**Bylaws of the (Enter Name)**

**Article 1. Name**

The name of the council is the ………………, which serves the role of the Local Interagency Coordinating Council (LICC).

**Article 2. Purpose**

The mission of the ………………. is to foster the cooperation and encourage coordination among providers in ………….. Counties to serve all children with a disability or who experience (or are at risk for) developmental delays from birth through age 5 and their families.

**Article 3. Membership**

**Section 1. Membership qualifications**

Meets the minimum requirements from KAR 28-4-565:

*The local council shall consist of members who reflect the community, including at least the following:*

*(A) A parent of a child who has received part C services;*

*(B) a representative of a health or medical agency;*

*(C) a representative of an educational agency;*

*(D) a representative of a social service agency; and*

*(E) a representative of the local tiny-k program.*

*(2) The names of local council members shall be submitted to and acknowledged by the lead agency.*

*(3) The chair of the local council shall be elected by the local council. The name of the local council chair shall be provided to the lead agency. A local council chair shall not be a local tiny-k program coordinator.*

**Section 2. Membership status**

It is the expectation for members of the ICC to:

* receive all ICC communications and announcements
* be informed of issues being addressed by the ICC
* attend 4 out of 6 general membership meetings of the ICC in the fiscal year or send a representative.
* be considered for elected office
* vote on ICC business and officer elections
* serve on standing or ad hoc committees as needed
* promote the mission, vision and standards of the ICC
* participate in ICC-sponsored activities

**Article 4. Meetings**

**Section 1. Regular meetings**

The ICC will hold general membership meetings at least on a quarterly basis. Currently, meetings are every other month (six times per fiscal year).

**Section 2. Special meetings**

Special meetings may be called by the Chairperson or upon request of four (4) members of the ICC.

**Section 3. Parliamentary Authority**

*Roberts Rules of Order, Revised* shall govern ICC Steering Committee and general membership meetings in all cases to which they are applicable.

**Article 5. Voting**

Each agency/program, each required member, and each parent representative will be allowed one vote on items; regardless of the number of agency/program members present.

There will be no proxy voting. Voting can be done electronically via email.

Conflict of Interest: No member of the ICC shall cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under state law.

* The following actions require a roll call vote and can only be approved the simple majority of voting members present:
* Election of Officers
* Amendments to the Bylaws
* Voting on boundary, fiscal, lead agency changes

**Article 6. Officers**

**Section 1. Titles**

The officers of the ICC are the Chairperson/Co-Chair and Recorder.

The ICC chair shall not be an employee of local lead agency.

**Section 2. Duties of officers**

The duties of the Chair/Co-Chairs include:

 ♦ presiding at all general meetings

♦ determining the agenda for meetings

♦ appointing Ad Hoc committee chairpersons to address special ICC issues, as needed

♦ appointing other persons as may be necessary to conduct the business of the ICC, with approval of the ICC

 ♦ serving as an *ex-officio* member of all ICC sub-committees

 ♦ signing the grant application for the provision of Infant-Toddler Early Intervention Services in the identified service delivery area

♦ carrying out any other duties as needed to promote the mission, vision and standards of the ICC

* The Chair/Co-Chair will serve a term of two years, and can be reappointed.

The duties of the Recorder include:

♦ recording minutes of all meetings of the ICC

 ♦ maintaining all ICC meeting records

♦ conducting all official correspondence of the ICC, including meeting notices, agendas, and minutes

 ♦ keeping the ICC membership list current

♦ maintaining copies of all flyers, brochures and related publications or records of the ICC activities

♦ performing other duties as assigned by the Chairperson or sub-committees

**Article 7. Committees**

If a sub-committee is needed or formed, the following rules apply.

**Section 1. Duties of committee chairpersons**

The duties of the Committee Chairpersons include:

 ♦ attending sub-committee and general membership meetings

♦ reporting committee activities to the full membership of the ICC

 ♦ providing committee meeting minutes to the ICC Secretary

 ♦ other duties as assigned by the Chairperson(s)

**Article 8. Elections**

**Section 1. Elections**

Elections of officers shall be held at the last meeting of the fiscal year.

Those elected shall assume their duties immediately upon election. Refer to voting procedures located in Article 5 of the bylaws to complete the election process.