

Alameda County Early Care and Education Planning Council Bylaws

Article I: Purpose & Responsibilities

1. Authority

The Alameda County Early Care and Education Planning Council ("Council") was formed by the Alameda County Board of Supervisors and County Superintendent of Schools in accordance with state law. (Welfare and Institutions Code sections 10485-10487.)

2. Statement of Purpose

The Council serves as a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities (Education Code section 8499.3), and advises the County Board of Supervisors and County Superintendent of Schools on child care programs and policy.

3. Responsibilities of the County Board of Supervisors and the County Superintendent of Schools

The County Board of Supervisors and the County Superintendent of Schools shall select the members of the Council. Before making selections, the Board of Supervisors and the County Superintendent of Schools shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the Superintendent is appointed by the County Board of Education, the County Board of Education may make the appointment or may delegate that responsibility to the Superintendent.

4. Responsibilities of Council Coordinator

The Council receives staff and administrative support through the Alameda County Office of Education. An individual designated by the Alameda County Office of Education shall act as Council Coordinator to work with the Council toward Council goals, prepare agendas, post upcoming meetings in compliance with the Brown Act, take minutes for Council meetings, prepare reports to the State, develop other resources, and any other duties related to the Council.

5. Responsibilities of the Council

- By May 30 (or an identified deadline by CDE or CDSS) of each year, upon approval by the County Board of Supervisors and the County Superintendent of Schools, the Council shall submit to the California Department of Social Services (CDSS) and the State Department of Education California Department of Education (CDE) the local priorities it has identified that reflect all child care needs in the County.
- Engage and work with the Council Coordinator and other supporting staff and/or consultants employed by the entity housing the Council, as funding permits.
- Conduct an assessment of child care needs at least once every five years, as funding permits. CDSS shall prescribe and define data elements to be included in the needs assessment and shall specify the format for the data reporting. The needs assessment shall also include all factors deemed appropriate by the

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Council in order to obtain an accurate picture of the comprehensive child care needs in the County, as outlined in **WIC 10486**.

- Document information gathered during the needs assessment which shall include, but is not limited to: data on supply, demand, cost, and market rates for each category of child care in the county.
- Submit the results of the needs assessment and the local priorities identified by the Council to the Board of Supervisors (BOS) and the County Office of Education (COE) for approval before submitting them to the California Department of Social Services (CDSS).
- Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address, strengthen, and advance equity for identified needs.
- Encourage public input in the development of the Council priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
- Conduct a periodic review of child care programs funded by the California Department of Social Services (CDSS) and California Department of Education (CDE) to determine if identified priorities are being met, including funding, staffing, and quality issues.
- Collaborate with all interested parties, including, but not 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.
- Design a system to consolidate local child care waiting lists.
- 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.
- Ensure training plans are implemented to ensure efficiency, productivity, and effective facilitation of Council meetings.
- Actively participate in local quality improvement initiatives, including but not limited to Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium.
- Review and comment on policies and procedures submitted to the California Department of Social Services (CDSS) and to California Department of Education (CDE) that concern child care to be provided within Alameda County. These comments shall in no way be binding on the California Department of Education (CDE) in determination of programs to be funded.

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- Identify at least one, but no more than two members to serve as part of the California Department of Social Services (CDSS) team that reviews and scores proposals for child care services funded through the California Department of Social Services (CDSS). A Council representative shall not review and score proposals from Alameda County.

Article II: Membership

1. Composition of the Council

Council members must be Alameda County residents or individuals employed in Alameda County who are committed to supporting and working for the betterment of child care in Alameda County.

Council members are appointed by the County Board of Supervisors and/or County Superintendent of Schools. The Council is composed of no less than 15 and no more than 25 members, from the categories listed below. Every effort is made to ensure that membership reflects the racial, ethnic, and geographic population of the County. Every effort is made to ensure that categories include representation from groups that serve families and children with disabilities and other special needs.

- Twenty percent of the membership shall be consumers.
- Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county.
- Twenty percent of the membership shall be public agency representatives.
- Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.
- The remaining twenty percent shall be appointed at the discretion of the appointing agencies.

Council members should be aware of the need to attend and participate in regularly scheduled Council meetings and should have attended at least one Council meeting in the three months prior to being appointed.

2. Term of Appointments

A term for membership on the Council is three years from the appointment date, including appointments commencing before July 1, 2025. Council members may not serve more than three consecutive terms that begin after June 30, 2025. There is no limit on the total number of terms that can be served, provided they are not consecutive.

Fifty percent of the Council members must be appointed by the County Board of Supervisors and 50% by the Superintendent of Schools. The remaining one appointee must be agreed upon by the Board of Supervisors and Superintendent of Schools.

Before making selections pursuant to this subdivision, the Board of Supervisors and the County Superintendent of Schools shall publicize their intention to select the members and shall invite local organizations to submit nominations. Prior to term openings, the Executive Committee will consider all submissions and solicit additional nominees and then select and recommend to the Council nominees for open

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categories. The full Council shall then vote on nominees to forward to the Board of Supervisors and County Superintendent of Schools for appointment to the Council.

The Council shall comply with the system for new appointments, resignations, and replacements specified by the Alameda County Board of Supervisors and County Superintendent of Schools.

3. Removal

Under certain circumstances, Council members may be removed from their position by the appointing authority. Examples of the reasons that will result in an action to remove a Council member include, but are not limited to:

- Failure to remain a resident of or employed in Alameda County;
- Unexcused absences at three consecutive Council meetings; or,
- Failure to attend at least 50% of Council meetings and retreats.

Where there are grounds for removal, the Board of Supervisors and the County Superintendent of Schools shall be advised of such circumstances immediately so that a new member may be appointed to the Council.

4. Conflict of Interest

No member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.

Members shall give an initial written disclosure to the full Council of any personal, professional and agency ties which pose a conflict of interest and thereafter, annually.

5. Attendance at Meetings

Council members shall be present at the hour appointed for each regular, special or recessed meeting of the Council. When new members are appointed to the Council, they should be provided with a list of scheduled Council meetings and reminded that failure to attend warrants removal from the Council.

Article III: Officers

1. Chair Elect

A Chair Elect shall be elected every two years by Council members from within the Council membership. The election will occur prior to the first regularly scheduled meeting in July, with the term beginning on July 1. To be eligible for election as Chair Elect, a Council member must have served on the Council for a minimum of one year.

2. Chair

Following the completion of the prior Chair's term, the current Chair Elect will begin serving one term as Chair. A Chair's term will be two years beginning on July 1st. The Chair Elect serving as of June 30, 2025 shall begin a two year term as Chair on July 1, 2025.

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3. Duties of the Chair

The duties of the Chair shall be:

1. To preside at all meetings of the Council.
2. To call special meetings.
3. To work with the staff of the Council to prepare an agenda for each meeting.
4. To see that members of the public have an opportunity to comment on agenda items at the appropriate time.
5. To represent the Council at appropriate functions and events.
6. To perform all other duties necessary or incidental to the office.

In the absence of the Chair, or upon their inability to act, the Chair Elect shall take their place and perform the duties. Upon the absence or inability of both the Chair and Chair Elect to perform the duties of office, the Council members shall appoint a member to act temporarily as Chair.

Should the office of the Chair become vacant, the Chair Elect shall perform the duties of the Chair for the remainder of the outgoing Chair's term. If the office of Chair Elect becomes vacant, the vacancy will be filled by a majority vote of the Council.

4. Removal of Officers

The Chair or Chair Elect may be removed by an affirmative vote of two-thirds (2/3) of Council membership.

Article IV: Committees & Working Groups

1. Committees

The Council may establish committees of Council members on either a permanent (standing) or temporary (ad hoc) basis. From the members of each Committee, a Chair or Chairs may be selected by the Council or by the membership of the committee at the Council's discretion.

2. Working Groups

Working groups may be organized by the Chair to conduct research, gather input, or formulate recommendations to fulfill the goals or objectives of the Council. Working groups shall be open to participation by members of the public and their meeting times and agendas shall be posted in advance of any meeting. A facilitator or facilitators from the Council's membership may be selected by the Chair or their designee.

3. Executive Committee

The Executive Committee shall be composed of the Chair, the Chair Elect, and the Chairs and Co-Chairs of any then-existing committees. The Council may appoint additional members to the Executive Committee.

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The duties of the Executive Committee are to provide leadership, and policy recommendations to the Council, and to perform other duties as specified in these Bylaws. The Executive Committee shall have the authority to conduct the business of the Council between meetings of the membership. The Executive Committee shall be subject to the directives of the Council and none of its acts shall conflict with the action taken by the Council.

The Executive Committee shall review the scope and purpose of committees and working groups at least annually and shall make recommendations to the Council regarding their continuation or elimination.

Article V: Council Meetings

1. Meetings of the Council

The Council shall hold regular meetings at least bimonthly at a regularly designated place. The regular meeting calendar will be set on an annual basis and approved by the Council, including meeting places and times.

All Council meetings shall be open to the public and shall be advertised and conducted in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

Special meetings may be called by the Council Chair at any time. Each member of the Council shall be given a minimum of 24 hours notice of such meetings.

2. Agenda and Meetings Minutes

The agenda for each regular meeting of the Council and a copy of the minutes of the previous meeting of the Council shall be delivered, by electronic mail, to the members of the Council and and/or posted on the Council website at least 72 hours before the time of the meeting.

3. Order of Business

The order of business, ordinarily, shall be as follows:

1. Roll Call
2. Public Comment
3. Consent Calendar/Approval of Minutes
4. Council Business
5. Communications and Correspondence
6. Committee Reports

Time will be allotted at each meeting for public comment. Each person addressing the Council will be asked to identify themselves by name, address and (if any) the organization represented.

4. Quorum of Council

A quorum for Council meetings shall consist of a majority of the currently appointed Council.

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5. Parliamentary Rules

As necessary, the Chair shall decide on any question or point of order not contained in these Bylaws and their decision shall be guided by Rosenberg's Rules of Order.

6. Voting Requirements and Procedures

Each member of the Council, including the Chair, shall have one vote. For official business, a majority of the quorum is needed to pass a motion. Council members must be present in person at meeting or via teleconference pursuant to the Brown Act in order to vote and no proxies are to be recognized.

Article VI: Amendment of Bylaws

Amendment of the Bylaws shall be by motion and shall require an affirmative recorded vote of a majority of the members of the Council. When adopted, such changes/suspensions shall be recommended to the Alameda County Board of Supervisors and County Superintendent of Schools for their review and shall become effective upon approval.

Article VII: Effective Date

These Bylaws should be effective January 1, 2025.