



**CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY**

<b>Protocol</b>
<b>Member Representation with the Public</b>

<b>Responsible Committee</b>	<b>Date Last Reviewed</b>
Membership Committee	<b>Revised May 2014</b>

<b>Protocol Description</b>
<ol style="list-style-type: none"> <li>1. General Members             <ol style="list-style-type: none"> <li>A. Every Member represents the CCPC to the same degree when in the public arena. Members can represent the Council’s mission, goals, advocacy platform and strategies of the Child Care Plan.</li> <li>B. Representation goes in both directions: Members represent their agencies and their own perspective on the Council, and Members reflect the Child Care Planning Council of Sonoma County (CCPC) in the community.</li> <li>C. However, Members do not officially represent the Council unless the Coordinator or officers are unavailable and the Council designates a member on a one-time basis for a specific purpose.</li> <li>D. A Member of the Council cannot take a position on any issue on behalf of the Council unless the Council has voted and taken an official position.</li> </ol> </li> <li>2. Coordinator and Elected Officers             <ol style="list-style-type: none"> <li>A. Generally, the Council Coordinator and elected officers represent the Council’s official positions in public.</li> </ol> </li> <li>3. Designated Representatives             <ol style="list-style-type: none"> <li>A. If an outside organization requests a representative from the Council for a specific ongoing purpose, then the Council will vote and designate a council member who is then authorized to act within that organization on behalf of the Council.</li> <li>B. Positions taken shall not conflict with positions of the Council.</li> </ol> </li> <li>4. CCPC Advocacy Liaisons (when active)             <ol style="list-style-type: none"> <li>A. Advocacy Liaisons provide a linkage between CCPC and community</li> </ol> </li> </ol>



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governmental/business organizations, so that the CCPC can maximize opportunities to impact decision-making and planning, can infuse public discourse with awareness of child care issues, and can build partnerships to facilitate implementation of these tasks.

- B. Representing multiple bodies (wearing multiple “hats”)  
Advocacy Liaisons who are representing both CCPC and another organization, should introduce themselves as both.
- C. Advocacy Liaisons who are taking a position about a topic that is not in the CCPC mission, goals, advocacy platform or strategies, or that CCPC has not taken a position on, must differentiate that they are speaking at that time “not as a representative of CCPC”.

### 5. Project Leads

- A. Any Council Member serving as a lead on a CCPC project will work with a designated CCPC Committee. The Project Lead will provide regular reports and obtain ongoing feedback from the Committee about project implementation.
- B. All contract signing, financial commitments and financial requests shall only be made by an authorized CCPC representative (Co-Chair, Treasurer, Coordinator or SCOE representative – per Financial Procedures Protocol).
- C. Any conflicts or challenging situations that arise between the lead and another organization/agency shall be brought to the Committee for problem-solving. If a situation is more time urgent than the next meeting of the Committee, the lead shall consult with the Coordinator.