

PLUMAS COUNTY CHILD CARE & DEVELOPMENT PLANNING COUNCIL

BYLAWS

Article I Name

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

Article II Authority

The Council was formed by the Plumas County Board of Education and the Plumas County Board of Supervisors in accordance with state law.

Article III Statement of Purpose

The purpose of the Council is to:

Determine local priorities for the distribution of federal, state, and local child care and development funds in Plumas County.

Develop and maintain a comprehensive, countywide child care plan.

Seek and advocate for funding of child care services and programs.

Maximize child care and development resources through coordination and collaboration.

Promote public awareness of child care issues.

Advise the Board of Supervisors and the County Superintendent of Schools on issues affecting child care and development throughout the county.

Promote and enhance child care and development services through public education, provider education, and provision of support services.

Article IV Membership

A. Composition

The County Board of Supervisors and the Superintendent of Schools shall each appoint one-half the members in each category of the Council. Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, geographic distribution of the population of the county. The Council shall be comprised of a maximum of 20 members, with the following composition (categories) as defined by law.

20% Consumers: parents or persons who receive or who have received

within the past 36 months, child care services.

20% Child Care Providers: persons who provide child care services or represent persons who provide child care services, reflective of the range of child care providers in the county.

20% Public Agency Representatives: persons who represent a city, county, city and county or local education agency.

20% Community Representatives: persons who represent 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 are not child care providers and do not represent an agency that contracts with the California Department of Education to provide child care and development services.

20% Discretionary.

B. Term

Council members shall serve for two years. Members shall be recommended by the existing Council and appointed by the Plumas County Superintendent of Schools and the Plumas County Board of Supervisors. Terms are renewable at the request of the Council and with the approval of the County Superintendent of Schools and the Board of Supervisors.

C. Resignation

Any member may resign by giving written notice to the Council.

D. Vacancies

The Council chairperson shall notify Council members and the County Superintendent of Schools and/or County Board of Supervisors when a position becomes vacant. Council members will solicit and/or review nominations received and make recommendations to the County Superintendent of Schools and the County Board of Supervisors for appointments to fill vacancies. When a vacancy occurs during the term of office of a member, a successor shall fill the vacancy for the remainder of the term of the previous appointee. A list of persons interested in being nominated to the Council shall be kept as a pool for future appointments.

E. Attendance

A member who is unable to attend a regularly scheduled meeting may send a designated alternate after notifying the Chair. The designated "alternate" must meet the same membership and category representation requirements as the primary council member. Any member who fails without sufficient excuse to be in attendance (or send an alternate) to three

(3) regular meetings within one fiscal year shall be referred to the County Superintendent of Schools and/or the County Board of Supervisors with a request from the Council for replacement. The sufficiency of any excuse for failure to attend such meeting(s) shall be determined by the Executive Committee of the Council.

Article V Structure

A. Officers

A Council Chairperson will be elected every two years by Council members at the first regularly scheduled meeting of each odd-numbered fiscal year. The chairperson must have a minimum of two years active participation in the Council preceding election to the chair. The chairperson shall serve a term of two years and may serve consecutive terms. The chairperson shall preside over all regular meetings and may call special meetings, if necessary. Other possible responsibilities include annual reports to the Board of Supervisors, representing the Council at public functions, and appointing committee chairs.

A Council Vice-Chairperson will be elected every two years by Council members at the first regularly scheduled meeting of each odd-numbered fiscal year. The Council Vice-Chairperson shall serve a term of two years and may serve consecutive terms. The Council Vice-Chairperson shall assume the responsibilities of the Chairperson in her/his absence and any duties assigned by the Chairperson.

B. Committees

There will be one standing committee, the Executive Committee consisting of all officers of the council, the member representing the lead funding agency, and a member elected by the core council. The Council Coordinator shall be an ex-officio member of the Executive Committee. The Executive Committee is delegated the power to act for the Council between meetings. Such actions shall be reviewed at the following Council meeting. This Committee cooperates with the Chairperson in the nomination of members to fill vacancies and Committee chairs subject to the approval of the Council. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

The Council shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address child care issues and concerns. The scope and purpose of these committees shall be reviewed at least annually at the Executive Committee and recommendations for continuation or elimination made to the Council. The chairperson shall be an ex-officio member of all committees. Committees shall meet at the call of the committee chairperson. All committees with the exception of the Executive Committee may also include persons not on the Council.

Chairpersons for standing committees shall be selected at the beginning of each fiscal year.

C. Meetings

Regular meetings shall be convened a minimum of 6 times annually. Meeting dates, location and time will be established at the beginning of each fiscal year and may be changed as needed. Notice of meetings shall be sent at least 72 hours prior to the meeting date. Agendas will also be posted at the County Courthouse and County Office of Education at least 72 hours prior to the meeting date.

Special meetings may be called by the Council chairperson at any time. Each member of the Council shall be given adequate notice of such meetings.

1. Quorum

Members present and participating in any regularly noticed meeting, but not less than five members, shall constitute a quorum for official business.

2. Public Access

All meetings of the Council shall be open and accessible to the general public in accordance with the Ralph M. Brown Act, government Code Sec. 54950.

3. Voting

Each member of the Council, including the chairperson, shall have one vote. For official business, a majority vote of the quorum is needed to pass a motion. Except for elections, voting by show of hands is acceptable unless a Council member requests a roll call vote be taken.

Conflict of Interest

A member shall not participate in a vote on an issue in which she/he has a proprietary interest in the outcome of the matter.

4. Parliamentary Authority

All proceedings of the Council and the committees shall be conducted according to the rules contained in the most recent edition of Robert's Rules of Order when these do not conflict with these by-laws.

5. Documentation

Records shall be kept in the form of minutes of all actions and results of voted issues.

D. Administrative

Council Members are required to attend meetings that include training on the Brown Act, How to Facilitate a Meeting, Conflict of Interest and How to Be a Council Member. Refer to the Council Training Plan for details or to request other trainings.

Members of the Council shall serve without compensation except as detailed in the Council Training Plan for the reimbursement of approved actual and necessary travel costs providing funds are available for this purpose.

Article VI Amendment of By-Laws

These by-laws may be amended or repealed and new by-laws adopted by the vote of a majority of the members of the Council at any regular or special meeting, subject to the approval of the County Board of Supervisors and County Superintendent of Schools. Written notice of any proposed amendments must be sent to Council members at least ten (10) days prior to the meeting at which the proposed amendments will be voted upon.

Adopted April 8, 1998
Amended February 22, 2010