

Connecticut Interagency Coordinating Council

By-Laws

Approved as amended on August 20, 2009

Article I – Name

The name of this organization shall be the Connecticut Birth to Three Interagency Coordinating Council, herein referred to as the “Council” or “SICC”.

Article IA – Vision Statement

To maximize the potential of every young child served by Part C services under IDEA.

Article IB – Mission Statement

To provide collaborative leadership, advocacy, to promote appropriate family-centered education for the benefit of infants, toddlers and their families served by the Connecticut Birth to Three System. Support partnerships that promote choice and guide early intervention in natural settings.

Article II – Functions

The Council shall: (1) Assist the lead agency in the effective performance of the lead agency’s responsibilities under Part C of the Individuals with Disabilities Education Act, including the sources of fiscal support for early intervention services and programs, assignment of financial responsibility to the appropriate agency, promotion of interagency agreements and preparing applications and amendments required pursuant to federal law; (2) advise and assist the Commissioner of the lead agency and other participating agencies in the development of standards and procedures under Part C of the Individuals with Disabilities Education Act; (3) advise and assist the Commissioner of the Department of Developmental Services and the Commissioner of the State Department of Education regarding the transition of children with disabilities to services provided under sections 10-76a to 10-76h, services provided under section B of the Individuals with Disabilities Education Act; (4) advise and assist the Commissioner in identifying barriers that impede timely and effective service delivery, including advice and assistance with regard to interagency disputes; and (5) prepare and submit an annual report to the Governor and the General Assembly on the status of the Birth to Three System.

At least thirty days prior to the Commissioner’s final approval of rules and regulations pursuant to Part C of the Individuals with Disabilities Education Act (other than emergency rules and regulations), the Commissioner shall submit proposed rules and regulations to the Council for its review. The Council shall review all proposed rules and regulations and report its recommendations thereon to the Commissioner within thirty days. The Commissioner shall not act in a manner inconsistent with the recommendations of the Council without first providing the reason for such action. The Council, upon a majority vote of its members, may require that an alternative approach to the proposed rules and regulations be published with the notice of the proposed rules and regulation pursuant to chapter 54 of the general statutes. When an alternative is published pursuant to this section, the Commissioner shall state the reasons for not selecting such an alternative approach.

Conflict of Interest – No member of the Council shall cast a vote on any matter that is likely to provide a direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.

Article III – Membership

- (a) The lead agency shall establish a Birth to Three Interagency Coordinating Council and shall provide staff assistance and other resources to such Council. The Council shall consist of the following members who shall be appointed by the Governor as follows: (1) no fewer than 20% of the total membership of the Council shall be parents, including minority parents, of children with disabilities twelve years of age or younger, with knowledge of, or experience with, programs for children from birth to thirty-six months of age with disabilities, at least one of whom shall be a parent of a child with a disability who is six years of age or younger; (2) two members of the General Assembly at the time of their appointment, one of whom shall be designated by the president pro tempore of the Senate; (3) one person involved in the training of personnel who provide early intervention services; (4) one person who is a member of the American Academy of Pediatrics; (5) one person from each of the participating agencies, who shall be designated by the Commissioner or Executive Director of the agency and who have authority to engage in policy planning and implementation on behalf of the agency; (6) not less than 20% of the total membership of the Council shall be public or private providers of early intervention services; (7) a representative of a Head Start program or agency. The Governor shall designate the Chairperson of the Council who shall not be the designee of the lead agency.
- (b) Appointments shall be for a term of three years with the option of reappointments by the appointing authority.
- (c) An orientation to the SICC will be offered to all new appointees. Orientations will be designed and facilitated by the SICC with the support of the lead agency staff.
- (d) The Council shall meet at least quarterly and shall provide public notice of its meetings, which shall be open and accessible to the general public. Special meetings may be called by the Chairperson or shall be called at the request of the Commissioner of the lead agency.
- (e) Council members who are parents of children with disabilities shall be reimbursed for reasonable and necessary expenses incurred in the performance of their duties on the Council.

Article IV – Officers

The officers of the Council shall be a Chairperson, Vice-chairperson, and a Recording Secretary with preference given to a parent member in at least one of these roles.

Chairperson

The Governor shall appoint a Council member who is not employed by the lead agency to serve as Chairperson. In the absence of the Chairperson and vice-chairperson, the Council shall elect by a majority of the members present, if a quorum is present, a Chairperson pro tempore, who shall perform the duties of the Chairperson during the absence of the Chairperson and Vice-Chairperson. The Chairperson shall be the presiding officer to the Council and shall have the same right to vote on pending questions as any other member. The Chairperson, or the Chairperson's designee, shall be the member authorized to speak publicly for the Council.

Vice-chairperson

The chairperson shall accept intentions from and will appoint a member of the Council to serve as the Vice-chairperson, pending approval from a majority of appointed Council members. The Vice-chairperson shall act in the absence of the Chairperson and shall assume such duties as may be delegated by the Chairperson.

Recording Secretary

The Chairperson shall appoint a member of the Council to serve as the Recording Secretary, pending Council approval from a majority of appointed Council members. The Recording Secretary shall ensure that accurate minutes of all Council meetings are taken and distributed. Council correspondence shall be generated and distributed by the recording secretary's or Chairperson's designee.

Article V – Executive Committee

The Executive Committee shall consist of the Chairperson, Vice-chairperson, Recording Secretary, and the Chairs of the existing standing committees. Executive committee meetings will be held as needed. Meetings are open to the public and notice will be posted on the Birth to Three website at least one business day prior. The Council may empower the executive committee to take action and make decisions on its behalf.

Article VI – Council Procedures

(a) Regular Council Meetings

All Council meetings shall be open to the public. Regular meetings of the Council shall be scheduled, published, and files in accordance with the law. There shall be at least four regular meetings held each state fiscal year.

(b) Receipt of Reports

Receipt of any report by the Council shall not be construed as approval of the content of the report.

(c) Agenda

The agenda shall be prepared by the Chairperson in consultation with the lead agency. Members may submit to the Chairperson items to be included on the agenda. Agendas will be available at least 24 hours prior to each regular meeting.

(d) Parliamentary Authority

At the Chairperson's discretion, the Council may conduct its business pursuant to the latest edition of Robert's Rules of Order.

(e) Attendance

Participation in SICC meetings by all members is critical to the success of the SICC in meeting its mission. In the event a Council member shall miss one-third of the scheduled Council meetings in a twelve-month period, the Chairperson of the Council shall have the right to ask the Governor or appropriate designated authority to remove the absent member and refill the vacancy thereby created.

(f) Resignation

Resignation of a SICC member shall be confirmed in writing to the Governor of the State of Connecticut and the Chairperson of the SICC. Upon the occurrence of any vacancy in the SICC, the governor of the State of Connecticut shall be requested to fill the vacancy.

(g) Alternates

An appointed member of the SICC may appoint an alternate to substitute for him/her for a one year term. Each alternate must represent the same constituency as the appointed Council member. The alternate will have voting rights for the year they are serving as an alternate.

(h) Quorum

A simple majority of the members of the Council shall constitute a quorum for the transaction of business.

(i) Votes

Unless otherwise required, all questions pending before the Council shall be decided by a majority of the members of the Council present. "Present" means physically in the meeting

groom or by electronic equipment as provided for in Section 1-18a(b) of the Connecticut General Statutes. A Council member may abstain from voting if the vote is on an issue that may represent a conflict of interest for the member.

(j) Public Participation

The Council shall schedule time during each regular meeting for public participation. During public participation, the Chairperson shall recognize speakers, request proper identification, and maintain proper order. The Chairperson shall allot a reasonable time for each speaker. The Council shall hear only concerns, views, and opinions which are within the jurisdiction of the SICC.

(k) Minutes

The action taken by the Council shall be recorded in its minutes. A member may request that his or her remarks be made part of the minutes, and shall state same as briefly as possible. The approved minutes, along with the printed agenda and related materials, shall constitute the official record of the Council.

(l) Standing Committees

Standing committees will be determined yearly based upon the needs of the statewide system or early intervention. Each committee will be co-chaired by two SICC members, one being a parent member. Committee membership will be open to both SICC members and non-members.

Article VII – Suspension of the By-Laws

Any provision of Article VI may be suspended at any regular meeting of the Council by a majority of the Council members present when a quorum of the Council members is present. Suspension of the By-Laws shall be for a specified purpose. Provisions of the By-Laws incorporating statutory provisions may not be suspended.

Article VIII – Effective Period

These By-Laws shall take effect upon adoption of the Council.

Amendments

These By-Laws may be amended at any regular meeting of the Council or at any special meeting where the proposed amendment is included on the agenda by an affirmative Council vote cast by two-thirds of appointed Council members.