



## Bylaws of the Washington State Interagency Coordinating Council for Infants and Toddlers with Disabilities and their Families

Ratified: July 23, 2014

### Section A: Mission Statement and Council Role

#### **Mission Statement:**

The mission of the State Interagency Coordinating Council for Infants and Toddlers with Disabilities and their Families (hereafter also referred to as "Council" and "SICC") is to advise and assist the Department of Early Learning (the State Lead Agency) and the Department of Health, Department of Social and Health Services, Office of Superintendent of Public Instruction, Department of Services for the Blind, Health Care Authority, and other participating agencies in the implementation of the statewide early intervention system according to the Individuals with Disabilities Education Act (IDEA), Part C regulations and Washington State's policies and procedures (and any WAC as adopted).

The SICC will also advise and assist the State Lead Agency and the other participating agencies in coordinating the transition of Part C eligible children into programs for three to five year olds.

#### **Role and Purpose:**

In order to carry out its mission, the Council shall advise and assist the State Lead Agency, and the other participating state agencies, on a broad range of policy and coordination issues. The SICC will promote an appreciation for the needs of children that have or are at risk for developmental delays or disabilities and will gain an understanding of the services required to address those needs.

#### **Guiding Principles:**

- Families must be involved throughout their child's participation in early intervention services.
- Early intervention services will be family centered.
- The statewide system will be community-based.
- Early intervention services will be equitably accessible to children and families statewide.
- Early intervention services will be provided in a timely, responsive, collaborative, and culturally competent manner.

**Role of the Council:**

As established by Executive Order 92-10 and reconfirmed by Executive Order 14-03 and IDEA, Part C 34CFR303.600 through 654:

- A. The Council is an advisory body. It does not have regulatory, policy-making or agency decision-making authority.
- B. The Council shall advise and assist the Department of Early Learning (DEL/ESIT), the State Lead Agency, in achieving full participation, coordination, and cooperation of all appropriate public agencies in the State as defined in the Interagency Agreement between DEL and:
  - a. Department of Health (DOH);
  - b. Department of Services for the Blind (DSB);
  - c. Department of Social and Health Services (DSHS);
  - d. Health Care Authority (HCA); and
  - e. Office of Superintendent of Public Instruction (OSPI).
- C. The Council shall advise and assist DEL/ESIT, the State Lead Agency, and other participating state agencies in coordinating and implementing the State Interagency Agreement to:
  - 1. Confirm there is a method for ensuring payment or provision of services as identified by the state interagency agreement that defines roles and responsibilities;
  - 2. Promote local interagency agreements and county plans; and
  - 3. Provide appropriate Part C early intervention services for children.
- D. The Council shall assist DEL and the other participating state agencies in coordinating, developing and implementing the statewide system of early intervention services by establishing a process that includes:
  - 1. Seeking information from service providers, service coordinators, parents, and others about any federal, state or local policies that impede timely service delivery; and
  - 2. Taking steps to ensure that any policy problems are resolved.
- E. To the extent appropriate, the Council shall assist DEL/ESIT in resolving disputes.
- F. The Council may advise and assist the Office of Superintendent of Public Instruction (OSPI) and the State Lead Agency regarding the transition of toddlers with disabilities to preschool and other appropriate services, and as defined in the State Interagency Agreement on Transition.
- G. The Council may advise and assist the DEL/ESIT and OSPI regarding the provision of appropriate services for children from birth to age three.

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- H. The Council shall work with local Interagency Coordinating Council's to enhance services and to assist local communities in meeting the needs of infants and toddlers with disabilities and their families.
- I. The Council shall advise and assist DEL/ESIT in preparing Washington State's annual application for federal assistance under the Individuals with Disabilities Education Act (IDEA), Part C, Early Intervention Section.
- J. The Council may advise and assist DEL/ESIT in preparing budgets as necessary to carry out the Council's functions.
- K. The Council shall review and approve the State Performance Plan (SPP) and Annual Performance Report (APR), that also serves as the annual report to the Governor, and other reports as required by state and federal laws.
- L. The Council may advise and assist appropriate agencies on the integration of services for infants and toddlers with disabilities.

### Section B: Membership and Expectations of Members

#### **Membership:**

As defined by Executive Order 14-03, and IDEA, Part C, the Council shall be comprised of at least 23 members, of whom a majority of the members present shall constitute a quorum. The Governor shall appoint members of the Council. The Governor shall designate a Chair of the Council. The Chair will serve for a three-year term. The Chair position will alternate between a parent and non-parent member.

Any member of the Council who is a representative of the State Lead Agency designated under 20 U.S.C. § 1435(a)(10) may not serve as the Council's Chairperson. The Governor shall designate one-third of the initial appointees to serve a one-year term, one-third of the initial appointees to serve a two-year term, and one-third of the initial appointees to serve a three-year term. Thereafter, all appointees shall serve three-year terms. Members may be appointed to serve three full consecutive terms. If a member resigns before completing a term, the Governor shall appoint a new member to serve out the remainder of that term.

To achieve a balanced membership on the Council, the Governor shall make appointments while considering, among other factors, the geographic representation, gender, and ethnic and cultural diversity and a variety of delays, disabilities or diagnoses of children represented by family/parent members.

Membership of the Council shall be as follows:

- A. Four members shall be parents of infants, toddlers or children with disabilities aged

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- twelve or younger. These members shall have knowledge of, or experience with, programs for infants, toddlers, and children with disabilities.
- B. One member shall be a parent of an infant, toddler, or child with a disability aged six or younger. This member shall have knowledge of or experience with programs for infants, toddlers, and children with disabilities.
  - C. Five members shall be public or private providers of early intervention services.
  - D. One member shall be involved in training personnel who provide early intervention services.
  - E. One member shall be from the Department of Early Learning (DEL); this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - F. One member shall be from the Department of Social and Health Services (DSHS); this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - G. One member shall be from the Department of Services for the Blind (DSB); this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - H. One member shall be from the Department of Health (DOH); this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - I. One member shall be from the Health Care Authority (HCA); this appointee shall be someone who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - J. One member shall be a representative designated by the Office of Superintendent of Public Instruction (OSPI); who has sufficient authority to engage in policy planning and implementation on behalf of the agency.
  - K. One member shall be from the State Legislature.
  - L. One member shall be from Washington Head Start.
  - M. One member shall be from the Office of the Insurance Commissioner.
  - N. One member shall represent the Bureau of Indian Affairs or Indian Health Services.

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- O. One member shall represent county human services.
- P. One representative shall represent the military.

**Expectations of Members:**

- A. Members are expected to make every attempt to attend all meetings. When a Council member misses three (3) consecutive meetings, they may be asked to forfeit their appointment.
- B. Council members are strongly encouraged to serve on and/or assist with at least one standing committee.
- C. Any member may resign before the expiration of his/her term by notifying the Chair in writing, preferably at least 30 days prior to the date of resignation.
- D. Members who represent state agencies shall have sufficient authority to engage in policy planning and implementation on behalf of the agencies they are representing. When state agency representatives do not have sufficient authority, the state agency member shall communicate with the leadership that has sufficient authority about key SICC issues. State agency representatives will then be able to express opinions on behalf of the agency they are representing.

Section C: Committees

- A. The Chair shall preside at all meetings of the SICC. The Chair shall be an Ex-Officio member of all committees.
- B. Each standing committee shall recommend a Chair to the Council Chair. The committee Chair must be a SICC member. The Council Chair will appoint all committee Chairs. Committees will make a report at each SICC meeting. Standing Committees are:
  - 1. Data Committee
  - 2. Family Leadership and Involvement Committee
  - 3. Funding Committee
  - 4. Personnel and Training Committee
  - 5. Public Policy Committee
- C. The SICC will review the need for and status of all its committees and make modifications as necessary to carry out Council business.
- D. Ad Hoc Committees will be formed as necessary. Ad Hoc Committees are time limited and for a specific purpose. Ad Hoc Committees shall forward updates, reports, and recommendations to the Council for action.

Section D: Meetings and Other Business

- A. The Council shall meet at least quarterly and in such places as it deems necessary. Council meetings shall be open to the public. The agenda will be posted on the DEL/ESIT website prior to each meeting.
- B. The public shall have an opportunity for formal comment at a designated time set on each meeting agenda. If the individual providing comment would like their comment to be included in the meeting minutes, they must provide a written summary to the SICCC Chair.
- C. The Council, at the end of each quarterly meeting, shall recommend a tentative agenda for the next meeting. The recommendations will address the following:
  - 1. Key issues to be discussed
  - 2. Information and reports to be given
  - 3. Emerging issues to be considered
- D. All members are voting members. No member of the council may 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.
- E. The Council shall conduct official business only when a quorum is present. A majority of the members present shall constitute a quorum.
- F. Roberts' Rules of Order will be used as a framework for procedures and definitions. The presiding Chair may vote whenever his/her vote will become the tiebreaker.
- G. The Council will determine the annual meeting schedule at a regularly scheduled meeting. Cancellation or modification of meeting dates shall be at the discretion of the presiding Chair.
- H. Any member of the Council may propose changes to the Bylaws at a regularly scheduled meeting. The Council will consider approving or rejecting the proposed changes to the Bylaws at the following scheduled meeting. An amendment to the Bylaws will be made when a majority of the members present, by consensus, approve the proposed changes.
- I. The Governor, DEL, the presiding Chair, or 20% of the membership may call other meetings. As needed, SICCC members may request special meetings from the SICCC Chair.
- J. DEL shall be the designated State Lead Agency and shall provide administrative and staff support to the Council and Committees.
- K. The Council, its activities and administrative support, and membership appointments, shall be funded exclusively from, and are contingent upon, monies received under IDEA, Part C.
- L. Council members may be reimbursed for expenses incurred in the performance of their duties in accordance with RCWs 43.03.050 and 43.03.060 and DEL policies. Parent representatives may also be reimbursed for necessary child care.