

SANTA BARBARA COUNTY  
CHILD CARE PLANNING COUNCIL



BYLAWS  
July 10, 2007

Article I – Name

The Council shall be designated the Santa Barbara County Child Care Planning Council, referred to hereafter as the “Council”.

Article II – Authority

The Council was first established by the Santa Barbara County Board of Supervisors and the Santa Barbara County Superintendent of Schools, referred to hereafter as the “Board” and “Superintendent”, respectively, by resolution No. 91-740 on June 18, 1991, as a result of the 1990 Federal Omnibus Budget Act. Pursuant to California Education Code Chapter 2.3, Sections 8499 through 8499.7, as a part of legislation that established California’s welfare reform program (CalWORKs), a local planning council for early care and education was to be established in each county. By minute order on April 28, 1998, the Board and Superintendent amended the functions, governance, structure, membership and bylaws of the existing Council to conform to the requirements of welfare reform.

Article III – Mission and Vision Statements

Council Mission:

*We lead and collaborate in planning, coordinating and advocating for quality, affordable, accessible, early care and education for all children and families in Santa Barbara County.*

Council Vision:

*We envision a community that values all children and their families.*

**Article IV – Duties and Functions**

As mandated by State law, the duties and functions of the Council shall include but not be limited to the following:

1. Elect a chair.
2. Employ, as a Council Coordinator, staff person(s) equivalent to at least one full-time position. The Council Coordinator shall assist the Council in meeting the mandates set forth in Title 1, Division 1, Part 6, Chapter 2.3 of the Education Code. Additionally, the Council shall employ support staff as deemed necessary to meet Council roles and responsibilities.
3. Conduct an assessment of child care needs at least once every five years. The needs assessment shall meet the requirements as specified in Education Code, Section 8499.5(b).
4. Document information gathered during the needs assessment which shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of child care in the county.
5. Submit the results of the needs assessment and the local priorities identified by the Council to the Board and Superintendent for approval before submitting them to California Department of Education referred to hereafter as “CDE”.
6. Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.
7. Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
8. Conduct a periodic review of child care programs funded by the CDE and California Department of Social Services to determine if identified priorities are being met.
9. Collaborate with all interested parties, including, but not be limited to, subsidized and non-subsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disabilities, and local child care resource and referral programs, to foster partnerships designed to meet local child care needs.
10. Facilitate community-based efforts to coordinate part-day programs, including state preschool and Head Start, with other child care and development services to provide full-day, full-year child care and

development services based on guidelines and funding models approved by state and federal agencies.

11. Develop and implement a training plan to provide increased efficiency, productivity and facilitation of Council meetings
12. Set other goals as determined by the Council.

**Article V - Membership**

- A. A minimum of 20 members shall be appointed by the Council for specific categories as listed below with the approval of the Board and the Superintendent. Members will represent the category from which they are appointed and shall be interested in promoting the Vision and the Mission of the Council in Santa Barbara County. Membership is conferred upon individuals, and not upon constituents representing particular agencies or organizations, except in the case of the designated representatives of the Superintendent, the Board, and the Office of Early Care and Education First 5 Santa Barbara County referred to hereafter as "OECE."

Membership categories and composition are as follows:

- 20 percent consumers. A consumer is defined as a parent or person who receives, or who has received within the past 36 months, child care services.
  - 20 percent child care providers. A child care provider is defined as a person who provides child care services or represents persons who provide child care services.
  - 20 percent public agency representatives. A public agency representative is defined as a person who represents a city, county, city and county, or local education agency.
  - 20 percent community representatives. A community representative is defined as a person who represents 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 is not a child care provider and does not represent an agency that contracts with the CDE to provide child care and development services.
  - The remaining 20 percent are to be appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.
- B. Recommendations for members and alternates are to be submitted by the Council to the Board and the Superintendent for approval. Efforts shall be made to ensure that the ethnic, racial, and geographic composition of the

## Attachment A

Council is reflective of the population of the county as well as reflective of the range of early care and education providers.

- C. The members of the Council shall serve a term of two years. One-half of the members shall be appointed in even-numbered years and the other half shall be appointed in odd-numbered years to ensure continuity of the Council. The number of terms a member may serve shall not be limited. Reappointment by the Board and the Superintendent is necessary for a member to continue to serve.
- D. Council members shall attend all regular meetings. A member who is unable to attend a regularly scheduled meeting shall send a designated alternate.
  - 1. Designated alternates shall act in the full capacity of the regular representatives, with the exception of assuming the role of Chair of a Committee.
  - 2. If a member or his/her designee fails to attend three consecutive meetings without notification to the Council office, Nominating Committee shall declare the position vacant.
- E. If a member is no longer able to represent the category to which he/she was appointed, the Nominating Committee shall declare the position vacant. The member shall be reassigned to an appropriate category.

### Article VI – Officers, Terms and Duties

- A. Officers of the Council shall be the Chair, Chair-Elect/Past Chair, Vice Chair, and Secretary/Treasurer.
- B. Terms:
  - 1. The office of Chair involves a four-year commitment: a one-year term as Chair-Elect prior to taking the office of Chair, a two-year term as Chair and a one-year term as Past Chair. Each term shall begin July 1 of the appropriate election year.
  - 2. The Vice Chair and Secretary/Treasurer shall each be elected to serve a two-year term beginning July 1. The Vice Chair shall be elected in even years and the Secretary/Treasurer in odd years.

C. Vacancy of Office:

1. If the office of Chair becomes vacant during the second year of the term, the Chair-Elect shall be installed as the Chair to complete the unfinished term. In years when there is no Chair-Elect, the Nominating Committee shall nominate a candidate to be voted upon by the Council.
2. If an office other than Chair becomes vacant, the Chair may appoint an interim officer. The Nominating Committee shall nominate a candidate to be voted upon by the Council.

D. Removal of Officer: Upon recommendation of the Nominating Committee, a Council officer may be removed from office by two-thirds vote of the full Council.

E. The Chair shall:

1. Preside over all meetings of the Council and chair the Steering Committee.
2. Submit recommendations of committee chairs for Council approval when such positions become vacant.
3. Work closely with the Council staff to ensure the Council is in compliance with the Local Agreement for Child Development Services, Local Planning Council.
4. Represent the Council at, or designate a representative to attend, public functions.
5. The Chair may act as an ex officio member on all committees, except the Nominating Committee. The Chair will not be included in determining the quorum of any committee except Steering.

The Chair-Elect shall:

1. Assume the duties of the Chair when the Chair is absent or unable to perform the duties of the Chair.
2. Work with the Chair in coordinating activities of the Council.
3. Carry out additional duties specified by the Chair and the Council.

## Attachment A

The Vice Chair shall:

1. Assume the duties of the Chair in years when there is no Chair-Elect and the Chair is absent or unable to perform the duties of the Chair.
2. Oversee functioning of all action teams and committees.
3. Carry out additional duties specified by the Chair and the Council.

The Secretary/Treasurer shall:

1. Be responsible for recording minutes of meetings and maintenance of all other records of the Council.
2. Be responsible for correspondence, producing of Council documents, producing an annual calendar of regularly scheduled Council meetings and activities, and for giving notice of all meetings as provided in Article IX of the Bylaws.
3. Chair the Budget Committee, supervise the annual budget, provide fiscal reports at least four times a year and an annual financial report within 60 days of the close of the fiscal year.
4. Carry out additional duties specified by the Chair and the Council.
5. The Secretary/Treasurer may delegate tasks to paid Council staff, but is ultimately responsible for their completion.

The Past Chair shall:

1. Oversee the smooth transition from one administration to the next by supervising the transfer of materials, records and reports, and serve as historian of the Council.
2. Serve as a mentor to the Chair.
3. Carry out additional duties specified by the Chair and Council.

### Article VII – Committees and Duties

- A. The Steering Committee shall be composed of the Chair, Chair-Elect/Past Chair, Vice Chair, and Secretary/Treasurer, the representative of the Board,

## Attachment A

the representative of the Superintendent, the representative of OECE and the chair of each committee. Steering Committee shall provide leadership, financial accountability, and policy recommendations to the Council and provide consultation for the OECE. Minutes of these meetings will be provided to the full Council.

- B. The Nominating Committee shall be composed of four (4) regular members who shall reflect the composition of the general membership. The Committee shall develop a slate of officers, recommend candidates for membership, and support membership operation. The Steering Committee and the Council shall approve the membership recommendations.
- C. The Budget Committee shall be composed of at least four (4) members including the Secretary/Treasurer and a representative of the fiscal agent. The Committee shall be charged with the implementation of sound fiscal management practices for the Council. With the Secretary/Treasurer, the Committee shall develop a proposed annual budget, oversee implementation of Council financial policies, guide the Council on monetary matters, and review and recommend changes in financial policies and procedures.
- D. Additional committees and/or action teams shall be established by the Chair and approved by the Council as needed for specific purposes and functions.
- E. Committees are comprised of members of the Council and the Chair is a voting member of the Steering Committee.
- F. Action Teams may be comprised of members and non members of the Council and the chair need not be a member of the Council.
- G. A simple majority of any committee or action team shall constitute a quorum.
- H. The chair of each committee and action team shall submit a roster of membership to Council staff and the Vice-Chair at the beginning of each fiscal year.

### Article VIII – Elections

- A. The Nominating Committee shall develop a slate of officers to be presented to members at the Council meeting prior to the final meeting of the fiscal year. Nominations shall be accepted from the floor.
- B. Election of officers shall be held at the last Council meeting of the fiscal year. Each officer shall be elected by a majority of the Council members voting in person by a roll-call vote.

Article IX – Meetings

- A. The Council shall convene no less than four times a year.
- B. Meetings of the Council, including all committees and action teams, shall be held in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq.
- C. A special meeting of the Council may be called by the Chair, the Steering Committee, or by a majority of the full Council. Notice of such meeting shall be posted at least 24 hours in advance of the meeting, with direct notice to the media and other entities and individuals who have requested such notice.

Article X – Voting Procedures

- A. Each Council member/designated alternate has one vote.
- B. A quorum shall be required for the transaction of business. The presence of eleven council members shall constitute a quorum.
- C. No member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter.

Article XI – Council Positions on Legislation

- A. Council positions on legislation shall be approved by a majority vote of the Council. If the Council wishes to request a County position on a legislative item, the request shall be submitted to the Office of the County Executive/Legislative Program for consideration by the Legislative Planning Committee. Positions taken by the Council regarding legislation, which the Board and CEO Legislative Division and Superintendent have not approved, shall indicate that they do not represent Official County policy. The Council may advise the public of its position on legislation.



Article XII – Bylaws

- A. Adoption of Bylaws: These bylaws shall become effective upon approval of the Council, the Board and the Superintendent.
- B. Amendments to Bylaws: These bylaws may be recommended for amendment by an affirmative vote of two-thirds of those members present at any meeting provided there is a quorum. The proposed amendments must be presented at a regular Council meeting and approved at the next Council meeting. All amendments must be approved by the Board and the Superintendent.

Article XIII – Parliamentary Authority

Unless otherwise prescribed in these bylaws, all Council meetings shall be governed by the most recent edition of Robert’s Rules of Order.