



LOCAL EARLY EDUCATION PLANNING COUNCIL OF SANTA CLARA COUNTY

BYLAWS (approved October 23, 2008)

Article I - Name

The Council shall be designated the Local Early Education Planning Council of Santa Clara County referred to hereafter as the LPC. Who's oversight committee is designated as the Joint Child Care Committee (referred hereafter as the JCCC).

Article II - Authority

The Santa Clara County Local Child Care Planning Council was formed on July 1, 1991 by the Santa Clara County Board of Supervisors and the Santa Clara County Office of Education. This was done in accordance with the state law established by AB 2141 in 1991 and AB 1542 in 1998, that provided for the formation of county level child care planning councils. The LPC shall operate ~~and~~ be mandated by Education Code 8499.3 and 8499.5.

Article III - Statement of Purpose

1. Increase the accessibility, affordability, and quality of children's development through early education, and before and afterschool programs.
2. Early Education, and before and afterschool programs includes: family child care and ~~center~~ programs, all licensed child care and development services and ~~licensed~~ ~~except~~ child care; including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 13 years of age, including children with special needs up to age 22, and children from all linguistic and cultural backgrounds.
3. Conduct an assessment of early education, and before and afterschool programs needs at least once every five years.
4. Encourage public input in the development of priorities. Opportunities for public input shall include at least one public hearing.
5. Submit the results of the needs assessment and the local priorities identified ~~by~~ ~~the~~ ~~LPC~~ to the JCCC) comprised of representatives of the County Board of Supervisors (50% of JCCC) and County Board of Education (50% of JCCC), for approval before submitting them to California Department of Education.
6. Prepare a comprehensive countywide early education, and before and afterschool plan designed to mobilize public and private resources to address identified needs.
7. Conduct a periodic review of early education, and before and afterschool programs funded by the California Department of Education and California Department of Social Services to determine if identified priorities are being met.
8. Design a centralized eligibility list for early education, and before and afterschool programs.

9. Promote the coordination of ~~part~~ day programs, including State Preschool and Head Start, with other early education programs to provide ~~for~~ day programs.
10. When requested, review and comment on proposals submitted to the California Department of Education that concern early education, and before and after ~~school~~ programs to be provided within the geographic area covered by the LPC.
11. Recommend to the JCC~~at~~ least one, but no more than two persons of the LPC to serve as part of the California Department of Education team that reviews and scores proposals ~~for the~~ development services funded through the California Department of Education.
12. Become the leading early education, and before and afterschool programs advocacy group in Santa Clara County.

Article IV - Membership

1. Membership shall consist of up to ~~20~~ active members:
 - a) The LPC will make a concerted effort to solicit membership from all areas of the County (i.e. North, South, East, & West)
 - b)

LPC Members will commit to practicing these core values:

- Children and Families: Advance the longterm best interests of families and children, especially special needs of children.
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1. LPC members must attend a minimum of 75% of regularly scheduled LPC meetings and 75% of scheduled LPC Retreats/Trainings. *LPC members may send an alternate to meetings and 2 retreats/trainings each fiscal year (July - June).*

Article VI - Meetings

1. The LPC shall calendar meetings for the year at the summer meeting or

- g. represent the LPC at appropriate functions and events.
- h. represent the goals and objectives of the LPC.
- i. perform all other duties necessary or incidental to the office.
- j. represent LPC at the Joint Child Care Committee as a member(s).

2. Duties of the Vice Chairperson shall be to:

- a. assume the responsibilities of the Chair in his/her absence.

3. LPC Executive Committee:

a. The LPC Executive Committee is the standing committee that consists of the LPC Chairperson, Co Chairs, and the Chairs of all LPC standing committees. The roles and responsibilities of the LPC Executive Committee are to:

- i. Review and/or approve the LPC meeting agenda and minutes prior to posting for public view
- ii. Review and/or approve and LPC letters, memos, and resolutions.

4. LPC Staff Duties shall be to:

- a. record and distribute minutes of the regular LPC meeting.
- b. keep records of attendance and action/roll call votes.

5. In the absence of the Chairperson or upon his or her inability to act, the Co Chairs shall take his/her place and perform the duties. In the absence of the Chair or his/her inability to act, the remaining members of the LPC shall appoint one of their members to act temporarily as chairperson. (In the absence of both Co Chairs, the same process shall be employed by the LPC.)

Article IX - Appointment of Members to Outside Commissions, Councils and Boards

1. Whenever the LPC wishes to name one of its members to serve on another commission, council or board, members may submit a letter to the LPC Coordinator detailing the member's interest and qualifications in

September LPC meeting or when the appointment is up for renewal.

6. Responsibilities of LPC representatives on an outside commission, council or board will be to:
 - a. Report (written and/or oral) activities of the commission, council or board at regular scheduled LPC meetings. The reports shall be an agenda item at regularly scheduled LPC meetings.
 - b. Represent the interests, values, goals, and objectives of the LPC.
 - c. Seek the advice from the LPC Chair(s), Staff, and Membership whenever necessary.

Article X - Committees/Work Groups

1. Committees or Work Groups shall be organized by the Chair(s) to conduct research and formulate recommendations to fulfill the goals and objectives of the LPC. Committees and Work Groups shall be time limited and shall not preclude participation by the general membership, members of appropriate professions, and the general public.
2. LPC members shall contribute to the work of at least one committee.
3. At least one LPC committee chair shall be an LPC member. Both LPC Chairs shall be LPC members.

Article XI - Quorum

A quorum shall be a majority (50% plus one) of the current LPC membership

Article XII - Voting Procedures

1. Each LPC member shall have one vote. Alternates shall have one vote in place of the member they are representing provided the alternate has been properly designated in writing or by email to LPC staff.
2. Official actions of the LPC shall be authorized by vote of a quorum of the current LPC membership except where a two-thirds (2/3) vote is required by these bylaws.
3. Except for elections, voting by show of hands is acceptable unless a LPC member requests a roll call vote be taken.

Article XIII - Conflict of Interest

No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome.

Article XIV - Bylaws

1. Amendments to Bylaws These Bylaws may be amended by an affirmative vote of two-thirds (2/3) of the current LPC membership provided the amendments have been submitted to the membership at least 30 calendar days following the meeting at which the amendment was proposed. All amendments must be approved by the LPC, with final approval by the Board of Supervisors and the County Board of E llp0nj -0.0(he)-Tc 0 -0.02 Tc 0.02 Tw24(m)0 of Sllp0nj -48(l)348 45Tc 0 -mlp0nj -48(l)3-34(w) JT w 0.c