

IDAHO INFANT TODDLER COORDINATING COUNCIL

BYLAWS

Adopted February 2017

ARTICLE 1 – NAME AND PURPOSE

A State interagency coordinating council is required pursuant to Part C of the federal Individuals with Disabilities Education Act (IDEA). Statutory authority for creation and organization of an interagency coordinating council for early intervention services and these bylaws is granted pursuant to Idaho Code, Chapter 1, Title 16, Section 106.

The purposes of the Infant Toddler Coordinating Council, herein after referred to as **ITCC**, pursuant to 20 USC 1441(e) shall be to:

- Advise and assist the Idaho Department of Health and Welfare, Infant Toddler Program, herein after known as the **Lead Agency**, in the performance of the responsibilities defined in 20 USC 1435 (10) that constitute the statewide early intervention supports and services system;
- Advise and assist the Lead Agency in the identification of fiscal resources and other supports for early intervention services, assignment of financial responsibility to the appropriate agency, and development of interagency agreements;
- Advise and assist the Lead Agency in the preparation of applications and annual reports to the federal Office of Special Education programs, the Governor, and the public; and,
- Advise and assist the Lead Agency and the Department of Education regarding the transition of toddlers who are moving from early intervention services to preschool and other services at three (3) years of age.

ARTICLE II – AUTHORIZATION

The ITCC exists by authority of Part C of the federal Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Section 1441 and its membership is appointed by the Governor of Idaho. Statutory authority for creation and organization of an interagency coordinating council for early intervention services and these bylaws is granted pursuant to Idaho Code Chapter 1, Title 16, Section 106. The Lead Agency for Part C in Idaho is the Idaho Department of Health and Welfare, Infant Toddler Program. The Infant Toddler Program is responsible, pursuant to federal assurances given in the Idaho part C grant application, to ensure as Lead Agency that a statewide Council is established and maintained.

ARTICLE III – GUIDING VALUES

As described in Workgroup on Principles and Practices in Natural Environments, Office of Special Education Programs (OSEP) Technical Assistance Community of Practices: Part C Settings(2008, March), the agreed upon mission and key principles for providing early intervention services in natural environments are as follows:

- Infants and toddlers learn best through natural routines and everyday learning opportunities.
- Parents are their child’s first teachers. They can be the most influential and most important life-long teacher their child experiences. All families, with the necessary support and resources, can enhance their child’s learning and development.
- The primary role of a service provider is to work with and support family members and caregivers in children’s lives.
- The early intervention process and program, from initial contacts through transition, must fit the individual needs of the family and child while honoring family member’s learning styles, values, culture, and beliefs.
- Children’s and families’ needs and priorities determine functional Individual Family Services Plan (IFSP) outcomes, appropriate supports and services, and improved results for families and children.
- The family’s priorities, needs, and interests are addressed most appropriately by a primary provider who represents and receives team and community support.
- Interventions must be based on Infant Toddler Program key principles, validated practices, best available research, and relevant laws and regulations.

ARTICLE IV – COUNCIL MEMBERSHIP

1. Establishment of the Council

- a) The State of Idaho shall establish the ITCC to be comprised of at least the minimum required membership as described in the Individuals with Disabilities Education Act, Part C Regulations. Once established, the Council may, based on compelling factors related to the implementations of an effective and efficient system of early intervention supports and services, make recommendations to the Lead Agency to expand the membership, subject to approval of the Governor.
- b) Members of the Council shall be appointed by the Governor. The Lead Agency and/or the Executive Committee shall recommend membership to the Governor's office.

2. Composition

As specified in sub-section G of Part C, the minimum requirements for the Council shall be:

- a) At least 20 percent (or at least 3) of the members are parents, including minority parents of infants and toddlers with disabilities or children with disabilities ages 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities.
- b) At least one parent must be a parent of an infant or toddler with a disability or a child with a disability aged six or younger, at the time of appointment to the Council.
- c) At least 20 percent (or at least 3) of the members are public or private providers of early intervention services.
- d) One member from the State Legislature.
- e) One member involved in higher education/personnel preparation.
- f) One member from the State agency involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families and with sufficient authority to engage in policy planning and implementation on behalf of such agencies.
- g) One member from the State educational agency who is responsible for preschool services to children with disabilities and has sufficient authority to engage in policy planning and implementation on behalf of such agency.
- h) One member from the agency responsible for the State Medicaid and CHIP program.
- i) One member from the State agency responsible for childcare.

- j) One member from the agency responsible for the State regulations of private health insurance.
- k) One member designated by the Office of the Coordination of Education of Homeless Children and Youth.
- l) One member from the State child welfare agency responsible for foster care.
- m) One member from the State agency responsible for children's mental health.
- n) One representative elected from the Regional Committee Chairs (RECC).

3. Officers

The members of the Council shall elect a Chair and Vice-Chair. It is preferred that either the Chair or the Vice-Chair shall be Council members who are parents and meet the requirements of Article IV Council Membership, Section 2, Sub-section A and B.

4. Duties of the Chair and Vice-Chair

- a) The principle duties of the Chair shall be to:
 - Call the meeting to order on time and determine the presence of a quorum
 - Announce all business in the proper sequence
 - Keep order of the Council
 - Be fair and impartial and protect the rights of the members
 - Develop the agenda for meetings with the assistance of the Executive Committee
 - Appoint Chairs of standing Committees with the assistance of the Executive Committee
 - Preside over the meeting of the Executive Committee
- b) The principle duties of the Vice-Chair shall be to:
 - Preside over the meeting in the absence of the Chair
 - Assume the role of Chair if that position is vacated for any reason
 - Serve as "Chair in Training"
 - Serve as the Chair of the Bylaws and Policy and Procedure Committee
 - Serve a concurrent term as the Chair of the Council immediately following their term as Vice-Chair
- c) The outgoing Chair shall serve as an advisory ex-officio member of the Council with the same rights and responsibilities as regular members.

5. Nomination and Elections

When the Chair and Vice-Chair's term of office is ending, new Officers shall be elected by the Council members at the last meeting of the fiscal year following the requirements put forth in the Policy and Procedures Manual.

6. Eligibility

The Lead Agency may designate one or more Infant Toddler staff members to serve as ex-officio members of the Council. These members shall have all of the responsibilities, rights and privileges of members of the Council, except that such ex-officio members may not offer or vote on motions, may not serve as committee chairperson, and may not be elected to serve on the Executive Committee.

7. Expectations of Members:

Members are expected to:

- Make every attempt to attend all meetings
- Not miss more than 2 consecutive meetings in a calendar year
- Respond in a timely manner to all communications regarding Council business
- Read materials distributed before regular meetings of the Council and be prepared to conduct Council business
- Actively engage and participate during meetings and in all communications within the Council

8. Terms of Office

The terms of appointment for a member of the Council shall be 3 years and members may be reappointed. Chair and Vice-Chair terms shall be for 2 years. Any member may resign before the expiration of his/her term by notifying the Chair in writing. A member of the Council shall continue to serve until a successor is appointed. A vacancy on the Council occurring other than by expiration of a term shall be filled by the Governor for the balance of the appointed term.

9. Removal from Office

Members not fulfilling expectations may be asked to forfeit their appointment. When special circumstances exist, the Council or Executive Committee may choose to provide a remedy or relief for the member. See Policy and Procedure Manual.

10. Vacancy

When a position on the Council is vacated, the Executive Committee shall make recommendations to the Lead Agency and the Governor's office to fill the vacated position.

ARTICLE V – MEETINGS

1. Meeting Schedule, Agenda and Minutes

The Council will meet quarterly, via videoconference or regular in-person meeting during the calendar year. A summer meeting of the Council may be held for planning or training purposes. The quarterly meetings will generally be held on the first Friday morning of the designated month. Meeting dates for each year will be established at the September meeting and posted on the Infant Toddler Program website. The agenda will be sent to all members at least 7 days prior to the meeting and will be posted in public per the Idaho Open Meeting Law:

Idaho Open Meeting Law Provisions: No less than a five (5) calendar day meeting notice and a forty-eight (48) hour agenda notice shall be given unless otherwise provided by statute...The notice requirement for meetings and agendas shall be satisfied by posting such notices and agendas in a prominent place at the principal office of the public agency, or if no such office exists, at the building where the meeting is held.

Meeting minutes will be completed by Lead Agency staff, distributed to Council members within 2 weeks of the meeting, and posted on the Infant Toddler Program website.

2. Definition of Quorum

A quorum shall be required for the transaction of all business. A quorum shall be comprised of at least 50% of the Council members. If a quorum is not met, the Executive Committee may transact the business of the Council pursuant to the procedure outlined in the Policy and Procedure Manual.

A simple majority of the members in attendance at a meeting shall carry a vote and in the event of a tie vote, the Chair shall cast the deciding vote.

3. Special Meetings

Officers shall have authority to call a special meeting when warranted, with 3 days' notice to Council members. Meetings can be held by alternate methods of communication when necessary.

4. Cancellation of Meetings

A regularly scheduled meeting may be canceled due to weather or unforeseen circumstances. The cancelled meeting shall be rescheduled within the same State fiscal year.

ARTICLE VI – EXECUTIVE COMMITTEE

The Council shall establish an Executive Committee. The Executive Committee shall consist of the officers, the designated State Coordinators of Part C of IDEA, chairpersons of all Council Standing Committees, and two members at large. The Executive Committee shall act on behalf of the Council between regular Council meetings and shall meet between regularly scheduled Council meetings to transact necessary business. Minutes of the Executive Committee shall be distributed to the full Council within 2 weeks of the meeting. All actions of the Executive Committee shall be reviewed, approved or remedied by the full Council at the next regularly scheduled meeting.

ARTICLE VII – STANDING COMMITTEES

The Council shall establish standing committees and or special committees as deemed necessary to carry out the function of the Council. Chairs of standing and/or special committees must be council members and may appoint community members to participate on these committees. Committees are expected to review issues and topics as directed by the Council.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

To the extent possible, the rules of parliamentary procedure included in Robert’s Rules of Order, Newly Revised shall govern the proceedings of the Council.

ARTICLE IX – AMENDING THE BYLAWS

Any proposed amendments to these bylaws shall be submitted in writing to the Council Vice-Chair at least fifteen (15) days prior to the meeting in which action may be taken to amend or adopt the proposed changes. These bylaws may be altered, amended, or repealed by a vote of a quorum at any regular meeting. A two-thirds (2/3) majority vote of the quorum shall be required to amend the bylaws.

ARTICLE X – COMPENSATION

1. Salary and/or Benefits

Appointed members shall serve without salary or benefits.

2. Reimbursement for Members

Reimbursement for Members is provided by the Lead Agency upon the proper documentation of actual expenses for the following:

- a) Travel expenses – Actual flight costs and mileage per State approved rates
- b) Over Night accommodations as required to attend meetings
- c) Meals on travel and meetings days, not to exceed State per diem rates
- d) Child Care Reimbursement according to the rate set by the Lead Agency for “parent” members of the council as defined in Article IV, Section 2, Sub-sections A and B.

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