

# **BUTTE COUNTY LOCAL CHILD CARE PLANNING COUNCIL BY -LAWS**

## **Article I      Name**

The Council shall be known as the Butte County Local Child Care Planning Council, referred to hereafter as the Council.

## **Article II      Authority**

The Council was formed in 1990. As mandated by the California Education Code Section 13, the Council was formally designated by Resolution 97-146 of the Board of Supervisors, dated October 27, 1997 and by the Butte County Superintendent of Schools, letter dated October 27, 1997. The Council's purpose is broadly defined in Article III of these By-Laws.

## **Article III      Purpose**

The Council shall plan and coordinate child care and development services through a collaborative effort of individuals, public agencies and private organizations by the promotion of affordable, available, accessible, high quality services to meet the diverse needs of Butte County families.

The Council shall serve as an advisory body to the Board of Supervisors and the Superintendent of Schools, developing policy proposals and recommending priorities on child care and child development services, assessing child care and child development needs and proposing a county wide child care master plan.

## **Article IV      Membership**

The Council shall have a minimum of 20 voting members. Representation shall comply with the requirements of California Education Code Section 8499.3(c)(1) and AB 1542. The Council shall consist of four members from each of the following groups: consumers of child care, child care providers, public agency representatives, community representatives and discretionary members. Every voting member of the Council must be a Butte County resident. Every year voting members shall be nominated by the Council and jointly appointed by the Board of Supervisors and the Butte County Superintendent of Schools.

1. **Terms**                      With the adoption of these By-Laws, there shall be one year, two year, and three year membership terms with a limit of three consecutive terms. Commencing December 1, 1998, all new membership terms shall be for three years.
  
2. **Duties**                      Full participation is expected from all voting members. Full participation includes regular attendance, cooperation and participation in Council Work Group(s) or Committee(s).
  
3. **Attendance**                Voting members shall attend all regularly scheduled Council meetings. The Child Care Specialist or designee shall be notified about any anticipated absences.
  
4. **Resignations**              To resign, a member shall submit a written resignation to the Chair of the

Council. The Chair shall notify the Membership Committee Chair who shall initiate the nomination process. See Council By-Laws Article IV 6.

**5. Termination** If a member is found to be non compliant with the above duties, or to be impeding the progress or purpose of the group, the Executive Committee shall confer with the member and make recommendations to the full Council regarding further action which may include terminating the membership.

**6. Nominations** As vacancies occur within the membership categories, the Membership Committee shall recommend to fill the vacant position at the earliest time possible. In order to be nominated as a Voting Member, nominees must have attended at least two LPC meetings within a four month period, one of which must be a full council meeting. The Council shall vote to accept or reject the nomination at the next regularly scheduled Council meeting. Nominated members shall serve pro-tem as voting members until formal appointment by the Board of Supervisors and the Superintendent of Schools. Appointments shall be made by the Board of Supervisors and the Superintendent of Schools annually in November.

Annually in September, the Membership Committee shall submit a list of potential Council members to the full Council for consideration. The Council shall vote to accept or reject the nomination slate. Annually in November, the list of approved nominees shall be forwarded by the Council Chair to the Board of Supervisors and the Superintendent of Schools for consideration and formal appointment.

**Article V**      **Meetings**

1. All Council meetings are open to Butte County residents or persons employed in Butte County who wish to participate.
2. It is the intent of the Council to encourage the fullest opportunity for input from the community by publicizing all Council meetings.
3. Council meetings shall be held once a month unless determined otherwise by the Executive Committee.
4. Meetings shall commence when a quorum of seven voting members are present.

**Article VI**      **Officers and Duties**

1. The officers of the Council shall consist of the Chairperson and Vice-Chairperson.
2. Annually, the current Chairperson shall appoint Voting Members to serve on a Nomination Committee. This committee shall seek out interested and qualified Voting Members for nomination to the positions of Chairperson and Vice-chairperson. This slate of nominees shall be presented to the full Council at its regularly scheduled meeting in September. Additionally, the Chairperson shall entertain additional nominations from the floor at the September meeting.
3. Elections of officers shall take place at the regularly scheduled meeting of the full Council in

September. Officers shall be elected by majority vote of the membership present at the September Council meeting and shall serve one year terms from January to December.

4. It shall be the duty of the Chairperson to insure that all meetings are scheduled and noticed properly, to make Work Group and Committee assignments and to preside over all Council meetings.
5. It shall be the duty of the Vice-chairperson to perform the duties of the Chairperson in the absence of that officer.
6. In the event that the Chairperson is no longer able to fulfill the duties of the position due to resignation or removal from office, the Vice-chairperson shall be elevated to the position of Chairperson for the duration of the term of office. If the Vice-chairperson is unable to fulfill the duties of the position a new Vice-chairperson shall be nominated at the next full council meeting and elected at the following meeting to serve the duration of the term.
7. Support and fiscal responsibilities of designated personnel are specified in a memo of understanding between the Council and the Butte County Office of Education.

## **Article VII Committees and Duties**

1. The Executive Committee shall consist of the Chairperson, Vice-chairperson, one member of each functioning Work Group or Committee, a representative of Butte County Office of Education, and any other individual or agency representative appointed by the Chair. Whenever possible, the Executive Committee shall consist of the same diverse membership representation as the full Council.
2. The Executive Committee shall be responsible for evaluating the performance of the Council's work and progress in meeting its goals and objectives. The Committee shall take on other duties as assigned by the Chair.
3. The Executive Committee has the authority of the Council to take action when a timely response is needed. A majority of the existing Executive Committee members shall be present to form a quorum so that action can be taken by the Executive Committee. Prompt notification of such Executive Committee meetings shall be made to the full Council membership.
4. There shall be a standing committee of the Council called the Membership Committee for purposes of maintaining the Council membership in compliance with Education Code Section 8499.3(c)(1) and AB 1542. The Membership Committee has the responsibility of monitoring Council membership to insure that it meets all legal requirements.
5. Members of the Membership Committee shall be appointed annually by the Council Chair at the October meeting of the full Council. The Chair shall designate one appointee to the Committee as Committee Chair.
6. The Membership Committee shall recommend to the full Council nominations of pro-tem members to fill vacant Council positions. The nominated member, after Council approval, shall serve pro-tem until the formal appointment process is completed.
7. Additional Committees or Work Groups to address special needs or requirements of the Council

may be appointed by the Chairperson as needed. All Committees or Work Groups shall work in an advisory capacity to the full Council unless express authority to take action is given by the full Council. Said committees/workgroups shall annually select a workgroup chair to facilitate workgroup activities.

**Article VIII Voting Procedures**

1. A quorum shall consist of not less than 7 voting members being present at any regularly noticed meeting. Once a quorum is established it shall exist throughout the meeting.
2. Each voting member of the Council present at the meeting shall have one vote.
3. Voting members shall not participate as a voting member, if such member has a vested interest (financial or personal) in the outcome of the issue upon which a vote is taken.
4. Decisions shall be made by the majority of voting members in attendance at a duly noticed meeting in which a quorum has been established.

**Article IX By-Laws**

1. These By-Laws shall become effective upon approval of the Council with written notification to the Board of Supervisors and Superintendent of Schools.
2. These By-Laws may be amended by an affirmative vote of two-thirds of those voting members present at any meeting provided the amendments have been submitted in writing to the membership at least 30 calendar days following the meeting at which the amendment was proposed. The Council must approve all amendments and provide written notification to the Board of Supervisors and Superintendent of Schools.

The full Council, at a meeting held on May 21, 2002, formally adopted these By-Laws. With \_\_\_ voting Council members present, the vote to accept is \_\_\_ voting members, the vote to reject is \_\_\_ members, with \_\_\_ members abstaining.

Dated: \_\_\_\_\_  
Authorized Representative County Board of Supervisors / Phone Number

Dated: \_\_\_\_\_  
Jerry McGuire, Superintendent of Schools / Phone Number