member is no longer able to represent the category to which he/she was appointed, the nominating committee would put forth a nominee for membership subject to approval of the Council, Board and Superintendent to complete the term of membership.

ARTICLE VII— OFFICERS AND DUTIES

A. Officers elected by the Council shall be the Chair and Vice Chair, and shall serve a two-year term beginning in September of the election year.

B. Vacancy of Office. If an office becomes vacant, the Executive Committee may fill the office by appointment by vote of the Membership for the duration of the term.

C. Removal of Officer. A Council officer may be removed from office by two-thirds vote of the Council and approval of the Board and Superintendent.

D. The duties of the Chairperson shall be:

1. To preside at all meetings of the Council.
2. To call special meetings.
3. To appoint the members of Council committees and work groups.
4. To serve as an ex-officio officer of all committees.
5. To work with the Coordinator of the Council to prepare an agenda for each meeting.
6. To see that members of the public have an opportunity to speak on agenda items at the appropriate time.
7. To represent the Council at appropriate functions and events.
8. To perform all other duties necessary or incidental to the office.
9. In the absence of the Chairperson, or upon his or her inability to act, the Vice Chairperson shall take his or her place and perform the duties. Upon the absence or inability to act of both the Chairperson and Vice-Chairperson, the Coordinator of the Council shall act temporarily as Chairperson to chair the meeting.

ARTICLE — VIII— CONFLICT OF INTEREST

No member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome.

ARTICLE —IX — ORDER OF BUSINESS (MEETINGS)

A. The order of business, ordinarily, shall be as follows:

1. Sign In of Council Members Present
2. Approval of Minutes
3. Communications and Correspondence
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Public Input/Announcements
8. Other

B. All meetings of the Council shall be open to the public. The Council shall hold regular meetings at the regularly designated place, If the regular meeting day falls on a legal holiday, the Chairperson may fix another day therefore. A calendar for the year will be made for regular pre-scheduled meetings.

C. Time will be allotted at each meeting for public input and announcements. Each person addressing the Council shall identify himself/herself by name. Council members wishing to present speakers at meetings should consult with staff at least 24 hours before the Agenda is established.

D. The Coordinator shall be responsible for recording minutes of meetings and maintenance of records of the Council activities. The Coordinator will be responsible for correspondence, production of Council documents, producing an annual calendar of regularly scheduled Council meetings and activities, and for giving notice of all meetings.

ARTICLE — X — MEETINGS

A. The Council will convene monthly or no less than four times a year.

B. Meetings of the Council shall be held in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq.

C. Written notice of Council meetings shall be delivered or mailed to all Council Members and any interested individuals who have requested such notice as soon as possible, or no later than 24 hours before the meeting.

D. A special meeting of the Council may be called by the Chair, the Executive Committee, or by a majority of the full Council. Written notice of such a meeting must be provided to any person who has previously requested notice.

ARTICLE — XI— COMMITTEES AND DUTIES

A. The Executive Committee shall be composed of the following: Chair, Vice Chair, Coordinator, County Board of Supervisors representative, County Office of Education representative.

B. The duties of the Executive Committee are to provide leadership, financial accountability, and policy recommendation to the Council, and shall be authorized to act on behalf of the Council between regular meetings when necessary. Minutes of these meetings will be provided to the full Council.

C. Subcommittees can be formed to complete specific objectives and can consist of any Council members.

D. Nomination of membership to the Council can be made by any Council member.

E. Additional Council committees shall be appointed on an as-needed basis.

ARTICLE - XII — VOTING PROCEDURES

A. Each Council member or designated alternate has one vote.

B. A quorum shall be required for the transaction of business. Four (4) Council members shall constitute a quorum.

C. When a vote is taken, a majority of the Council members present at the meeting is required to carry an item.

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

E. No member of a Local Planning Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.

F. Records shall be kept of motions, seconds, actions and roll-call votes. Abstention will be listed by name.

G. Every Council member must be present in person to vote and no proxies are to be recognized. However, in the event the meeting does not have a quorum, phoned-in votes may be used, followed with written confirmation from each Council member. A majority vote will carry, providing at least a quorum responds.

ARTICLE — XIII — ELECTIONS

A. People nominated for Membership shall be presented at a regularly scheduled meeting. Nominations will be accepted by Members from the floor. Action will be taken at the next regularly-scheduled Council meeting.

B. Election of Officers shall be held at the September Council meeting. Each officer must be elected by an affirmative vote of a majority of the Council members present at the meeting. Election of officers requires a 50% or greater approval of the membership.

C. Elected members will not become official members until approved by the Board and Superintendent.

D. Council positions on legislation must be approved by a majority vote of the Council. If the Council wishes to request a County position on a legislative item, the request shall be submitted to the Board for consideration. Positions taken by the Council regarding legislation that the Board and Superintendent have not approved shall indicate that they do not represent official County Policy. The Council may advise the public of its position on legislation.

ARTICLE — XV — PARLIAMENTARY RULES

On any question or point of order not contained in these rules and regulations Robert's Rules of Order shall govern the Council in its parliamentary actions.

ARTICLE — XVI — CHANGES TO AND SUSPENSION OF BYLAWS

A. Adoption of Bylaws: These Bylaws shall become effective upon approval of the Council, the Board of Supervisors, and Superintendent.

B. Amendments to Bylaws: These Bylaws may be amended by an affirmative vote of two thirds of those members present at any meeting provided the amendments have been submitted to the membership at least 30 calendar days following, the meeting at which the amendment was proposed. The Council must approve all amendments with notification to the Board and Superintendent.

Trinity County Local Child Care Planning Council
Membership Agreement

I,_____, understand that I have been appointed by the Trinity County Board of Supervisors and the Trinity County Superintendent of Schools to serve on the Trinity County Child Care Planning Council. I understand that this is a volunteer Council of interested children's advocates who live and/or work in Trinity County.

I accept the responsibilities of membership listed below:

- Support the Trinity County Child Care Planning Council mission with the willingness to dedicate time towards its goals.
- Regular attendance at scheduled Child Care Planning Council meetings and/or special meetings if necessary.
- Active participation during meetings and involvement in at least one committee is encouraged.
- Thoughtful review of materials received from the Council and careful preparation for meetings.
- Sharing information from the Council within the community.
- Prior notification to the Coordinator if unable to attend scheduled meetings.
- Written notification of withdrawal if unable to complete Council term.

According to Trinity County Child Care Planning Council Bylaws, a member may designate an alternate to attend in place of the member. By designating the following alternate, I am aware that this person will have the same responsibilities and voting rights as the member.

Designated Alternate (Please Print) Designated Alternate's phone #

I understand that participation on this Council includes willingness to learn about child care issues, decision-making skills, collaboration and respect for other members and their points of view. These should be common goals for those trying to make a difference in the lives of families and children in Trinity County who need available, accessible, affordable, safe, quality child care.

Member Signature Date