

**EL DORADO COUNTY EARLY CARE AND EDUCATION PLANNING COUNCIL
BY-LAWS**

MISSION STATEMENT

El Dorado Early Care and Education Planning Council provides leadership and advocacy for continuous development of quality, accessible, affordable early care and education services for children and families in El Dorado County.

ARTICLE I

PURPOSE

Section 1. Purpose Statement

Pursuant to statutes, Education Code, sections 8499.3 and 8499.5, both County Boards of Supervisors (CBS) and County Superintendents of Schools (CSS) are mandated to be involved in the local child care planning process.

Section 2. Duties

Specifically, the CBS and CSS are directed to: 1) appoint members to the LPC according to the guidelines prescribed in the statutes; 2) publicize their intention and invite local organizations to submit nominations before selecting the members; 3) establish the terms of appointments for the members of the LPC; 4) approve the priorities that are developed by the LPC for submission to the California Department of Education (CDE), for new state and federal child care funding for the county; 5) approve the needs assessment developed by the LPC for submission to the CDE; 6) designate two persons, one selected by the CBS and one selected by the CDE or one person selected by both appointing agencies, to serve as a part of the team that reviews and scores contract child care service applications submitted to the CDE.

ARTICLE II

FUNCTIONS

Section 1. Functions

To fulfill its responsibilities, the Council shall:

1. Elect a chair.
2. Employ, as an LPC Coordinator, staff person(s) equivalent to at least one full-time position. The LPC Coordinator shall assist the LPC in meeting the mandates set forth in Title 1, Division 1, Part 6, Chapter 2.3 of the Education Code. Additionally, the LPC shall employ support staff as deemed necessary to meet LPC roles and responsibilities.
3. Conduct an assessment of child care needs at least once every five years. The needs assessment shall meet the requirements as specified in Education Code, Section 8499.5(b).
4. 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.
5. Submit the results of the needs assessment and the local priorities identified by the LPC to the CBS and CSS for approval before submitting them to the CDE.
 6. Prepare a comprehensive County-wide child care plan designed to mobilize public and private resources to address identified needs.
 7. 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.
 8. Conduct a periodic review of child care programs funded by the CDE and CDSS to determine if identified priorities are being met.
 9. Collaborate with subsidized and non-subsidized child care providers, county welfare and human service departments, regional centers, job training programs, employers, integrated child care family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disabilities, and local child care resource and referral agencies to foster partnerships designed to meet local child care needs.
 10. Facilitate community-based efforts to coordinate part-day programs, including State Preschool and Head Start, with other child care to provide full-day, full-year child care and development services based on guidelines and funding models approved by state and federal agencies.
 11. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Local Planning Council meetings.

ARTICLE III

MEMBERSHIP

Section 1. Composition of the Council

General Membership is jointly appointed by the BOS or SOS and exercise decision making responsibility for Planning Council functions as described in AB1542, as well as hold voting rights on all Council business and policy recommendations. The General Membership is composed of equal representation from each category listed below. Every effort should be made by the appointing agencies to assure that the ethnic, racial, and geographic composition of the LPC is reflective of the population of the county.

1. **20% Consumers** – a parent or person who receives, or who has received within the past 36 months, child care services.
2. **20% Child Care and Development Providers** – a person who provides child care services or represents persons who provide child care services.
3. **20% Public Agency Representatives** – a person who represents a city, county, city and county, or local education agency.

4. **20% Community Representatives** – 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 CDE to provide child care and development services.
5. **20% at the Discretion of the County Board of Supervisors and County Superintendent of Schools** – are to be appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.

Section 2. Terms of Appointments

Terms for the General Membership is four years from appointment date. No term limit will be set. The membership year begins August 1st and ends July 31st.

Section 3. Vacancies

The Council shall comply with the system for new appointments, resignations and replacements specified by the El Dorado County Board of Supervisors and County Superintendent of Schools. The General Membership shall then vote on nominees to forward to the Board of Supervisors and County Superintendent of Schools for appointment to the Planning Council. The County Board of Supervisors and the Superintendent of Schools will individually appoint one-third of the membership and jointly appoint the remaining third.

Section 4. Resignation

Any member may resign by giving written notice to the Local Planning Council Chair. Any such resignation shall take effect at the date of the receipt of such notice or any later time specified therein; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 5. Removal

Any member may be removed or suspended from his or her appointment for the good of the Council on the recommendation of a majority of the General Membership and approval by a majority vote of the members in attendance at a regular or special meeting of the members.

ARTICLE IV

VOTING

Section 1. Voting Requirements and Procedures

Each member of the Council shall have one vote. Each member must be present in person or conference call/Skype to vote and no proxies are to be recognized. However, correspondence germane to the Agenda from excused absent members is to be read and considered as part of the discussion.

Section 2. Quorum

A quorum for the transaction of official business shall consist of a majority of the General Membership.

ARTICLE V

MEETINGS

Section 1. Regular Meetings of the Council

All meetings of the Council shall be open to the public. A minimum of four meetings per year shall be held while in compliance with the California State Open Meetings Law/Ralph Brown Act.

Section 2. Attendance at Meetings

All members of the Council shall be present at the hour appointed for each regular, special or recessed meeting of the Council. No person may be absent for more than two consecutive meetings. The Council shall be advised of such absences so that member may be replaced.

Section 3. Order of Business

Time will be allotted at each General Membership meeting for public comment. Council members wishing to present speakers at meetings should consult with the Coordinator at least 7 days prior to the next scheduled meeting.

ARTICLE VI

COUNCIL COMPOSITION AND DUTIES

Section 1. Liaisons

The Liaisons to the Board of Supervisors and the Superintendent of Schools shall be ex-officio members of the Council without voting powers.

Section 2. Officers

1. The officers of the Council shall consist of chair and vice-chair. These officers shall be selected by majority vote from the membership present at the end of the fiscal year meeting of the Council every year and shall serve two fiscal years. Officers may be re-elected.
2. It shall be the duty of the chair and/or-vice chairpersons to call meetings, set the agenda, preside over meetings of the Council, and consult with the coordinator regarding the

coordinator's duties and actions to ensure that the Council is operating under and following these by-laws

3. 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 remaining members of the Council shall appoint one of their members to act temporarily as Chairperson

Section 3. Staff

It shall be the duty of the Child Care Coordinator to mail notices of any Council meetings, maintain a record of Council membership, and attendance at Council meetings, record minutes of all Council meetings and provide notice of all meetings.

ARTICLE VII

COMMITTEES

Section 1. Committees

The Council shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address child care and development issues and concerns. The Council shall review the scope and purpose of these committees at least annually.

ARTICLE VIII

FINANCIAL SUPPORT

Section 1. Financial Support

Council members shall serve without compensation except for the reimbursement of approved actual and necessary travel costs. Council members representing the consumer and provider categories may seek reimbursements for travel to and from regular meetings and for costs incurred to care for children while attending these meetings. Receipts for actual child care costs must be provided and mileage will be reimbursed at the current federal reimbursement rate using official reimbursement forms of the El Dorado County Office of Education, who has fiduciary responsibility to the Council.

ARTICLE IX

CONFLICTS OF INTEREST

Section 1. Conflicts of Interest Code

The Council shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code section 81000, et seq. The Fair Political Practices

Commission has adopted a standard set of regulations which contain the terms of the Conflict of Interest Code. (CCR, Title 2, Sec. 18730)

The standard regulations, enumerated in California Code of Regulations, Title 2, Sec. 18730, are hereby incorporated by reference. The General Membership, as appointed by the CBS and CSS, and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed annually with the CBS and CSS, pursuant to Section 4 of the standard regulations.

Section 2. Ethical Conduct

Unethical conduct or conflict of interest by members of the Council includes behavior that violates the mission statement of the Child Care and Development Planning Council and will be referred to the appropriate authorities as stipulated in the procedures of the Council.

ARTICLE X

AMENDMENT TO BY-LAWS

Section 1. Amendment to By-Laws

Changes/suspension to the Bylaws shall be by motion and shall require an affirmative, recorded vote of a majority of the members of the Council. When adopted, such changes/suspensions shall be recommended to the El Dorado County Board of Supervisors and County Superintendent of Schools for their review and approval.