

**Tulare County Council on Child & Youth Development**  
**Bylaws**  
***Approved August 15, 2024***

**Article I      Name**

The Council shall be designated the Tulare County Council on Child & Youth Development, referred to hereafter as the “Council.”

**Article II      Authority**

The Tulare County Board of Supervisors and the Tulare County Superintendent of Schools, referred to hereafter as the “Board” and “Superintendent,” on June 2, 1998, created the Council. This was done in accordance with Education Code section 8499.3, which required the formation of county level child care and development planning councils. The Council recognizes that it is the intent of the Legislature that local childcare and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.

The Early Childhood Development Act of 2020, The State of California is committed to building and strengthening an equitable, comprehensive, quality, and affordable child care and development system for the children and families in our state. In support of this goal, the Budget Act of Fiscal Year 2020-21 transfers the Local Child Care and Development Planning Councils to the California Department of Social Services (CDSS), which also transferred from the Education Code to the Welfare and Institutions Code (WIC) Division 9. Public Social Services, Part 1.8 Child Care and Development Services Act, Chapter 31. Local Planning Councils [10480 - 10487]. These changes became effective July 1, 2021.

**Article III      We Believe**

We believe that all children and families deserve **quality care** and **education**. The Council supports quality care and education by providing the **link** between the **needs** and the available **resources**.

**Article IV      Structure**

The Council shall complete the required mandates that are set in the Local Child Care and Development Planning Council Program Contract Requirements. Welfare and Institutions Code (WIC)  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?tocCode=WIC&division=9.&title=&part=1.8.&chapter=31.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=WIC&division=9.&title=&part=1.8.&chapter=31.&article=)

## **A. Governance**

In addition to funds received from the contract with the California Department of Social Services (CDSS), the Council may apply for other funds and resources to accomplish the foregoing duties and mission.

1. The Council will be governed by contracts, Welfare and Institutions Code (WIC), these bylaws, statutes and policies, and procedures that have been developed.
2. The Council defines the scope of work and activities of the Council and Council staff to meet the requirements of the contracts.
3. The Planning Council Coordinator shall act as a liaison between the LPC, the fiscal agent/contractor, CDE, CDSS, and other funders.

## **Article V Membership**

- A. The Council is composed of no more than 25 members that are jointly appointed by the Board of Supervisors and the Superintendent of Schools from each of the specific categories. Pursuant to Welfare and Institutions Code (WIC) 10485  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=WIC&division=9.&title=&part=1.8.&chapter=31.&article=2](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=9.&title=&part=1.8.&chapter=31.&article=2).
- B. The process to become a member is as follows; attend at minimum one council meeting, complete application that will be sent to the LPC Coordinator who will submit to the Executive Committee for approval. If approved, a recommendation for appointment form will be completed and submitted for final approval to either the Board of Supervisors or the Superintendent of Schools. Upon approval, membership will be granted.
- C. After June 30, 2002, all Council members will be appointed for two-year terms.
- D. Council members are expected to attend all regular and special meetings. Council members may not appoint a designee. Failure of a member to attend three consecutive meetings of the Council without proper excuse will result in a vacancy in the member's seat on the Council, and a request will be made to the appointing authority to fill the vacancy. The Council member may request approval from the Council to be absent from three consecutive meetings by providing a written request with sufficient justification for his or her absence prior to the third meeting. Following a written request by a member, the

Executive Committee may grant a leave of absence for a period of no more than six months. During a leave of absence, the member shall not be considered a member of the Council for quorum and voting purposes.

- E. Council members may apply for reappointment.
- F. Council members are unpaid volunteers and shall serve without compensation except for the reimbursement of actual expenses incurred while conducting activities on behalf of the Council that is preapproved by the Executive Committee.
- G. The appointing authorities shall make every effort to ensure that the ethnic, racial, and geographic composition of the Council is reflective of the population of the county.

**Article VI Vacancy of Membership**

- A. The Planning Council Coordinator will notify the appointing authority whenever a vacancy occurs so that they may fill the vacancy in the appropriate category.
- B. An individual appointed to fill a vacancy shall complete the unexpired portion of the term of their predecessor.

**Article VII Officers and Duties**

- A. Officers elected by the Council shall be the Chair, Vice Chair, and Secretary and shall serve a three-year term beginning in July of each year. Officers shall be limited to two consecutive terms per office.
- B. The Vice Chair shall become the Chair for the remainder of the term if the Chair becomes vacant.
- C. If the Vice Chair or Secretary positions become vacant, the Executive Committee may fill the office by appointment with the approval of the Membership.
- D. A Council officer may be removed from office by a two-thirds vote of the council.
- E. The duties of the Chair shall include but are not limited to:
  - 1. Preside over all meetings.
  - 2. Cause documents to be prepared for the approval of the Board and the Superintendent.

3. If necessary, appoint members to committees other than the Nominating Committee.
  4. Act as an ex-officio member on all committees except the Nominating Committee.
  5. Represent the Council or designate a representative at public functions.
- F. The Vice Chair shall assume the duties of the Chair when the Chair is absent or unable to perform the duties of the Chair.
- G. The Secretary and staff shall be responsible for the minutes and records of the Executive Committee and Council meetings, in the absence of the Council Coordinator.

**Article VIII Committees and Duties**

- A. The Executive Committee shall be composed of the following:
1. Chair
  2. Vice Chair
  3. Secretary
  4. Prior Council Chair
  5. The Chair will appoint one representative from the Board contingency and one representative from the Superintendent contingency.
- B. The duties of the Executive Committee shall include, but are not limited to:
1. Reviewing and approving/denying request from members to be absent from three consecutive meetings.
  2. Reviewing and approving/denying requests for a leave of absence.
  3. Setting the agenda for Council meetings.
  4. Developing guidelines for conducting Council business.
  5. Reviewing and responding to requests for letters of support from outside agencies/organizations.

6. Reviewing applications to fill Council vacancies and providing recommendations on membership to either the Board of Supervisors or Superintendent of Schools.
  7. In collaboration with the Fiscal Agent/Contractor, develop and approve the Council budgets.
  8. Provide oversight of all fiscal matters of the Council.
  9. In conjunction with TCOE Personnel Policies and a TCOE Liaison, participate in the hiring, supervision, and annual evaluation of the Council Coordinator.
  10. Provide direction to the Council Coordinator with regards to work assignments, tasks, and activities to be conducted.
- C. The Nominating Committee shall consist of five Council members, one from each category. Members will be chosen by lottery process with all appointed members being placed in the pool of potential committee members.
  - D. Additional Council Sub-committees shall be formed as needed.

**Article IX Elections**

- A. The slate of candidates shall be presented two meetings prior to the start of a new fiscal year
- B. Election of officers shall be conducted at the meeting prior to the start of a new fiscal year. If a quorum is not present at the meeting, the election of officers shall take place at the next meeting at which a quorum is present. Newly elected officers' terms shall begin July first of that year.
- C. The slate of officers must be approved by an affirmative vote of a majority of the Council members present at the meeting.
- D. If there is more than one candidate for any office, then a vote by ballot shall be taken.

**Article X Meetings**

- A. The Council will hold no more than twelve meetings per year
- B. Meetings of the Council and ad hoc committees, unless the membership is composed solely of less than a quorum of Council members, shall be held in accordance with the Ralph M. Brown Act, Government Code Sections 54950-54962.

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=2.&title=5.&part=1.&chapter=9.&article=)

- C. A meeting of the Council may be called by the Chair, the Executive Committee, or by a majority of the full Council. Notice of such meeting must be provided to any person who has previously requested notice.

**Article XI Voting Procedures**

- A. Each Council member has one vote. A quorum shall be required for the transaction of business. A quorum shall consist of a majority of appointed members.
- B. No member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter.
- C. Action taken by the Council at a meeting requires, at a minimum, a majority of a quorum of the Council members.
- D. Records shall be kept of all votes.

**Article XII Conflict of Interest**

Council members and the Planning Council Coordinator must complete Form 700 Statement of Economic Interests upon assuming/leaving office and annually by April first. No voting member shall participate in a vote if he or she has a proprietary interest in the outcome.

The purpose of this policy is to establish safeguards to prohibit members of the Council from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others. A Council member is deemed to have a conflict of interest when he/she, or a relative or business associate, has one or more of the following relationships existing with the item being discussed and voted on:

- A. Ownership of financial interest, directly or indirectly, through business investment or family.
- B. Director, trustee or officer.
- C. Employee and/or compensation arrangement.
- D. Provider of goods or services, material, or other substantial interest which may inhibit objective decision making.

Conflict of Interest Procedures:

- A. Disclose the existence of the conflict.
- B. Disclose the nature of the conflict.
- C. Abstain from discussion of or attempting to influence the decision.
- D. Abstain from voting.
- E. Physically leave the discussion table during consideration of the decision, so that it is obvious you are not participating.
- F. Ensure that the disclosure and abstention are reflected in the minutes.

**Article XIII Council Positions on Legislation**

The Council can recommend that the Board of Supervisors and the County Superintendent take a position on particular legislation that affects child care issues in Tulare County, or that affects the Council. The Council will comply with federal regulations and contract certification requirements against lobbying and will not use any federal funds for lobbying efforts, including taking positions on any legislation at the federal level.

**Article XIV Bylaws**

- A. These bylaws were originally approved by the Council, the Board and the Superintendent and became effective in December of 1998. These bylaws were amended by the Council:

*July 1, 2001*  
*November 13, 2003*  
*February 12, 2004*  
*December 8, 2005*  
*December 12, 2008*  
*April 7, 2010*  
*September 14, 2010*  
*February 9, 2012*  
*December 19, 2013*  
*July 13, 2017*  
*July 11, 2019*  
*May 13, 2020*  
*November 8, 2022*  
*August 15, 2024*

- B. These bylaws may be amended by an affirmative vote of two-thirds of those members present at any meeting provided the amendments have been submitted to the membership at least 30

calendar days following the meeting at which the amendment was proposed. The Council must approve all amendments, with notification to the Board and the Superintendent.

**Article XV Parliamentary Authority**

Unless otherwise prescribed in these bylaws or by the Council, Robert's Rules of Order, latest edition, shall guide parliamentary procedure of the Council.