

# Monroe County Local Early Intervention Coordinating Council (LEICC)

## BY LAWS

### I. PURPOSE

- A. The LEICC is the advisory body to the local Early Intervention Program (EIP). It is defined and constituted under 10 NYCRR Subpart 69-4 and its basic membership is defined by this regulation. Its purpose is to advise the Early Intervention Official (EIO) regarding:
1. Planning for the delivery and evaluation of EI services for eligible children and families, including methods to identify and address gaps in services
  2. Identifying sources of additional fiscal support for Early Intervention services and programs
  3. Identifying and making recommendations with respect to minimizing the problems for children and families from the Early Intervention Program
  4. Identifying service delivery reforms necessary to promote the availability of EI services within natural environments
  5. Identifying barriers that impede timely and effective service delivery, including advice and assistance with regard to interagency disputes.
  6. Coordination of public and private agencies / promote interagency agreements
  7. Matters relating to EI policies and procedures within the municipality as are brought to its attention by parents, providers, public agencies, or others
- B. The Council shall advise and assist the Early Intervention Official and other Early Intervention Service Agencies in the development of coordinated standards and procedures pursuant to Public Health Law §2551 in order to promote the full participation and cooperation of such agencies.

### II. OFFICERS / EXECUTIVE COMMITTEE

- A. Election Process
1. The officers of the Council shall be a Chairperson, Vice-Chairperson and Secretary
  2. The Council shall make an announcement at least one meeting prior to taking nominations that nominations for Chairperson, Vice-Chairperson and Secretary will be taken at the next Council meeting
  3. The Chairperson or the Vice-Chairperson shall be a parent of a child with a disability who received Early Intervention Services as an infant or toddler within 10 years of their election, whenever possible. Nominations of parents (are) shall be particularly encouraged
  4. The Chairperson and Vice-Chairperson shall be elected to serve a term of two years with the option of being re-elected for an additional two-year term
  5. The Secretary shall serve at least a one-year term
  6. The terms for each officer will run on a calendar year with the term commencing on January 1<sup>st</sup>
- B. The Chairperson shall:
1. Have responsibility for the general supervision of the work of the Council
  2. Lead Council meetings using a facilitator and time keeper
  3. Review meeting minutes with Special Children's Services Administrator (SCSA) and arrange for distribution in the absence of the Secretary
  4. Preside over the Executive Committee meetings
  5. Appoint the Standing Committee Chairs with input from Council members

6. Have power, unless the Council shall have provided for other representation, to represent the Council before the Early Intervention Official or other public authorities, and may request any member or members to appear with him or her in his or her stead
  7. Serve on the Executive Committee for a minimum of one year following the end of their term(s)
- C. The Vice-Chairperson shall:
1. Perform the duties of the Chairperson in their absence
  2. Be a member of the Executive Committee
  3. Maintain a current membership roster (including name, address, phone number and e-mail address if available)
  4. Review attendance at each meeting and arrange for follow-up with members not attending (unexcused absence) to discuss attendance/appointing another representative
- D. The Secretary shall:
1. Prepare typed versions of minutes for Council meetings
  2. Submit minutes to the Chairperson and SCSA no more than 2 weeks after each meeting for approval (minutes can be distributed by either the SCSA or Chairperson)
  3. Maintain a binder of past minutes
  4. Transfer historical paperwork to the new Secretary at the end of his/her term
  5. In the absence of an elected Secretary, members of the LEICC will rotate scribing responsibilities
- E. The LEICC Executive Committee (LEICC-EC) shall:
1. Consist of the Chairperson, Vice-Chairperson, Chairs of all of the Standing Committees, Secretary and the Special Children's Services Administrator
  2. Have general oversight of the affairs of the LEICC between the regularly scheduled meetings, facilitate the preparation for meetings and make recommendations to the LEICC
  3. Be subject to the mandates of the LEICC with none of its acts being in conflict with action taken by the LEICC
  4. Meet at least once between regularly scheduled meetings of the LEICC
  5. Make every effort to convene a meeting of the LEICC between regularly scheduled meetings if a critical issue arises
  6. Act on behalf of the LEICC if a decision MUST be made and it is not possible to hold a meeting or achieve a quorum of members

### **III. MEMBERS**

- A. The Council shall consist of the following members appointed by the LEICC-EC and approved by the Early Intervention Official:
1. At least four parents of children with disabilities age birth through twelve years of age
  2. At least three providers of early intervention services
  3. At least one child care provider or representative of child care providers
  4. The chief executive officers/administration or their designees of the municipalities' Departments of Human Services, Public Health, Social Services, health and mental hygiene and a representative from the local developmental disabilities services office
  5. A representative from one or more Committees on Preschool Special Education of local school districts in the municipality
  6. Other community representatives as determined by the Executive Committee
- B. Persons or agencies interested in becoming members shall express their interest in writing to the Chairperson or SCSA. Names will be presented at the next Council meeting and recommendations for membership will be submitted to the Early Intervention Official for approval/denial and notification.

- C. Membership responsibilities shall include:
  1. Being a member on one of the Standing Committees
  2. Attending meetings or notify the Vice-Chairperson if unable to attend
  3. Reading all communications
  4. Being prepared to participate in meeting discussions
- D. Active membership shall be defined as no more than two excused absences or 1 unexcused absence per calendar year and shall be determined by a review of the previous calendar year's attendance by the Vice-Chairperson. This review shall hold for the following year.
- E. If a Council member fails to attend more than one-half of the regularly scheduled Council meetings within a calendar year, the Executive Committee may recommend to the Early Intervention Official that such member be removed from the Council. That person will be notified by the Early Intervention Official of their removal.
- F. Previous members wishing to return as members must submit their intent in writing to the Chairperson. The request is subject to the approval of the Executive Committee and Early Intervention Official.
- G. When a member is unable to continue with his/her duties, it is the responsibility of the Executive Committee to find a replacement.
- H. If membership requirements cannot be reasonably met, the Executive Committee may submit a written request to the Early Intervention Official for a waiver of such requirements.

#### **IV. MEETINGS**

- A. The Council shall meet at least four times per year at a date and time approved by a majority of the members, unless otherwise determined by the Council or the Chairperson.
- B. The SCSA shall notify each member of the meetings of the Council and send an agenda to his or her usual address (preferably e-mail) not less than ten days before the meeting.
- C. The Council shall meet in open forum accessible to the general public, preferably quarterly, but not less than every six months. The Early Intervention Official or their designee shall ensure appropriate public notice (via the news media) of the time and place of a meeting. The notice shall be within a one week time period prior to the meeting to enable public participation.

#### **V. ORDER OF BUSINESS**

- A. At meetings of the Council, the following items shall be included on the agenda:
  1. Introductions / Welcome new members and guests
  2. Announcements / Roundtable Sharing
  3. Approval of Minutes
  4. New Business
  5. Public Comment (see C below)
  6. Reports from each of the Standing Committees
  7. Report of EICC minutes/updates
  8. Report of Department updates
  9. Other Business (see B below)
  10. Suggestions for next agenda
  11. Notice of next meeting

\* The order of business may be altered at the Chairperson's discretion or upon request of a member.

- B. Members shall notify the Chair or Secretary of agenda items so that they may be added to the LEICC agenda. Otherwise, there is no guarantee that there will be time allotted for “Other Business”.
- C. Public Comment (time for anyone from the public to share comments, feedback or make inquiries):
  1. There shall be a sign in sheet for those interested in making public comments
  2. The Chairperson asks if they wish to just make a comment or receive a response
  3. Members may ask for clarification (note: a response may not be discussed during the meeting)
  4. The Secretary will document the speaker’s comment and contact information
  5. The Chairperson will assist referring the comment to the appropriate committee, member, county representative, etc.. as needed
  6. The appropriate person(s) will follow up with the speaker regarding the comments
  7. At the next Council meeting, the comment and response will be shared if appropriate
  8. If the speaker feels the response did not adequately address their comments, then the Chairperson and those involved will direct the person(s) to the appropriate entities for next steps and back to the LEICC if appropriate

**VI. VOTING GUIDELINES**

- A. A quorum will be defined as half of the current active membership + 1.
- B. All matters requiring action shall be passed by a majority of the members present. Each abstention shall be counted as a vote for the purpose of establishing a quorum. Members present at a meeting shall be recorded as voting with the majority unless a member specifically requests that he or she be counted as voting with the minority, or abstaining.
- C. In the absence of a quorum, issues requiring a vote will be tabled until the next meeting.
- D. The normal method of voting shall be by a show of hands. If the Chairperson or any other member expresses a doubt about the outcome of a vote, such member may require that the vote be verified. To verify a vote, the vote shall be retaken by a show of hands or by standing. On the request of any member, the votes shall be counted, abstentions noted, and entered in the minutes. On the request of any member of the Council, a roll call vote on any question shall be taken by a show of hands, abstentions noted, and a record of how each member voted entered in the minutes.

**VII. STANDING COMMITTEES / TASK FORCES**

- A. The Executive Committee shall appoint the Standing Committee Chairs with input from the Council.
- B. The current Standing Committees of the LEICC include, but are not limited to, the following:
  1. Quality Assurance
  2. Parent Involvement
  3. Data
  4. Transition
  5. Recruitment and Retention
  6. Public Awareness
  7. 3-5 Committee
- C. Each Standing Committee (has) shall have a chairperson and membership from both the Council and outside individuals, as appropriate.
- D. If a Standing Committee Chairperson must resign, the Executive Committee is responsible for finding a replacement.

E. Additional Standing Committees may be appointed by a majority vote of the Council as indicated.

F. Ad Hoc workgroups may also be formed as follows:

1. Task forces, serving as ad hoc committees, will be convened, on a time limited basis, to address policy issues identified as priorities by the Council or as requested by the Early Intervention Program and agreed to by the Council. Task force members shall be appointed by the Chairperson from among members of the Council, and to the extent possible, shall be reflective of the statutory composition of the Council. The Chairperson shall designate a member of the Council to serve as chairperson of the task force.
2. When a sufficient number of Council parent members are not available to participate as members of a task force, the Executive Committee may appoint parents who are not appointed Council members to serve on task forces as voting members and in order to ensure adequate parent representation.
3. When task force members (other than parents) reflective of the composition of the Council cannot be appointed due to vacancy(ies) on the Council, the Executive Committee can appoint an individual(s) who is not a member to provide appropriate representation on the task force. These individuals may not cast a vote as a member of the task force.
4. Task force chairpersons may, in consultation with the Early Intervention Program, request the assistance of advisors with specialized expertise to assist the task force on a time-limited basis. These advisors may not cast a vote as a member of the task force.
5. All products/deliverables of a task force will be submitted as recommendations to the Council.

## **VIII. DISTRIBUTION OF REPORTS**

A. Committee reports will be distributed at Council meetings or in mailings between meetings.

B. Additional reports generated by the Council will be distributed at the discretion of the Council.

## **IX. CODE OF ETHICS**

Members shall comply with Section 74 (Code of Ethics) of the Public Officers Law and conform to the norms of conduct stated in that section. No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.

## **X. AMENDMENTS**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a vote, including written assent of members not able to be present, of three-fourths (3/4) of the appointed members of the Council. This may be at any regular or special meeting where a majority of the appointed members of the Council are present, and the notice for the regular or special meeting was at least thirty (30) days in advance of the meeting and including the altered, amended or new Bylaws to be brought before the appointed members at such meeting.