



San Joaquin County Council for Quality Education and Care of Children Bylaws

Article I – Name

The Council shall be designated the San Joaquin County Council for Quality Education & Care of Children (CQECC), formerly known as the Local Child Care Planning Council, referred to hereafter as the “Council”.

Article II – Authority

The Council was established July 9, 1991, by the San Joaquin County Board of Supervisors (CBOS) and the County Superintendent of Schools (CSOS) per Board Order 91-1071. This was done in accordance with state law established by Assembly Bill 2141, Chapter 1187, as revised and amended. In August 1997, AB 1542, Chapter 270 mandated Local Child Care Planning Councils (LPC) in each county and expanded Council responsibilities. The Early Childhood Development Act of 2020 transferred the Local Child Care Planning Councils to the Department of Social Services (CDSS) effective the 2021-2022 fiscal year.

Article III – Purpose

- A. The Council serves as the planning body for San Joaquin County which develops comprehensive plans promoting the development of quality child care in San Joaquin County through community education, collaboration, and advocacy.
- B. The Council facilitates support of quality child care programs and services.

Article IV – Statement of Responsibilities

- A. Establish and annually update local priorities for maintenance, expansion, and improvement of child care services.
- B. Establish priorities for the distribution of federal, state, and local child development programs and funding.
- C. Advise CBOS, CSOS, and other local, state, and federal policymakers about child care and early education issues.
- D. Provide links between government and community to maximize the impact of local, state, federal, and private resources and funding for child care in San Joaquin County.
- E. Seek and advocate funding for child care services and programs.

- F. Carry out functions mandated by AB 1542, as revised and amended.
- 1) Conduct an assessment of child care needs in the county at least once every five years, as funding permits. The needs assessment shall meet the requirements as specified in *W&I Code 10486(b)(1)*.
 - 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) Provide opportunities for the public to provide input in the development of the LPC priorities which shall include at least one public hearing during which members of the public can comment on proposed child care priorities.
 - 4) Prepare a comprehensive countywide child care plan which includes options to increase consumer education information and provide public awareness about the importance of high-quality child care services. The plan shall also be designed to mobilize public and private resources to address identified needs.
 - 5) Conduct a periodic review of child care programs funded by the CDE and the CDSS to determine if identified priorities are being met.
 - 6) Collaborate with all interested parties, including, but not limited to, subsidized and non-subsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, parent organizations, local and state children and families commissions, early start family resource centers, family empowerment centers on disabilities, and local child care resource and referral programs, 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 and Head Start, with other child care providers to provide full-day child care.
 - 9) Submit the results of the needs assessment and the local priorities identified by the Council to the CBOS and the CSOS for approval before submitting them to the CDSS.
 - 10) Review and comment on proposals submitted to the CDSS 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 CDSS in the determination of programs to be funded.
 - 11) Identify at least one, but no more than two members from the Council, to serve as part of the CDSS team that reviews and scores applications for child care services funded through contracts with the CDSS. Council representatives shall not review and score proposals from the geographic area covered by their own Council.
 - 12) 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.
 - 13) Provide consultation to the CDE and CDSS regarding the development of a single application and intake form for all federal and state-subsidized child care and development programs.
- G. Prepare and present an annual report to the CDSS and CBOS on the activities of the Council, which shall include a report on future planned activities and goals.

Article V – Membership

- A. Council membership is limited to a maximum of thirty members jointly appointed by CBOS and CSOS. 50% appointed by CBOS and 50% appointed by CSOS.
- B. Membership follows the guidelines of AB 1542 legislation and the W&I Code 10485(c)(1). The CBOS and CSOS jointly appoint members from each of the five categories:
 - 20% consumers (defined as a parent of a person who receives or who has received within the past 36 months, child care services).
 - 20% child care providers reflective of the range of mixed delivery options in the county (defined as a person who provides child care services or represents persons who provide child care services).
 - 20% public agency representatives (defined as a person(s) who represents the city, county, city, and county or local education agency).
 - 20% community representatives (defined as a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider and does not represent an agency that contracts with the CDSS to provide child care and development services).
 - 20% are discretionary appointees (appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies).
- C. Recommendations for membership may be submitted to staff who will forward to the Executive Committee for consideration and then to the CBOS and CSOS for appointment/reappointment. The CBOS and CSOS will conduct application and subsequent selection procedures for new and open membership positions as needed. Such procedures will be shared with the Council.
- D. All applicants must complete the CQECC Supplemental Application prior to being appointed or reappointed.
- E. Upon appointment or reappointment, members of the Council must complete an Oath of Office before voting on agenda items.
- F. Individuals must attend one Council regular meeting within the 3 months prior to being appointed.
- G. If a member's circumstances/category changes and s/he no longer represents the category in which s/he was appointed, the membership or Executive committee may choose to recruit, and recommend the reassignment of a current member or nominate a replacement for the remainder of the term to the appropriate selection body (CBOS or CSOS). Mid-year appointments will be made after an application is received, the selection process is completed, and the CBOS or CSOS appointment is made.
- H. Good faith efforts shall be made to ensure that the geographic, ethnic, and racial composition of the Council is reflective of the County.

- I. Members of the Council shall serve without compensation except for the reimbursement of approved actual and necessary travel costs, duplicating expenses, and other expenses required by the Council, provided funds are available for the purpose.
- J. Members of the Council shall have a direct interest in and commitment to the improvement of child care services in the county.
- K. Members must live, work, or receive child care services in San Joaquin County.
- L. Members must attend regularly scheduled meetings, planning sessions, retreats, and full-day trainings.
- M. Members must actively participate in the Council.
- N. Members must share responsibility for the leadership of the Council and its committees.
- O. No more than three members may be appointed from an individual agency.

Article VI – Attendance

- A. Council members are expected to attend all regular and special meetings or give notice to the Council Chair, or staff, of their inability to attend. Such notification shall be given by telephone, email, or text message, and shall be identified, by name, at this time no later than 5:00 p.m. on the previous business day.
- B. A member who is unable to attend a scheduled meeting shall send an approved designated alternate, who meets the category requirements. The Council member alternate needs to be identified by name when the absence is reported to the Council Chair or staff.
- C. Absence from four regularly scheduled meetings during the fiscal year without sending an alternate will result in dismissal from the Council.
- D. A leave of absence may be requested in writing and will be considered by the Executive Committee.

Article VII – Meetings

- A. The Council meets the first Wednesday of each month, except for July. Meetings are open to the public.
- B. The Council is required to adhere to the requirements in the Ralph M. Brown Act; *Government Code*, sections 54950-54963, in the conduct and public notification of LPC meetings scheduled.
- C. Special meetings may be scheduled as needed.

Article VIII – Officers and Duties

- A. The officers of the Council shall consist of a chair, vice chair, secretary, treasurer, and past chair. These officers shall be selected by majority vote from the total membership. Nominations will take place in the spring with officers taking office at the first meeting of the new fiscal year. Officers shall serve a two-year term and may not be re-elected for more than two consecutive terms in the same capacity.
- B. It shall be the duty of the chair/vice chair, in coordination with Council staff, and the executive committee to:
 - call special meetings
 - set the agenda
 - preside over meetings of the Council
- C. The vice chair shall preside in the absence of the chair.
- D. The secretary reviews and presents executive committee meeting overviews to the full council. It shall be the duty of the staff or county contact in the County Office of Education (COE) to email meeting notices, maintain a record of membership and attendance, record minutes of all meetings, and submit reports of activities to the CDSS, Child Care & Development Division (CCDD).
- E. The treasurer reviews and presents financial reports at each meeting and is responsible to facilitate the budget discussion at executive committee meetings.
- F. In the event any officer is unable to complete their term, the executive committee will facilitate a special election.

Article IX – Committees

- A. There shall be an executive committee comprised of officers of the Council, which guides the operation of the Council.
- B. There shall be standing committees of the Council to address goals and objectives related to the annual plan.
- C. Workgroups to address specific needs or requirements of the Council shall be convened, as needed.

Article X – Voting Procedures

- A. Each appointed member has one vote. Designated alternates, who have been identified prior to the meeting, shall have voting rights.
- B. A quorum shall be required for the transaction of business. Fifty-one percent of the appointed members shall constitute a quorum.

- C. A majority of the appointed members present at the meeting at which a vote is taken are required to carry an item.
- D. Voting by show of hands on any matter except an election is acceptable unless a roll call is necessary to determine a count. A written ballot may be used for a specialized action item for individuals in attendance at the meeting.
- E. Records shall be kept of action, roll call vote, or written ballots by Council staff.

Article XI – Conflict of Interest

- A. Council Member is deemed to have a conflict of interest when s/he, or a relative, has one or more of the following relationships existing within a program or competing for the program under consideration:
 - Ownership of financial interest;
 - Director, trustee or officer;
 - Employee;
 - Provider of goods or services, including contracts with the CDSS, CCDD; or
 - Material or other substantial interest which may prohibit an objective decision

In addition to specific relations to a program under consideration, members may find themselves in conflict when discussing other matters and are asked to abstain from voting.

- B. Council members will be required to complete conflict of interest forms, including but not limited to, Form 700 (completed annually).

Article XII – Administrative

- A. The San Joaquin County Office of Education (SJCOE) shall be the legal entity for the Council and the County of San Joaquin and shall administer the Council (LPC) contract with CDSS.
- B. SJCOE Early Childhood Education staff will be designated by the CSOS. The SJCOE, with involvement in the selection process by the Council, shall employ staff to work with the Council.
- C. The Council shall receive administrative support from SJCOE. This office will be responsible for the compilation and distribution of Council meeting notices, agendas, minutes, membership and attendance records, and budgets.

Article XIII – Bylaws

- A. Adoption of Bylaws – Bylaws shall become effective upon a vote of two-thirds of the total membership of the Council.

- B. Amendment to Bylaws – Proposed bylaw amendments may be decided by a vote of two-thirds of the total membership, provided the amendments have been submitted to the membership at least 15 calendar days following the meeting at which the amendment was proposed.
- C. The bylaws will be reviewed each year by all Council members and a Council responsibilities form will be signed by all members.

Approved by Council on 05/01/2024.

Approved:



Council Chair

05/30/2024

Date



Council Secretary

06/07/2024

Date