



Child Care and Development Local Planning Council

## Bylaws

### Article I Name

The San Diego County Child Care and Development Local Planning Council shall be referred to hereafter as the "LPC" or "Council".

### Article II Establishment and Authority

The LPC was formed by the San Diego County Board of Supervisors and the County Superintendent of Schools in accordance with state law. (San Diego County Administrative Code Article XVI, §266 et seq.; Welfare and Institutions Code §10485 – 10487 et seq.)

### Article III Intent and Purpose

The LPC aims to enhance child care services in San Diego County by setting local priorities, developing a comprehensive plan, and leveraging resources. It advises local and state bodies on child care issues, reviews relevant legislation, and adapts its work based on current needs and resources.

The primary goals of the LPC are to:

1. Establish and regularly update local priorities for maintaining, expanding, and improving child care services in San Diego County.
2. Develop a comprehensive county-wide child care plan that includes all children, following state guidelines.
3. Review and evaluate legislation affecting child care.
4. Assess the child care needs in San Diego and incorporate them into setting priorities and developing a local plan.
5. Maximize local, state, federal, and private resources for both child care development and the local child care plan.
6. Serve as an advisory and planning body to the County Board of Supervisors, the County Superintendent of Schools, and the State Departments of Education and Social Services on child care issues.

The specific work activities of the LPC will vary depending on state legislation, current needs, and available resources.

### Article IV Membership

1. Composition  
Membership composition shall be as set forth by the establishing authority – County Board of Supervisors and County Superintendent of Schools. As authorized by the establishing ARTICLE XVI CHILD CARE AND DEVELOPMENT PLANNING COUNCIL ordinance, the LPC may designate ex-officio representatives as necessary. The LPC shall offer one designated and one alternate ex-officio representative from each of the partners required and suggested by Quality Counts California (QCC) for local consortium, as listed below. It is understood that some agencies may hold overlapping representation.

QCC Required Partners



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- Local Lead Agency for: QCC, CSPP QRIS Block Grant, and IMPACT
- Local First 5 Commission
- Local Child Care Planning Council
- Local Educational Agency
- Local Resource and Referral Agency and Foster Child Care Bridge
- Local Alternative Payment Program
- Local Institution of Higher Education

### QCC Suggested Partners

- Local Tribal Representative
- Local Health and Human Services Agency
- Local Special Education Local Plan Area
- Local Branch of Community Care Licensing, Department of Social Services

These ex-officio representatives will serve as liaisons to their respective agencies. Ex-officio representatives will not be subject to the membership attendance requirements of the LPC and will not vote at meetings of the LPC.

### 2. Selection Process

The member selection process will start in March of each year and will follow this timeline as closely as possible. This timeline is subject to change based on annual needs. March through April, the Executive Committee will review, revise if needed, and approve the membership application, applicant communication/messages, rubric, and timeline. Recruitment will occur May 1 through June 30 each year. In mid-July the Member Selection Committee, inclusive of ex-officio members, individually review and score each application. By the end of July all scores are collected and averaged. In August ex-officio members from the Member Selection Committee review the averaged scores together, then start the selection process. By September ex-officio members of the Member Selection Committee will be prepared to present the selection list to the Executive Committee and then the Chair of the Member Selection Committee, or LPC Coordinator, will present the selection list to the full Planning Council. The Planning Council will vote to approve the membership list in September or October. The County Superintendent of Schools and Board of Supervisors will review and approve the membership list by January. The approved list will be submitted to the state as required.

### 3. Term

LPC member terms shall be as set forth in the establishing authority.

### 4. Resignation

Any member may resign by giving written or e-mail notice to the LPC.

### 5. Vacancies

The LPC Chair shall notify LPC members and the office of the Clerk of the Board of Supervisors when a position becomes vacant. When a vacancy occurs during the term of office of any member,



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the LPC shall select an alternate previously approved by the County Board of Supervisors and the County Superintendent of Schools to fill the vacancy for the remainder of the calendar year. If a previously selected alternate is not available, the vacancy shall remain open for the remainder of the calendar year.

General membership appointments will be made as terms expire and to fill vacated positions. On an annual basis, LPC members will solicit and/or review nominations received and make recommendations to the County Board of Supervisors and County Superintendent of Schools for appointments of new members and alternates to fill vacancies. An annual list of persons interested in being nominated to the LPC shall be kept as a pool for future appointments.

### 6. Attendance

Any member or alternate who fails to attend 3 LPC meetings within a calendar year will be subject to loss of their appointment, and a vacancy shall be created, which shall be filled pursuant to Article IV, Paragraph 5. Vacancies may be stayed should a member provide evidence of extenuating circumstances to the Executive Committee for consideration.

### 7. Training

All members, ex-officio and appointed or reappointed, and supporting staff must complete ethics training as required by Government Code section 53235 (every 2 years). Such training shall be completed on or before January 31st of the year of their appointment or reappointment. Lack of completion will result in dismissal from the Planning Council. A link to online training through the Fair Political Practices Commission can be found at: <https://locaethics.fppc.ca.gov/login.aspx>.

All members, ex-officio and appointed or reappointed, and supporting staff must complete training on the Brown Act. Such training will be provided annually. Lack of completion will result in dismissal from the Planning Council.

All new members and new supporting staff must complete a New Member Orientation which includes information related to resources available on the LPC website, LPC history, LPC structure, and general overviews of committees, policies, and practices including but not limited to the Brown Act, Roberts Rule of Order, and LPC related Welfare and Institutions Code.

## Article V      Structure

### 1. Officers

A Council Chair will be elected every two years from within the membership of the LPC, by LPC members, preceding the first regularly scheduled meeting of each even-numbered calendar year. The Chair must have a minimum of one-year active participation in the LPC preceding election to the chair. The Chair shall serve a term of two years and may serve consecutive terms. The Chair shall preside over all regular meetings and may call special meetings, if necessary. Other responsibilities include reviewing annual reports to the Board of Supervisors and representing the LPC at public functions.



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A Council First Vice Chair shall be elected every two years, preceding the first regularly scheduled meeting of each odd numbered calendar year. The First Vice-Chair shall serve a term of two years and may serve consecutive terms. The First Vice Chair shall assume the responsibility of the Chair in their absence and shall be responsible for supporting the membership process, and fulfilling any duties assigned by the Chair.

A Council Second Vice Chair shall be elected every two years preceding the first regularly scheduled meeting of each even-numbered calendar year. The Second Vice-Chair shall serve a term of two years and may serve consecutive terms. The Second Vice Chair shall assume the responsibilities of the Chair in the absence of the Chair and the First Vice Chair shall be responsible for supporting the membership process, and fulfill any duties assigned by the Chair.

### 2. Committees

The Executive Committee shall consist of the Council Chair, First and Second Vice-Chairs, the prior Council Chair, and the Chair from each committee, one Member at Large and designated ex-officio members as listed in article IV, section 1.

Voting members of the Executive Committee shall be voting members of the LPC and may not be designated as an alternate on the council.

The Member at Large shall be elected by the LPC every year preceding the first regularly scheduled meeting of the calendar year and may serve consecutive terms. The Executive Committee is delegated the power to act for the LPC between meetings. Such actions shall be reviewed and ratified at the next LPC meeting. This Committee cooperates with the Chair/Vice Chairs in the nomination of members to fill vacancies and committee chairs, subject to the approval of the LPC. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

The LPC shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address early learning and care mixed delivery issues and concerns addressed in the designated child care plan. The scope and purpose of these committees shall be reviewed at least annually by the Executive Committee and recommendations for continuation or elimination made to the LPC. Standing committees shall meet at the call of the Committee Chair at least four times a year.

A Chair shall be selected for each committee from the membership of the LPC. An officially designated alternate may not serve as Chair of a committee. Chairs for standing committees shall be elected by the LPC every year preceding the first regularly scheduled meeting of the calendar year and may serve consecutive terms.. LPC members and their alternates shall actively serve on at least one standing committee but may transfer participation temporarily to an Ad Hoc Committee upon request to the LPC Coordinator.



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Failure on the part of a LPC member or alternate to actively participate in at least one committee of the LPC is grounds for termination of their membership position on the LPC.

### 3. Meetings

Regular meetings shall be convened at a minimum of four times annually. Meeting dates, location and time will be established at the beginning of each fiscal year and may be changed as needed. Notice of meetings shall be sent and the agenda shall be posted at least 72 hours prior to the meeting date in compliance with the Ralph M. Brown Act, Government Code section 54950.

LPC members may alternate meetings between mornings and evenings based on membership availability. When possible, meeting schedules will include some morning start times and some afternoon/evening start times to better accommodate working parents, providers, and other partners within the Early Learning and Care mixed delivery community. Additionally, attendance and quorum flexibilities related to inclusive meeting times may be considered, if the need arises. Identified needs will be reviewed and discussed at a regularly scheduled Executive Committee meeting. The Executive Committee will vote to approve or deny the request and the outcome will be shared with the full Council.

Special meetings may be called by the Council Chair or Vice Chairs at any time. Each member of the LPC shall be given a minimum of twenty-four hours' notice of such meetings in compliance with the Ralph M. Brown Act, Government Code section 54950.

### 4. Quorum

A majority of the members currently appointed shall constitute a quorum. A quorum is required for any LPC vote.

### 5. Public Access

All meetings of the LPC shall be open and accessible to the general public in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

### 6. Voting

Each member of the LPC, including the Chair, shall have one vote. For official business, a majority vote of the quorum is needed to pass a motion. In the absence of a member, an alternate in their membership category shall vote.

Due to limited time during LPC meetings, the LPC will make every effort to avoid mid-meeting voting-member changes. Voting members, including alternates, will be identified during the networking opportunity/introductions scheduled at the top of each LPC meeting. If an LPC member arrives after voting members are established, they will not vote during the meeting. If an LPC member plans to leave early enough to miss one or more voting opportunities, they will not vote during the meeting. LPC members who arrive late or leave early automatically release voting rights to the alternate assigned to the category. If the category does not have an alternate, the category will remain underrepresented.



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7. Parliamentary Authority

All proceedings of the LPC and the committees shall be conducted according to the rules contained in the most recent edition of Robert's Rules of Order when these do not conflict with these by-laws.

8. Administrative Support

The LPC receives staff and administrative support through the Health and Human Services Agency's contractor. Contracted staff will participate in LPC meetings as staff work with committees toward LPC goals, prepare agendas, post upcoming meetings in compliance with the Brown Act, take minutes for the LPC meetings, prepare reports to the State, develop other resources, and any other duties related to the LPC.

### **Article VI      Amendment of By-Laws**

Recommendations to amend, repeal or adopt new by-laws may be adopted by the vote of a majority of the members of the LPC at any regular or special meeting. Changes to by-laws are subject to the approval of the County Board of Supervisors and the County Superintendent of Schools. Written notice of any proposed amendments must be sent to LPC members at least one week prior to the meeting at which the proposed amendment will be voted upon.

*By-Laws adopted December 1997; revised November 1999; revised April 2000; revised December 2001; revised March 2005; revised April 2006; revised June 2008; revised September 2009; revised June 2014; revised September 2017; revised January 2021; revised January 2022; revised January 2023; revised October 2024*