SKAGIT COUNTY INTERAGENCY COORDINATING COUNCIL

Dba Children’s Council of Skagit County

BYLAWS

ARTICLE I

MISSION STATEMENT

The mission of the Skagit County Interagency Coordinating Council (ICC) is to establish a county wide coordinated system for all agency referral and case management to assure access to services for all families with young children in Skagit County.

VISION STATEMENT

Together community members and agencies empower and enrich the lives of young children and their families in Skagit County.

ARTICLE II

PURPOSE

The Skagit County Interagency Coordinating Council shall establish priorities for discretionary funding associated with Public Law 108-446 Part C and any other resources received. It will facilitate policy development and coordination of services for young children, birth to three years old, and their families, some of whom may be at risk for developmental delay.

ARTICLE III

GENERAL MEMBERSHIP

Section I – Composition

The ICC shall seek to include members representing, but not limited to, public and/or private providers of services to young children and their families in Skagit County, the local Health Department, the school districts, the Department of Social and Health Services, libraries, higher education, community leaders, as well as a physician representative and family members some of whom have a child with a disability.

To become an active member of the council, an attendee of the Council may submit an Organizational Membership form after attending three meetings in a twelve month period. Membership may be granted after completion and receipt of the enrollment form. There will be up to five community member, non-affiliated, memberships. The Board of Directors shall approve all applications. All enrollment forms shall be granted upon majority vote of the Board. Chair/Vice-Chairperson shall notify applicant of their membership status.

Section II – Member in Good standing: General Members shall have voting rights as long as they are members in good standing. Good standing is defined as having an approved enrollment form and attending three meetings in a twelve month period.

Section III – Vote- Each general member in good standing may have one vote (1 vote per represented agency).

Section IV-Non-voting membership: Any person who attends a meeting shall be a non-voting member until enrollment form is received and voted on by the Executive Board.

ARTICLE IV

BOARD OF DIRECTORS

Section I – Board Composition

For the purposes of this organization, the Board will consist of no more than 12 members. The Board shall seek to include, but not be limited to, members representing the following categories taking into consideration geographic and demographic reach:

 Children

 Parents/Families

 Child Care & PreK Providers

 K-12 Schools

Skagit Valley College Early Childhood Education Program

 Systems

 Communities

 ESIT/Child Find

Connections Conference

The Executive Board is comprised of the Chair, Vice Chair, Past Chair, Secretary, and Treasurer.

Section 2 – Management of Council’s Business by the Board

Subject to the provisions of any applicable law or any limitations in the Articles of Incorporation, the activities and affairs of the council shall be conducted and all council powers shall be exercised by or under the direction of the Board, provided that the Board has ultimate direction and decision-making powers for the activities of the council. The Board may delegate the management of its activities to any person or persons or committee. The Board has the authority to employ or authorize the employment of such persons, as it may deem necessary for accomplishing the objectives of the council.

Section 3 – Election of Board Members

Executive Board members shall be elected by the nomination process. This will require a majority vote of existing general members present.

Seven (7) days in advance of the annual meeting, nominations shall be submitted to all members containing a list of nominees.

The Executive Board will appoint all other Board of Director sectors based on the composition outlined above.

Section 4 – Term of Office

The Chair will be elected on even years and serve a one year term as Chair followed by a one year term as Past Chair.

The Vice Chair will be elected on odd years and serve one year as Vice Chair and rotate into a nomination for the Chair position on even years.

The Secretary will be elected on odd years and serve a two year term.

The Treasurer will be elected on even years and serve a two year term.

The officer shall take office immediately after election and serve until a respective successor is elected. Consecutive terms may be allowed.

Appointed Board Members will serve a minimum of two years from appointed date.

Section 5 – Vacancies

Vacancies occurring on the board between annual meetings may be filled at any regular or special meeting called for the purpose. Elections shall be in effect until the next annual meeting or until successor Board members are elected.

Section 6 – Removal

A Board member may be removed from the Board for just cause by the decision of the remaining members. Notice of the proposed removal of a member shall be given to all members at least fourteen days prior to the date of the meeting at which time such removal is to be decided upon. Such notice to the members must state cause for the proposed removal.

Section 7 – Compensation

Board members shall receive no compensation for their services. Board member shall receive payment for reasonably incurred expenses for attendance at Board meetings or for other necessary business of the organization as may be determined by the Board.

ARTICLE V

MEETINGS

Section 1 – Annual meeting

The Board and Council shall hold an annual meeting for the purposes of reviewing activities of the previous year, electing Board members and gathering input for the coming year.

Section 2 – Regular Meeting

There shall be monthly meetings of the Council at a regularly scheduled date, time and location designed by the Chairperson(s).

Section 3 – Special Meetings

Special meetings of the Board may be held at any place, at any time, whenever called by the Chairperson, Vice Chair or Secretary or any two (2) Board members. Notice of the time, place, and nature of such special meetings shall be communicated to each Board member at least five (5) days prior to any special meeting.

Section 4 – Quorum

A quorum shall consist of a majority of members present at the meeting.

ARTICLE VI

 DECISION MAKING PROCESS

Section 1 – the Process

The decision making process of the Board shall be by consensus which shall be defined as creating a decision which takes into account all positions and uses a vote only as a last resort. Election of new members to the Board at the annual meeting or to fill a vacancy shall, however, be accomplished through the nomination and election process as defined by Robert’s Rules of Order.

Section 2 – Conflict of Interest

A conflict of interest exists when a Board member participates in the actual decision of the Board on a matter in which the member has direct personal and/or financial interest. When such a matter is raised, the member shall declare immediately the conflict and the nature of the conflict.

ARTICLE VII

OFFICERS AND COMMITTEES

Section 1 – Chairperson

The Chairperson shall act as the chief executive officer of the organization and subject to the control of the Board, shall exercise general supervisory direction and control of the affairs of the organization. When authorized by the Board, the Chairperson shall have powers to make and execute contracts and other instruments in the ordinary business of the corporation. The Chairperson shall have such other powers and duties as the Board may from time to time prescribe.

Section 2 – Vice Chair

The Vice Chair shall perform all responsibilities of the Chairperson when the Chairperson is not available.

Section 3 - Secretary

The Secretary shall record all decisions and proceedings of all meetings of the Board and shall at all times maintain the complete record at the principal place of business of the organization. The Secretary shall give notice of all meetings in accordance with these Bylaws and shall have custody of the original copy of the Bylaws and all amendments thereof. The Secretary shall have such other powers and duties as the Board may from time to time prescribe.

Section 4 – Treasurer

The Treasurer shall have oversight of all funds and securities of the corporation and shall keep, or cause to be kept, full accurate accounts of receipts and reimbursements in books belonging to the organization and shall deposit all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board. The Treasurer shall ensure disbursement of funds of the corporation as may be ordered by the Board, making proper vouchers for such disbursements, and shall render to the Board at its regular meetings, or whenever it may require, an account of all transactions and of all financial conditions of the corporation. The Treasurer shall have such other powers and duties as the Board may from time to time prescribe.

Section 5 – Committees

For the purpose of this organization the following committees are considered standing committees with representation on the Board:

 Education/Professional Development/Connections Conference

 Parent to Parent

 Part C Services/Family Resources Coordination

 Public Awareness/Child Find

Prenatal to Three Providers

Skagit County Autism Partnership (SCAP)

Membership

The Chairperson may appoint additional committees to work on projects as needed. All such committees will report to the Board.

ARTICLE VIII

AMENDMENTS

Section 1 – Procedure

These Bylaws of the organization may be amended at the Annual Meeting or any regular or special meeting provided that a full presentation of such proposed amendments shall have been forwarded to all members of the Board at least seven (7) days prior to the meeting.

Section 2 – Effective Date

Amendments shall become effective at the time of passage unless a later date is established in the motion to amend.

Original Date: October 16, 1989

Revision Date: September 6, 2006

Revision Date: May 7, 2014

Revision Date: March 14, 2018