

**WAYNE COUNTY INFANT-TODDLER INTERAGENCY COORDINATING
COUNCIL (WC ICC)
BYLAWS**

ARTICLE I

NAME: The name of this body shall be the Wayne County Infant-Toddler Interagency Coordinating Council, (WCITICC), from now on called ICC, the coordinating body for the Early On System.

ARTICLE II

SUMMARY-PART C: Part C of Public Law 99-457 of IDEA is designed to build upon existing state systems of early intervention services and to facilitate the development of improved, comprehensive and coordinated service delivery systems. No one agency has the funding resources, services, or authority to provide all appropriate early intervention services for all infants and toddlers at risk, with developmental delay, or other established conditions. Part C underscores the concepts of interagency coordination, by acknowledging that even in states (such as Michigan), which currently provide a Free Appropriate Public Education (FAPE) from birth to children identified as eligible, no single agency can provide all services to all children with special needs or exhibiting a developmental delay.

ARTICLE III

PUPOSE AND GOALS: The members of the ICC shall participate in activities whose purpose is to advise and assist the lead agency Wayne RESA, department of public health, community mental health agencies, and other ICC members in planning for interagency coordination of services to eligible children birth through three years old and their families residing in Wayne County. The activities of the ICC are intended to promote the following goals:

1. To share and disseminate information and procedures regarding the development and expansion of early intervention services.
2. To support collaboration of public and private human service systems, towards mutually agreed upon outcomes on behalf of young children and their families.
3. To offer services that are:
 - a. Culturally diverse
 - b. Family focused
 - c. Community based
 - d. Involve the family in partnership in all levels of planning
 - e. Provided in the natural environment.
4. To empower parents to act on behalf of their children and family. To inform and

educate the community with respect to established conditions, developmental delays and factors that place children at-risk for educational failure.

5. To assist in developing and coordinating education and training for professionals and parents concerned about children with special needs.
6. To support case consultation and coordination to community agencies (Head Start, child care, infant mental health, etc.) involved with families in Early On.
7. To increase the development of community services for children eligible for Early On.
8. To assist in the development and coordination of additional and alternative intervention resources as needed.
9. To communicate with the Great Start Collaborative-Wayne and other governing bodies and agencies at local, state and federal levels regarding the needs of all children and families.

ARTICLE IV

SECTION I: MEMBERSHIP

- A. The ICC shall have a representative from each of the following major systems, including: Department of Health and Human Services, public health departments, community mental health agencies, and education.
- B. In addition, the ICC shall have standing representatives from the following categories of institutions and/or community groups;
 1. University or colleges personnel
 2. Head Start and Early Head Start
 3. Child advocacy organizations
 4. Hospital
 5. Individuals who represent the community at large and are knowledgeable regarding the needs of young children and families.
 6. Parents (20% of Council Representation) with children twelve and younger that participated in Early On.

NOTE: The composition of the ICC shall reflect the diversity of the county. The Early On Part C Coordinator is a non-voting member.

SECTION II: EXECUTIVE COMMITTEE

- A. ICC officers shall be elected by the ICC membership.
- B. The Chair shall serve a 2-year term.
- C. The Vice Chair shall serve a 2-year term and the following year shall serve as Chair
- D. The Secretary shall serve a 2-year term and may be reelected without limit.
- E. The parent shall serve a 2-year term and may be reelected without limit.
- F. Eligibility for office shall be active membership as an ICC member.
- G. Other Roles and Responsibilities.

CHAIR – shall work closely with the Part C Coordinator and Lead Agency towards

insuring the implementation of Part C mandates and ICC activities and/or special projects, develop agendas and preside at ICC meetings, assist in the on-going dissemination of information and public speaking regarding the purpose and programs of Part C, vote only in the event of a tie or deadlock. The Chair will serve as a member of the Executive Committee.

VICE CHAIR – shall substitute for the Chair in presiding over meetings and developing agendas, provide support and direction to ad hoc teams, along with the Part C Coordinator, and assist in the on-going dissemination of information and public speaking regarding the purpose and programs of Part C. The Vice-Chair will have voting capacity. After 2 years, the Vice-Chair will assume the position of Chair and serve in that capacity for a 2-year term.

SECRETARY – shall take ICC minutes, collect program reports and email both to the list serve after each meeting.

PARENT REPRESENTATIVE – to insure parents' interests are addressed.

PART C COODINATOR – serves as a liaison between state and local agencies to advocate on behalf of Wayne County Early On families.

- H. The ICC shall have an Executive Committee that serves as a standing steering body with the following responsibilities;
1. Function on the behalf of the ICC in emergency and/or crisis situations
 2. Review and assist Part C coordinator in the establishment of the area service plan.
 3. Take interim actions, subject to final approval by the full ICC.
 4. Gather and review information on important issues for the ICC.
 5. Form ad hoc or subcommittee to address Early On – Wayne County issues.

The Executive Committee shall be comprised of the Chair, Vice-Chair, Secretary, Wayne RESA Representative or Part C Coordinator, and a Parent Representative. The Part C coordinator is a non-voting member. All remaining members of the Executive Committee shall have a full voting rights for those items considered, subject to ICC review and the mandates of Part C. The immediate past Chair will serve as an ex-officio member of the Executive Committee in an advisory capacity to the Executive Committee and shall have voting rights.

Transition Plan

The current Chair will assume the position of ex-officio member of the Executive Committee at the end of his or her term. The current Vice-Chair will have the option of assuming the position of Chair. The current Secretary and Parent Representative will complete their terms. The November elections will fill the following positions: Vice-Chair, Secretary and Parent Representative every two years on the even year.

SECTION III: MEETINGS

- A. Regular Meetings are held bi-monthly.
- B. Special Meetings may be called by the Chair or at the request of at least 3 ICC members. There must be advance notification.
- C. New Business Requiring a Vote by the ICC membership will receive an agenda within a week prior to a meeting with new business items included.
- D. Executive Committee Meeting schedule will be determined by the Chair.
- E. Virtual Meetings will occur due to events that pose a health and safety risk to attendees.

SECTION IV: COMMITTEES

- A. *Nominating Committee* – an ad hoc team of at least two ICC members, selected by the Chair, will convene in September of the even years to identify nominees. The committee will develop a slate to be voted on in November by the ICC membership.
- B. Ad hoc committee may be established by a simple majority vote of the ICC membership at its discretion.
- C. *Voting Procedures*
 - 1. *ICC Quorum* – Not less than 51% of the voting membership must be present for a vote. A simple majority of the voting members shall be required for action. (The ICC Chair is not a voting member with the exception of a tie vote.)
 - 2. *Partners* – Each major Part C Partner may have more than one representative present, however, only one vote per system shall be duly counted, (i.e., education, public health, community mental health, agencies).
 - 3. *Virtual Meetings* – voting will take place with a partner role call
- D. *Absences* – Three absences from ICC meetings in one year shall constitute grounds for a request for an alternative ICC member from the person's agency. There is no distinction between excused and unexcused absences. (Parents are exempt, however, they are required to communicate their absence to an executive committee member prior to the meeting.)
- E. *Resignation of the Chair of Other Officers* – resignation shall be effective upon receipt by the ICC.
- F. *Vacancies* – A special election shall be conducted to fill any vacancy on the executive board.
- G. In the event that an officer cannot complete their term, a special election will be held at the ICC meeting following the officer's resignation.

ARTICLE V

The ICC supports the concept and implementation of a partnership throughout Wayne County. Wayne RESA serves as the lead agency for Early On. The budget as all other areas of the ICC will flow from a collective, democratic process involving all levels of the ICC in cooperation with the lead agency. Within the spirit of that partnership, the following items will serve as the framework for a) the Budget Development Process, b) RESA Responsibilities for

Coordination as the local Lead Agency and c) Part C Coordinator Responsibilities.

SECTION I: BUDGET DEVELOPMENT PROCESS

- A. The Part C Coordinator will work cooperatively with the Lead Agency towards creating a Categorized Budget that reflects a formula for budget distribution. Budget reports will be provided. The ICC will review and approve the annual budget prior to its submission to the state.
- B. The Lead Agency will determine the formula to allocate federal funds for:
 - 1. The Lead Agency Administration and Part C Coordinator
 - 2. Partner agencies will receive funds to support Early On compliance with service plan priorities, IFSP development and training.
- C. Partner Reports shall be presented at ICC by recipients of Early On funds.

ARTICLE VI

Amendment of Bylaws

There will be written notice 30 days prior to a meeting at which amendments to the bylaws will be considered, along with the proposed change and rationale. These bylaws are created and placed into effect by the ICC in cooperation with the Lead Agency and may be amended or changed by the affirmative vote of the majority of the ICC members at any regularly scheduled meeting of the ICC, provided a quorum is present.

These bylaws were reviewed, updated and approved on April 22, 2020.