



## CHILD CARE PLANNING COUNCIL OF SONOMA COUNTY

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# BYLAWS of the Child Care Planning Council of Sonoma County

Revised May 2015

### ARTICLE I: NAME

The name of this organization shall be the Child Care Planning Council of Sonoma County (CCPC).

### ARTICLE II: STATEMENT OF PURPOSE

The purpose of Child Care Planning Council of Sonoma County (CCPC) is to serve as a forum to identify and address the child care needs of all families and in all child care programs, both subsidized and nonsubsidized in Sonoma County.

### ARTICLE III: MEMBERSHIP

#### A. COMPOSITION OF THE COUNCIL

To comply with mandates of Education Code §§8499 et seq., and to maintain an inclusive participation from the diverse communities in Sonoma County, CCPC has a Voting Membership and an identified Advisory Membership.

**Voting Members** are appointed jointly by the County Board of Supervisors and County Superintendent of Schools and exercise decision-making responsibility for CCPC functions as described in Education Code §§8499 et seq., as well as hold voting rights on all CCPC business and policy recommendations. The Voting Membership is not to exceed 35 members and shall be comprised of the percentage of members from the categories listed below. Every effort is made to ensure that membership reflects the racial, ethnic, and geographic population of the County. Every effort is made to ensure that categories include representation from groups that serve families and children with disabilities and other special needs.

#### **Composition of Voting Membership:**

- A) 20% Consumers** (up to 7 parents or persons who receive, or who have received within the past 36 months, child care services)
- B) 20% Child Care Providers** (up to 7 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)
- C) 20% Public Agency Representatives** (up to 7 persons who represent a city, county, city and county, or local education agency)
- D) 20% Community Representatives** (up to 7 persons who represent an agency or business that provides private funding for child care services, or who advocate 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 the California Department of Education to provide child care and development services)

- E) 20% Discretionary** (up to 7 persons from any of the above categories or outside these categories at the discretion of the County Board of Supervisors and County Superintendent of Schools)

**Advisory Members** provide needed expertise or perspective in the area of child care. Advisory Member applications are submitted to the Membership Committee and then the full CCPC for approval. The role of an Advisory Member is:

- To provide specialized advice and information regarding issues affecting child care and development services in Sonoma County;
- To demonstrate a personal commitment and responsibility to improve child care in Sonoma County;
- To attend regularly scheduled CCPC meetings whenever possible; and
- To develop a working knowledge of the Mission and mandates of the CCPC.

Advisors are not Voting Members and they shall abstain from conversation during Member-only voting discussions and do not have terms of appointment.

## **B. TERMS OF APPOINTMENTS**

The term for each Voting Membership seat is two years ending on December 31 of the last year of the term. Voting members appointed to a seat before the end of a term shall only serve the remainder of that term.

The CCPC shall comply with the process for new appointments, resignations and replacements specified by the Sonoma County Board of Supervisors and County Superintendent of Schools.

The Membership Committee will select and recommend nominees for Voting Member vacancies to the full CCPC. The Voting Members shall then vote on nominees to recommend to the County Board of Supervisors and County Superintendent of Schools for appointment as Voting Members.

## **C. REMOVAL OF MEMBERS**

Voting Members may be removed from CCPC for cause or because of absence in accordance with the following criteria:

1. Removal for Cause:

Cause shall be defined as a determination by the CCPC that the member is unable to effectively represent the categorical seat to which he/she is appointed due to change of employment or status that substantially alters the member's qualifications which were present and considered in making the initial appointment.

2. Removal for Absenteeism:

- a. If a member is absent from more than (2) consecutive regular CCPC meetings without notification, and after a good faith effort by CCPC staff to contact the member regarding absences, the member shall be considered to have resigned.
- b. A member with a substantial pattern of absences may be removed from CCPC membership.

Removal Process: The Membership Committee shall recommend to the CCPC the removal of any member(s) based on cause or absence. Removal of a member shall require a majority vote of the CCPC, a quorum being present. CCPC staff will be responsible for notifying the County Board of Supervisors and the County Superintendent of Schools of all member removals.

#### **D. RESIGNATION OF MEMBERS**

Resignation of CCPC members should be effected by written notification, and will be forwarded in writing to the Membership Committee. CCPC Staff will be responsible for notifying the County Board of Supervisors and the County Superintendent of Schools of all resignations. Resignation will be acknowledged in writing to the resigning party after acceptance by the CCPC.

### **ARTICLE IV: OFFICERS**

#### **A. OFFICERS**

Officers of the organization shall be: Co-Chairs (2), Chair-Elect, Treasurer and Membership Chair.

#### **B. OFFICER TERMS**

Terms of office for Co-Chairs, Treasurer and Membership Chair are two years beginning July 1. An officer in these classifications shall serve no more than two consecutive terms. The Membership Committee will meet and select nominees to put forth for officer vacancies at the CCPC meeting prior to the June meeting. Vacancies shall be filled by a majority vote of the CCPC.

The term of office for the Chair-Elect is one year. The Chair-Elect will be expected to transition into the office of Co-Chair upon its vacancy. If a Co-Chair is elected to serve a second term, the Chair-Elect may be elected to serve subsequent one-year terms as the Chair-Elect. Should the office of a Co-Chair become vacant, the Chair-Elect shall assume the office. The Membership Committee shall meet and report at the next regularly scheduled CCPC meeting on its nominees to fill the term of the vacated Chair-Elect office. The vacancy will be filled by a majority vote of the CCPC.

#### **C. OFFICER VACANCIES**

A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws. Vacancies shall be filled as they occur and not on an annual basis.

#### **D. DUTIES OF CO-CHAIRS**

1. Presides at all meetings of the CCPC.
2. Calls special meetings.

3. Serves as an advisor for all committees as needed.
4. Works with the staff of the CCPC to prepare an agenda for each meeting.
5. Sees that members of the public have an opportunity to speak on agenda items at the appropriate time.
6. Represents the CCPC at appropriate functions and events.
7. Performs all other duties necessary or incidental to the office.

In the absence of the Co-Chairs, or upon their inability to act, the Chair-Elect shall take their place and perform the duties. Upon the Co-Chairs and Chair-Elect's absence or inability to act, the remaining members of the CCPC shall appoint a Voting Members to act temporarily as Chair.

**E. DUTIES OF CHAIR-ELECT:**

1. Assists the Co-Chairs and Executive Committee in fulfilling the functions of the CCPC, and learns the duties and roles of a Co-Chair.
2. Chair-Elect presides at meetings of the CCPC in the absence of both Co-Chairs.
3. Chair-Elect stands in the place of the Co-Chair to provide representation for the CCPC at appropriate functions and events, in the absence of both Co-Chairs.
4. Chair-Elect performs all other duties necessary or incidental to the office of Co-Chair, in the absence of both Co-Chairs.
5. Chair-Elect may be called upon to convene or act as Chair of sub-committees or forums.

**F. DUTIES OF TREASURER:**

1. Serves as Chair of the Finance Committee.
2. Provides oversight of all fiscal matters of CCPC.
3. Approves expenditures authorized by the CCPC.
4. Regularly reviews statements of the financial activities of the CCPC.
5. Provides reports and supportive information as requested by the Co-Chair and Executive Committee.

**G. DUTIES OF THE MEMBERSHIP CHAIR**

1. Convenes meetings of the Membership Committee at least quarterly.
2. Oversees membership assessment and recruitment, consideration of new member applications and membership attendance.
3. Oversees annual review of Bylaws.
4. Oversees Officer Elections.

**ARTICLE V: MEETINGS**

**A. REGULAR MEETING OF THE CCPC**

All meetings of the CCPC shall be open to the public in accordance with the Ralph M. Brown Act (Government Code §§54950 et seq.). The CCPC shall hold regular monthly meetings at least 20 months each year, as posted on the CCPC website. day, time and location of meetings].

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code §11135, including, but

not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted.

### **B. SPECIAL MEETINGS**

Special meetings of the CCPC may be called at any time by the Co-Chair(s) or a majority of the CCPC Voting Members in accordance with Government Code §54956. Written notice of special meetings shall be delivered personally or by any other means to all CCPC members and the local media who have requested such notice in writing. The notice also shall be posted on the CCPC's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting.

### **C. EMERGENCY MEETINGS**

In the case of an emergency situation for which prompt action is necessary, CCPC may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. CCPC shall comply with Government Code §54956.5 and all other requirements for special meetings during an emergency meeting. An emergency situation means either of the following:

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the CCPC.
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the CCPC to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the CCPC.

Except in the case of a dire emergency, the Co-Chair(s) shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. The minutes of the meeting, a list of persons the Co-Chair(s) notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible.

**D. CLOSED SESSION MEETINGS**The CCPC shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law. Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law.

### **E. QUORUM**

A quorum for the transaction of official business shall consist of a majority of the currently appointed Voting Members. CCPC believes that when no conflict of interest requires abstention, its Voting Members have a duty to vote on issues before them. When a Voting Member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the CCPC has taken action.

### **F. MEETING AGENDA**

CCPC meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session, in accordance with Government Code §§54950 et seq.. The agenda of each meeting of the CCPC shall be delivered personally, by mail or via email to the Voting and Advisory Members, and posted publicly and on the CCPC website, at least 72 hours before the time of the meeting.

### **G. ORDER OF BUSINESS**

The order of business, ordinarily, shall follow Robert's Rules of Order and Government Code §§54950 et seq. for conducting a public meeting.

The CCPC shall give members of the public an opportunity to address the CCPC on any item of interest to the public that is within the subject matter jurisdiction of the CCPC, either before or during the Board's consideration of the item. Without taking action, CCPC members or CCPC Staff may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

Individual speakers shall be allowed three minutes to address the CCPC on each agenda or non-agenda item. The CCPC shall limit the total time for public input on each item to 20 minutes. With CCPC consent, the Co-Chair(s) may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.

CCPC members wishing to suggest speakers for meetings should submit names to staff for consideration by the Executive Committee.

### **H. VOTING REQUIREMENTS AND PROCEDURES**

1. Every Voting Member must be present in person to vote and no proxies are to be recognized. However, correspondence germane to the Agenda from absent Voting Members is to be read and considered as part of the discussion.
2. In general, actions are taken based on a majority vote (i.e. more than half of votes cast by Voting Members who are present).
3. Abstentions do not count for purposes of determining whether a majority of the membership of the CCPC has taken action.
4. Actions to decide if the CCPC will take a formal position on a political issue are taken based on a two-thirds majority vote (i.e. at least two-thirds of votes cast). Minority position statements will be recorded in the meeting minutes. "Political issue" is defined as "CCPC taking a formal position on measures, legislative bills,

propositions, budgets, and/or government plans or policies, at the city, county, state or federal levels.”

5. Amendments/suspension to the Bylaws shall be with previous written notice, by motion, and shall require an affirmative recorded vote of at least two-thirds of the members present and voting. (See Article VII.)

#### **I. CONFLICT OF INTEREST**

No Voting Member shall participate in a vote if he or she has a proprietary interest in the outcome.

The purpose of this policy is to establish safeguards to prohibit members of the CCPC from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom the aforementioned have family, business, political or other ties.

Any CCPC member who has a conflict of interest or a financial interest in a CCPC decision or contract shall make all necessary disclosures and abstentions in the decision making process.

Additionally, any individual or member whose agency has a subcontract for services with CCPC shall not sit on any of the Standing Committees (Executive, Finance or Membership).

#### **J. FINANCIAL SUPPORT -- Compensation of CCPCMembers**

CCPC members shall serve without compensation except for reimbursement to Child Care Provider and Child Care Consumer Representatives for actual and necessary travel and child care/substitute costs, incurred during attendance at official CCPC meetings, subcommittee meetings and other CCPC events, and as funds are available.

#### **K. ATTENDANCE AT MEETINGS**

All Voting Members shall be present at the hour appointed for each regular, special, emergency or recessed meeting of the CCPC. Voting Members shall notify staff if they will be unable to attend regularly scheduled meetings.

#### **L. MINUTES**

CCPC staff shall keep minutes and record all official CCPC actions in accordance with Government Code §§54950 et seq. The CCPC's minutes shall be public records and shall be made available to the public upon request.

### **ARTICLE VI: COMMITTEES**

#### **A. STANDING COMMITTEES**

The following shall be standing committees: Executive Committee, Finance Committee and Membership Committee. Other standing committees may be formed as needed. All standing committees shall be conducted in accordance with Government Code §§54950 et seq. Any individual or member whose agency has a subcontract for services with CCPC shall not sit on any of the Standing Committees (Executive, Finance or Membership).

## **1. EXECUTIVE COMMITTEE**

### **a. COMPOSITION**

There shall be an Executive Committee comprised of:

- Both Co-Chairs of the CCPC
- The Chair-Elect of the CCPC
- The Chair of each Standing Committee

### **b. MEETINGS**

The Executive Committee shall hold meetings at the request of the Co-Chairs. A majority of the voting members of the Executive Committee shall constitute a quorum.

### **c. ACTION AUTHORIZATION**

When circumstances demand that action be taken prior to the next regularly scheduled full meeting of the CCPC, the Executive Committee is authorized to take action on behalf of the CCPC. Executive Committee actions are subject to review and ratification by the CCPC at its next meeting. In the case of actions taken by the Executive Committee on behalf of the full CCPC under provisions of this paragraph, four-fifths of the Voting Members of the Executive Committee shall constitute a quorum.

## **2. FINANCE COMMITTEE**

There shall be a Finance Committee comprised of:

- The Treasurer
- At least two (2) other CCPC members
- Additional committee members as determined appropriate by the Treasurer

1. The Treasurer shall serve as Chair of the Finance Committee.
2. The Finance Committee will hold meetings at the request of the Treasurer. A majority of the members will constitute a quorum.
3. The Finance Committee will assist and advise the Treasurer in completing their duties as outlined in Article IV.
4. The Finance Committee will make recommendations to the Executive Committee and the full CCPC regarding requests for funding, the fiscal structure of the CCPC, and the financial status of the CCPC.

## **3. MEMBERSHIP COMMITTEE**

There shall be a Membership Committee composed of at least three (3) members of the current Voting Members of the CCPC. The Membership Committee will strive to have representation from each category of the Voting Members.

1. The Membership Committee will hold meetings at the request of the Committee Chair. A majority of the committee members will constitute a quorum.



2. The Membership Committee shall recruit, review applications, recommend new Council members, and present new members at the next full CCPC meeting.
3. The Membership Committee shall review the Bylaws bi-annually and may suggest amendments to the CCPC. It may also review Bylaws amendments proposed by other parties, in order to make recommendations on such amendments to the CCPC.
4. The Membership Committee shall routinely review member attendance at CCPC meetings.
5. The Membership Committee will serve as the nominating committee for CCPC Officer vacancies.

**B. AD HOC COMMITTEES**

Ad Hoc Committees or Work Groups shall be organized to implement designated tasks and/or to formulate recommendations to the Voting Members on specific focus areas. Ad Hoc committees and work groups will be time limited and invite the involvement of Voting Members. Members of appropriate professions and general public may be invited to participate as guests.

**ARTICLE VI: PARLIAMENTARY AUTHORITY**

On any question or point of order not contained in these rules and regulations, the CCPC shall be governed in its parliamentary actions by Government Code §§54950 et seq. and Roberts' Rules of Order.

**ARTICLE VII: AMENDMENTS TO AND SUSPENSION OF BYLAWS**

Amendments/suspension to the Bylaws shall be presented to the CCPC by written notice and shall require an affirmative recorded vote of at least two-thirds of the Voting Members present. When adopted, such amendments/suspensions shall be submitted to the Child Development Division, California Department of Education by the Co-Chairs.

Approved at the CCPC meeting on May 1, 2015.