

## BYLAWS

### STATE OF CALIFORNIA INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION

#### ARTICLE I

##### Name and Authorization

**Section 1, Name.** The name of this body shall be the "State Interagency Coordinating Council on Early Intervention," hereinafter called the ICC.

**Section, Authority.** The ICC exists as provided in Government Code, Title 14, California Early Intervention Services Act, Section 95006 pursuant to federal regulations. Government Code 95022 references ICC and Government Code 95012 provides that the state departments shall cooperate and coordinate their early intervention services for eligible infants and their families.

#### ARTICLE II

##### Mission

**Section 1, Mission.** The mission of the ICC is to promote and enhance a coordinated family service system for infants and toddlers, birth to 3 years, who have, or are at risk for having a disability, and their families, utilizing and encouraging a family centered approach, family-professional partnerships, and interagency collaboration.

#### ARTICLE III

##### Functions

**Section 1, The ICC Shall:**

- A. advise and assist the Department of Developmental Services (DDS), the lead agency, in the development and implementation of the policies that constitute the statewide system of early intervention;
- B. assist the lead agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the state;
- C. assist the lead agency in the effective implementation of the statewide early intervention system, by establishing a process that includes:

- (1) seeking information from parents, service providers, service coordinators, and others about any federal, state, or local policies that impede timely service delivery; and
- (2) taking action to ensure that problems with policy are resolved.
- D. assist the lead agency in the resolution of disputes;
- E. advise and assist the lead agency in the following:
  - (1) the identification of sources of fiscal and other support for early intervention services and programs;
  - (2) the assignment of financial responsibilities to the appropriate agency; and
  - (3) the promotion of interagency agreements.
- F. advise and assist the lead agency in the preparation and amendments of applications to the federal funding agency;
- G. advise and assist the lead agency and the state educational agency regarding the transition of toddlers with disabilities to services under the provisions of the Individuals with Disabilities Education Act (IDEA); and
- H. prepare an annual report to the Governor and the Secretary of Education on the status of early intervention programs and services for eligible children and their families in California.

## **ARTICLE IV Membership**

**Section 1, Appointment.** The ICC shall be composed of at least 15 members but not more than 25 members, all appointed by the Governor.

**Section 2, Composition.** The composition of the ICC shall be as follows:

- A. at least twenty percent (20%) parents of infants, toddlers, or children with disabilities aged twelve or younger who have knowledge of, or experience with programs for infants and toddlers with disabilities. These parents will represent the socioeconomic, ethnic, disability and geographic diversity of the state, if possible.
- B. at least one member shall be a parent of an infant, toddler or child with a disability aged six (6) or younger;
- C. at least twenty percent (20%) of the members shall be public or private providers of early intervention services;
- D. at least one member shall be a representative from the state legislature;
- E. at least one member shall be involved in personnel preparation;
- F. one member must be from each of the state agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families. These agencies shall include the Departments of Developmental Services, Education, Health Services, Social Services, Alcohol and Drug

- Programs, Mental Health, and Managed Health Care. Each member or his or designee must have sufficient authority to engage in policy planning and implementation on behalf of the agencies;
- G. at least one member shall be a representative from a Head Start agency or program in the state;
  - H. at least one member shall be a representative from a state agency responsible for child care.

**Section 3, Term of Office.** Members shall serve at the pleasure of the Governor.

**Section 4, Designees.** Designees may be assigned as follows:

When the state agency directors or the directors or the state legislature members are unable to attend scheduled ICC meetings, they may assign a designee, in writing, to the ICC Chair. The designee shall have the authority to exercise the full privileges of the absent member.

**Section 5, Compensation.** Members serve without compensation; however, they may be reimbursed for reasonable and necessary expenses incurred in connection with the performance of their duties as ICC members. Child care is reimbursable for parent representatives who require care for their child with special needs while the parent is engaged in ICC responsibilities.

**Section 6, Resignation.** Any member desiring to resign from the ICC shall submit a letter of resignation to the Governor and the ICC Chair.

## **ARTICLE V Conflict of Interest**

**Section 1, Conflict of Interest.** No member of the ICC, or designee, shall vote on any matter which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under state or federal law.

## **ARTICLE VI Meetings**

**Section 1, Conduct of Meetings.** All meetings of the ICC, including committee meetings, shall be open and public, and conducted in accordance with California Government Code Sections 11120 through 11132, (Bagley-Keene Open Meeting Act).

- A. notice shall be given at least ten days in advance of the meeting;

- B. a specific agenda including a brief general description of the business to be conducted shall be provided;
- C. discussion and action by the ICC may be taken only if the public has been properly noticed, however, the body may accept testimony and discuss an item raised by a member of the public, so long as no action is taken until a subsequent meeting;
- D. an emergency meeting may be held without complying with the 10-day notice requirement as provided in Government Code 11125.5;
- E. closed sessions during a regular or special meeting may be held to hear confidential personnel or legal matters affecting the ICC; and
- F. a written record of the meetings shall be kept and be available for review upon request.

**Section 2, Frequency, Location and Facilities.** The ICC will meet at least quarterly. It is the intent of the ICC to meet in locations throughout the state to allow participation. The meeting facilities shall be accessible to people with disabilities and interpreters will be available on request.

**Section 3, Quorum.** Fifty percent (50%) plus one of the duly appointed members and/or designees present in person and members voting in absentia pursuant to Article VI, Section 5 constitutes a quorum for transaction of business by the ICC. If there is less than a quorum present, the meeting may be adjourned or the members present may meet as a committee of the whole to proceed with the agenda as noticed.

**Section 4, Voting.** Decisions by the ICC shall, to the extent possible, be made by consensus of the members (and designees). If there is no consensus, decisions by the ICC shall be made by a majority vote of the members (and designees). Any member may request a roll call vote. Procedures for taking a roll call vote and conducting ICC meetings shall be in accordance with these bylaws and the laws of the State of California.

**Section 5, Absentee Voting.** A member who is unable to attend a meeting may vote on any noticed action item by submitting his or her vote in writing to the ICC Chair in advance of the meeting in which the action will be taken. Such vote may be sent by mail or facsimile transmission.

**Section 6, Recording.** Any person attending an open meeting of the ICC shall have the right to record the proceedings, providing it does not cause a disruption of the proceedings.

## **ARTICLE VII ICC Chair and Vice Chair**

**Section 1, Chair.** The ICC Chair appointed by the Governor shall preside at ICC meetings and exercise general governance over the ICC. The Chair shall execute correspondence on behalf of the ICC; represent the ICC at local, state, and national meetings; review and approve meeting agendas, review meeting minutes, and appoint committees, committee chairs, and work groups as deemed necessary to carry out the business of the ICC.

**Section 2, Vice Chair.** The ICC Vice Chair shall be determined by a majority vote of the ICC members (or designees). The ICC Vice Chair shall be a parent of a child with a disability. In the absence of the ICC Chair, the Vice Chair shall conduct ICC activities, including meetings.

**Section 3, Acting Chair.** In the absence of the ICC Chair and Vice Chair, the ICC Chair shall designate an Acting Chair, an ICC member, who shall conduct ICC activities, including meetings.

## **ARTICLE VIII Staffing**

**Section 1.** The lead agency shall provide professional, clerical and administrative support services to the ICC.

## **ARTICLE IX Committees**

**Section 1, Function.** Committees will research and advise the ICC on issues as determined by the ICC.

**Section 2, Structure.** The ICC Committee structure shall be determined by the ICC. The ICC Chair shall appoint ICC members, community representatives, agency liaisons, and ICC staff to each committee, considering individual interests and expertise. Committee members shall serve at the pleasure of the Chair. Other workgroups and task forces shall be designated in order to conduct the business of the council.

**ARTICLE X**  
**Parliamentary Procedure**

**Section 1.** If the bylaws are silent, the procedures shall be in accordance with the most current edition of Robert's Rules of Order.

**ARTICLE XI**  
**Amendments of Bylaws**

**Section 1.** Bylaws may be amended by a two-thirds (2/3) vote of the total ICC members. Proposed bylaw changes shall be noticed in accordance with Article VI, Section 1.