

**Contra Costa County Local Planning Council
For Child Care and Development (LPC)
Bylaws**

ARTICLE I

Name

The Local Child Care and Development Planning Council shall be designated the Local Planning Council and shall be referred to hereafter as the "LPC".

ARTICLE II

Authority

The LPC was formed on March 24, 1998, by the Contra Costa County Board of Supervisors and the Contra Costa County Superintendent of Schools. This was done in accordance with the state law established by Assembly Bill 1542 that required the formation of county level child care planning councils.

ARTICLE III

Statement of Purpose

The LPC complies with California CalWORKs legislation AB1542 (Ed code Sections 8499.3 and 8499.5) and serves as a forum to address the child care needs of all families and all child care programs, both subsidized and non-subsidized in Contra Costa County.

ARTICLE IV

Membership

Membership consists of 25 active members, as amended by the LPC on September 24, 2002, and appointed jointly by the Contra Costa County Board of Supervisors and the Contra Costa County Superintendent of Schools as mandated by Assembly Bill 1542 legislation.

Membership is open to all Contra Costa County residents or persons employed in Contra Costa County who wish to participate.

ARTICLE V

Terms of Membership

The initial term for LPC members shall be drawn by lot for one, two or three years. All following terms shall be for three years. Replacements shall be appointed by the Board of Supervisors and the Superintendent of Schools to complete un-expired terms.

ARTICLE VI

Meetings

The LPC shall hold 6 meetings at the regularly designated time and place. Meetings will be held in January, March, May, July, September, and November. The LPC Chair may change the meeting date at the discretion of the members.

All meetings shall comply with the Contra Costa County Better Governance Ordinance and the Brown Act.

ARTICLE VII

Attendance

All members of the LPC shall be present at the appointed hour for each meeting of the LPC. No person may accrue more than three unexcused absences in a calendar year. The absentee must notify the LPC Coordinator or the LPC Secretary in advance of the meeting. Granting an excused absence is at the discretion of the Chair of the LPC. Those accruing three consecutive unexcused absences will be sent a registered letter notifying them they may be replaced.

ARTICLE VIII

Resignation

Any member may resign by giving written notice to the LPC.

ARTICLE IX

Vacancies

The Chair of the LPC shall notify the Board of Supervisors and the Superintendent of Schools when a position becomes vacant. A notice of vacancy will be publicized pursuant to the "Maddy Local Appointive List Act of 1975".

Subject to the consent of the Board of Supervisors and Superintendent of Schools, members of the LPC may assist with the solicitation and/or review of nominations received and may make recommendations to the Board of Supervisors and Superintendent of Schools, who will then make the appointment. A list of persons interested in being nominated to the LPC shall be kept as a pool for future appointments.

ARTICLE X

Officers and Duties

The officers of the LPC shall consist of a Chair, a First Vice Chair and a Second Vice Chair. The initial officers were selected by majority vote from the membership present at the August 1998 meeting.

Subsequently, officers will be elected to a one-year term in May and shall hold office for one year, or until their successors are elected. Voting shall take place at the May meeting. The officers shall take office at the July meeting.

An officer shall serve no more than two consecutive terms in any one position.

Should the office of the Chair become vacant, due to the resignation or incapacity of the incumbent, the First Vice Chair shall temporarily assume the office. The Second Vice Chair shall fill the office of the First Vice Chair until the elected First Vice Chair returns. If the Chair or either Vice chairs have resigned, a special nominating committee shall be appointed, which shall meet and present a slate of nominees to the LPC for the vacant office(s) at the next regular LPC meeting to fill the un-expired term of the vacated office(s). The vacancy(ies) shall be filled by majority vote.

It shall be the duty of the Chair (and/or First Vice Chair) to call meetings, set the agenda, (make committee assignments) and preside over meetings of the LPC.

It shall be the duty of the Vice Chairs to chair one committee, assist with the agenda, and assume the duties of the Chair in his or her temporary absence.

ARTICLE XI

Executive Committee

An Executive committee shall consist of all officers, and committee chairs.

ARTICLE XII

Committees

The LPC shall have a budget committee.

The LPC shall have working committees to address special issues or requirements of the LPC.

These committees will be designated on a yearly basis. Members will sign up for at least one committee per year, and stay with that committee for a one year period.

Working Committees shall meet at least quarterly and the time and place will be at the discretion of the committee chair.

Ad hoc committees will be convened as needed.

ARTICLE XIII

Nominating Committee

The Chair shall appoint a Nominating Committee at the January meeting.

A Nominating Committee shall meet, solicit and select nominees for the Chair and the Vice Chair positions. The Nominating Committee will present a slate to the LPC at the March meeting. Additional nominations may be presented from the floor.

ARTICLE XIV

Quorum

A quorum for the transaction of official business shall consist of a majority of the currently appointed LPC members.

ARTICLE XV

Reimbursement Costs

LPC members shall serve without compensation; except for the reimbursement of approved actual and necessary reasonable travel and child care costs, providing funds are available. Receipts for expenditures shall accompany all bills.

ARTICLE XVI

Voting

Each member must be present to vote. No proxies shall be accepted. Germane correspondence from an excused absent member may be read and considered a part of discussion.

ARTICLE XVII

Conflict of Interest

No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome. Prior to discussion of any item, proprietary interest shall be disclosed.

ARTICLE XVIII

Parliamentarian Authority

The rules contained in the current edition of "Roberts Rules of Order—Newly Revised" shall govern the LPC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the Contra Costa Better Governance Ordinance or the Brown Act.

ARTICLE XIX

Amendment of Bylaws

These Bylaws may be amended or repealed, and new Bylaws adopted at any regular meeting.

Proposed Bylaws, amendments or Bylaws to be repealed must be given in writing to the LPC members one week prior to the meeting where the vote will be taken.

A vote of two thirds (2/3) of the members present at that meeting shall change or amend these Bylaws.