

BY-LAWS

LOUISIANA STATE INTERAGENCY COORDINATING COUNCIL

**SUBMITTED
AUGUST 9, 1988**

**REVISED
JANUARY 11, 1989**

**REVISED
OCTOBER 13, 1993**

**REVISED
FEBRUARY 8, 1995**

**REVISED
MARCH 13, 2002**

**REVISED
AUGUST 13, 2003**

**REVISED
FEBRUARY 13, 2008**

**REVISED
NOVEMBER 18, 2009**

**REVISED
JULY 14, 2010**

**REVISED
JANUARY 25, 2018**

**REVISED
OCTOBER 11, 2018**

**REVISED
JANUARY 10, 2019**

ARTICLE I
NAME AND SCOPE

The name of this body shall be the State Interagency Coordinating Council (hereinafter referred to as "The Council"). Its territories shall include all of the state of Louisiana. The population to whom it is dedicated shall be infants and toddlers with special needs and their families. Infants and toddlers shall be defined as children from birth through age two inclusive. Lead Agency shall be defined as the agency designated by the Governor as responsible for the administration of the Part C of IDEA in Louisiana.

**ARTICLE II
DUTIES OF THE COUNCIL**

Section 1: The goal of the Council shall be to work with the Lead Agency and the Regional Interagency Coordinating Councils in the implementation of Part C of IDEA (Individuals with Disabilities Education Improvement Act of 2004) within the scope of coverage indicated in ARTICLE I.

Section 2: The duties of the Council shall be to:

- a. To advise and assist the Lead Agency in the performance of the responsibilities under this Part, particularly the identification of the sources of fiscal and other support for early intervention services, assignment of financial responsibility to the appropriate agency, and the promotion of interagency agreements;
- b. To advise and assist the Lead Agency in the preparation of applications and amendments thereto;
- c. To advise and assist the Lead Agency regarding the transition of toddlers with special needs to preschool and other appropriate services;
- d. To advise and assist the State Educational Agency regarding the transition of toddlers with special needs to preschool and other appropriate services;
- e. To advise and assist the Lead Agency in reviewing and making recommendations on all expenditures of Part C funds;
- f. To the extent appropriate, advise and assist the Lead Agency in the resolution of disputes;
- g. To advise and assist the Lead Agency in facilitating the functioning of Regional Councils;
- h. To advise and assist the Lead Agency in the implementation of Part C by establishing procedures that include: seeking information from service providers, family service coordinators, parents and others about any Federal, State, or local policies that may impede timely service delivery; and, taking steps to ensure that policy problems are identified and resolved;

- i. To advise and assist the Lead Agency in developing and implementing policies and procedures of Part C;
- j. To prepare and submit an annual report to the Governor and to the United States Secretary of Education on the status of early intervention programs for infants and toddlers with special needs and their families operated within the state of Louisiana. The council may elect to review the annual report prepared by the Lead Agency on the status of Part C in Louisiana and submit it to the Governor and to the United States Secretary of Education.
- k. The council may advise appropriate agencies with respect to the integration of services for infants and toddlers with special needs and at risk infants and toddlers and their families, regardless of whether at risk infants and toddlers are eligible for services.

ARTICLE III
MEMBERSHIP OF THE COUNCIL

Section 1: The Council shall be appointed by the Governor. In making appointments to the Council, the Governor shall ensure that the membership of the Council reasonably represents the population of the State. The Governor shall designate a member of the Council to serve as chairperson of the Council. Any member of the Council, who is a representative of the Lead Agency, may not serve as the chairperson of the Council.

Section 2: COMPOSITION

The Council shall be composed of:

- a. Parents-Not less than twenty percent of the members shall be parents of infants or toddlers with developmental disabilities or children with disabilities aged twelve or younger, with knowledge of, or experience with, programs for infants and toddlers with developmental disabilities. Not less than one such member shall be a parent of an infant or toddler with a disability or a child with a disability aged six or younger.
- b. Service Providers- Not less than twenty percent of the members shall be public or private providers of early intervention services.
- c. State Legislature- Not less than one member shall be from the Louisiana state Legislature.
- d. Personnel preparation-Not less than one member shall be involved in personnel preparation.
- e. Agency for early intervention services- Not less than one member shall be from each of the State agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with developmental disabilities and their families and shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies;
- f. Agency for preschool services-Not less than one member shall be from the state educational agency responsible for preschool services to children with developmental disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency.
- g. State Medicaid Agency- Not less than one member shall be from the agency

responsible for the state Medicaid and CHIP programs.

- h. Head Start Agency-Not less than one member shall be from a Head Start or Early Head Start agency or program.
- i. Child Care Agency- Not less than one member shall be from a State agency responsible for child care.
- j. Agency for Health Insurance-Not less than one member shall be from the agency responsible for the State regulation of private health insurance;
- k. Office of the coordination of education of Homeless Children and Youth- Not less than one member shall be a representative designated by the Office for the Education of Homeless Children and Youth.
- l. State Foster Care Representative- Not less than one member shall be a representative from the State child welfare agency responsible for foster care;
- m. Mental Health Agency-Not less than one member shall be a representative from the State agency responsible for children's mental health;
- n. Other members as selected by the Governor's Office including a representative from the Governor's Office of Indian Affairs or from a federally or state recognized tribe.

ARTICLE IV

COUNCIL OFFICERS

- Section 1: Officers shall be designated as Chairperson, Vice-Chairperson (whenever possible, should be a Parent Representative), Secretary, Parliamentarian, and Parent at Large.
- Section 2: Vice-Chairperson, Secretary, Parliamentarian, and Parent at Large shall be elected by nomination and majority vote of the membership of the Council. The Chairperson is appointed by the Governor.
- Section 3: Terms of office for the officers of the Council shall be for two years. Election of Vice-Chairperson, Secretary, Parliamentarian and Parent at Large shall be held at the first quarterly meeting in odd numbered calendar years. The Chairperson shall serve at the pleasure of the Governor. Special Elections will be held at the Council Meeting at which the Council is informed of a vacancy of an Officer. Officers will assume their duties immediately.
- Section 4: In the event of the Chairperson's absence, the Vice Chairperson will step in to fulfill the duties of the Chairperson.
- Secton 5: A Nominating Committee shall be appointed by the chairperson at the third quarter Council meeting prior to the council's election year. The committee shall provide notice in writing of its nominees to all council members at least 21 days in advance of the January meeting. Additional nominations may be made from the floor.
- Section 6: The Executive Committee of the Council shall be comprised of the Council officers and Chairpersons from each of the SICC committees. Each standing committee receives one vote on the SICC Executive Committee. The Vice-Chair of the standing committee may attend and vote in the absence of the Chair. A Lead Agency Representative shall be present at the Executive Committee meetings.

ARTICLE V
MEETINGS

- Section 1: The Council shall meet at least quarterly and in such places as it deems necessary. Whenever possible, the Council meetings should be held on the second week of the months of January, April, July and October. The meetings shall be publicly announced and to the extent appropriate, open, and accessible to the general public.
- Section 2: A quorum of the Council shall be defined as a simple majority. Proxies that are present in lieu of a council member will be counted in the quorum.
- Section 3: All proceedings of the Council will be conducted in accordance with the Louisiana Open Meeting Laws. A record of the proceedings will be maintained by the Council's Executive Director.
- Section 4: No Member of the Council shall cast a vote on any matter which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.
- Section 5: Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not in conflict with the by-laws.

**ARTICLE VI
SICC COMMITTEES**

- Section 1: The council will have standing committees that will address the needs of the Council as determined by the State Interagency Coordinating Council (SICC). The Chairs and Vice Chairs of the standing committees shall be elected by the committee members. Task Forces will be convened according to need and the chair of the Task Force will be appointed by the Chair of the Council.
- Section 2: The role of the Council Committees is to provide advice and assistance to the Council regarding the development and implementation of Louisiana’s Early Intervention System by making recommendations that are endorsed and approved by the Council and submitted to the Lead Agency for their consideration.
- Section 3: Council Committees shall meet quarterly in the morning hours preceding the Council meeting during the second week of the months of January, April, July and October, whenever possible. Additional meetings may be called by the Chairperson, Vice-Chairperson, or by a third of the Committee membership.
- Section 4: A quorum of the Committees shall be defined as a simple majority of voting members. A committee member becomes a voting member upon appointment by the Executive Committee.
- Section 5: Committee membership (excluding Executive Committee) shall consist of representatives from each of the following stakeholder groups: SICC Member; OCDD Staff; Family/Parent; State Agency Representative; Regional Coordinator; Community Outreach Specialist; Independent Provider, Agency Provider; Family Service Coordinator; System Point of Entry; Local Education Agency; University/Institute of Higher Education; Early Head Start/Head Start; Early Childhood/Regular Education; and other members as determined by the Committee Chairperson or Vice-Chairperson.
- Section 6: Interested individuals must complete an application to be considered for membership on a Committee. The Executive Committee will make all committee appointments.
- Section 7: All proceedings of the Committees will be conducted in accordance with the Louisiana Open Meeting Laws. A record of the proceedings will be maintained by the SICC Executive Director.
- Section 8: Committee members do not have a vote on matters brought before the Council

unless they are a designated member of the Council. Only State Interagency Coordinating Council (SICC) members are allowed to vote on matters brought before the Council at the SICC meetings.

Section 9: Council members are required to be a member of a Standing Council Committee.

ARTICLE VII
USE OF FUNDS BY THE COUNCIL

The fiscal year shall begin July 1 and end June 30. Subject to the approval of the Governor, the Council may prepare and approve a budget using funds under this Part to:

- a. Conduct hearings and forums, to reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties,
- b. Reimbursing child care for parent representatives,
- c. Pay compensation to a member of the council if the member is not employed or must forfeit wages from other employment when performing official council business,
- d. Reimburse travel expenses for Council committee chairs or vice chairs when performing Council business related to their committee when other resources are not available. The chair or vice chair will be reimbursed according to Louisiana's travel policy (PPM 49) related to members of Boards and Commissions. The Executive Committee will approve the chair or vice chair for Council reimbursement for this purpose.

The Council shall use funds under this Part to hire an executive director who shall be responsible to and report directly to the council and the Governor or his designee to carry out its functions under this Part. The executive director shall be hired as an unclassified employee of the Office of the Governor. The cost of maintaining the functions of the executive director and council shall be specified by an interagency agreement between the Lead Agency and the Office of the Governor. The council may also use funds under this Part to obtain the services of other such professional, technical, and clerical personnel as may be necessary to carry out its functions under this Part.

ARTICLE VIII
AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the members present. Proposed changes shall be presented by two weeks advance written notice to the Council prior to the vote at the Council Meeting. If passed, the changes to the By-Laws are effective immediately.