



CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

Protocol
Executive Committee Guidelines

Responsible Committee	Date Last Reviewed
Executive Committee	Revised September 2014

Protocol Description

1. **General Functions** - The Executive Committee provides leadership, problem-solving and guidance to the Council. The Executive Committee's general functions are to:

- a. Collaborate with the Coordinator to set agendas for Council meetings
- b. Set Executive Committee annual goals
- c. Advise and support the Coordinator in operational issues
- d. Supervise Coordinator (delegated to Co-Chairs)
- e. Approve expenditures, including credit card expenditures of over \$200, within approved budget line items (delegated to Treasurer and/or Co-Chairs)
- f. Review Ad Hoc Committees and Work Groups action or strategy plans

The Executive Committee generally makes recommendations to the full Council, and provides written reports of all meetings to the full Council.

2. **Time Urgent Actions** –

- a. The Bylaws of the CCPC state, in Article VI, Executive Committee, Section C, Action Authorization “When circumstances demand that action be taken prior to the next regularly scheduled full meeting of the Council, the Executive Committee is authorized to take action on behalf of the Council. Executive Committee actions are subject to review and ratification by the Council at its next meeting. In the case of actions taken by the Executive Committee on behalf of the full Council under provisions of this paragraph, four-fifths of the voting members of the Executive Committee shall constitute a quorum.”
- b. The types of situations for which the Executive Committee may take time-urgent actions include, but are not limited to:
 - i. Revenue opportunities
 - ii. Expenditures
 - iii. Advocacy



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- c. Issues that the Executive Committee will take into consideration when taking time-urgent action on behalf of the Council include:
 - i. Previous Council discussions, positions, protocols and decisions relevant to the issue.
 - ii. Options to delay action
 - iii. Mechanisms to obtain input from CCPC Committees

3. Closed Sessions

- a. The Executive Committee may agendaize and hold closed session meetings for the following issues: personnel and legal issues.
- b. Any communications involving closed session issues will be considered confidential, and will not be shared outside of Executive Committee.
- c. The Executive Committee may call a closed session full Council meeting, when appropriate, to report and deliberate on confidential personnel and legal issues.

4. Advocacy for Funding for CCPC

On August 5, 2011 the CCPC authorized the Executive Committee to take advocacy action regarding Planning Council funding, utilizing the CCPC Advocacy Principles:

- Advocacy for early care and education is a valuable, important and appropriate function for CCPC.
- Proactive advocacy is one of the most important mechanisms that CCPC should use.
- In the state of California, there are adequate resources to provide for high quality early care and education for all of our children if we make a commitment to place our children first.
- CCPC advocacy for any particular program does not mean that the CCPC advocates for reductions to any other child care program; CCPC should articulate that message in every advocacy effort.

5. Conflicts of Interest

a. Executive Committee Actions

- i. It is the role of the Executive Committee members to take action as directed by the Membership.
- ii. However, if an Executive Committee member is unable to sign a document or take an action authorized by CCPC, either because it does not represent their personal position or because it creates a conflict of interest, another Executive Committee member or the Coordinator may be designated to take the action.
- iii. If this situation occurs, the full Council shall be informed of the



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conflict at its next regularly scheduled meeting.

b. Executive Committee Member Communications

- i. Although all CCPC members are bound by the Conflict of Interest Procedure in the CCPC Bylaws, it is expected that Executive Committee members will take a lead role in setting the tone and expectations in all CCPC and Committee meetings regarding open disclosure and proper management of conflicts.
- ii. Executive Committee members should articulate their personal and professional biases when speaking on behalf of a particular position whenever possible.
- iii. Co-Chairs should articulate the Conflict of Interest procedures (per the CCPC bylaws) during action item discussions and votes, including asking if abstentions are due to conflicts of interest, so that the disclosure can be duly recorded.