

Article I
Name

The name of the organization shall be the Interagency Coordinating Council for Early Childhood Intervention, hereinafter called the Council.

Article II
Mission and Purpose

The mission of the Oklahoma Interagency Coordinating Council for Early Childhood Intervention is to advise and assist agencies to create, implement, and support a statewide system of early intervention services for children birth through five with disabilities and their families. Its purpose is to provide a vehicle for assuring a comprehensive coordinated system that is family-centered, home and community-based, interagency, transdisciplinary, individualized and culturally sensitive.

The Council shall carryout the duties assigned to it under Executive Order 2006-4 issued January 27, 2006; Oklahoma State Statutes Title 70, 1989 §13-121 et seq., The Oklahoma Early Intervention Act, Public Law 99-457, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Public Law 108-446.

In carrying out its function as set forth by statute, the Council shall:

- a. Advise and assist the lead agency in the development and implementation of the policies that constitute the statewide system.
- b. Assist the lead agency in achieving full participation, coordination and cooperation of all appropriate public agencies.
- c. Assist the lead agency in the effective implementation of the statewide system by identification and resolution of federal, state or local policies that impede timely service delivery.
- d. Assist the lead agency in the resolution of disputes.
- e. Advise and assist the lead agency regarding the provision of appropriate services for children age birth through five.
- f. Advise and assist the lead agency in identification of fiscal and other support.
- g. Advise and assist the lead agency in assignment of financial responsibility to the appropriate agency.
- h. Advise and assist the lead agency in the promotion of interagency agreements.
- i. Advise and assist the lead agency in the transition of toddlers with disabilities to services under Part B, to the extent such services are appropriate.

- j. Advise and assist the lead agency in preparation of Part C applications and amendments to those applications.
- k. Prepare and submit an annual report to the Governor and the U.S. Secretary of Education on the status of the State's early intervention program.

Article III **Members**

Section 1. Membership

Membership shall be comprised of those appointed by the Governor pursuant to P.L. 108-446.

Section 2. Responsibilities

Fulfillment of responsibilities of membership by an appointed member or qualified designee includes attendance at regularly scheduled Council meetings. Failure to attend half of the scheduled meetings in a year shall result in notification to the Governor by the Council of the member's failure to meet the attendance policy and request that a review of the appointment be made.

Section 3. Designees

All Council members may appoint a designee to attend a meeting on their behalf but that designee may not have any rights or privileges. Only the following state officials are eligible to appoint a **qualified** designee: State Superintendent of Public Instruction, Commissioner of the State Department of Health, Director of the Department of Human Services, Commissioner of the Department of Mental Health and Substance Abuse Services, Chief Executive Officer of the Oklahoma Health Care Authority, and the State Insurance Commissioner. The **qualified** designee shall be deemed to be authorized to act on behalf of the Council member whom they are representing and shall exercise all rights and privileges of the member represented.

Section 4. Conflict of Interest

No member of the Council may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest.

Section 5. Compensation and Expenses

Except as provided in Article VIII of these Bylaws, Council members serve without compensation from funds available under Part C of the Individuals with Disabilities Education Act (IDEA) as amended by of Public Law 108-446.

Article IV **Officers**

Section 1. Chairperson and Vice Chairperson

- a. Officers of the Interagency Coordinating Council shall be a Chairperson and Vice Chairperson.
- b. Officers shall be an ICC member who, at the time of their initial appointment, is a parent of a child with a disability age 12 or younger. Thereafter, said officer remains eligible to serve subsequent successive terms, subject to the term limits set herein.
- c. Pursuant to the provisions of Public Law 108-446, the Council shall designate a member of the Council who is a parent of a child with disabilities to serve as the 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. The Chairperson shall preside at all regular and special Interagency_Coordinating Council meetings.
- d. ICC officers shall be elected by the ICC members at the first meeting of the appropriate calendar year.
- e. Officers shall serve a term of two years.
- f. Effective June, 2005, individuals may serve in a given office for a maximum of two consecutive two-year terms. For example, an individual may serve the maximum term limit in the Vice Chairperson and then serve the maximum term limit as Chairperson.
- g. The Vice Chairperson shall serve as acting Chairperson in the event of the absence of the Chairperson.
- h. Former Chairpersons may serve in an advisory capacity to the new officers for two years and serve on ICC committees, subcommittees and task groups for an unlimited time.

Article V
Council Coordinator

A Council Coordinator shall conduct the day-to-day activities of the Council through the Oklahoma Commission on Children and Youth.

Article VI
Meetings

Section 1. Number and Location of Meetings

The Council shall meet at least quarterly in such places as it deems necessary at the call of the Chairperson.

Section 2. Quorum

A quorum shall consist of a simple majority of the membership of the Council.

Section 3. Open Meetings

The Council shall follow and comply with the Administrative Procedures Act and the Open Meetings Act, Title 25, 10 O.S. ' 301 et seq.

Section 4. Assistance to Individuals with Disabilities

Interpreters for persons who are deaf and other necessary services will be provided at Council meetings both for Council members and participants upon request of a member or participant requiring such services. The Council may use Part C funds to pay for these services.

Article VII
Committees

Section 1. Ad Hoc Committees

The Chairperson shall appoint Ad Hoc Committees as needed to assist in the performance of the responsibilities of the Council.

Section 2. Standing Committees

The Council shall appoint standing committees to assist in developing recommendations on its objectives and tasks that may include Policy, Family Support, Funding, Personnel Preparation, Public Awareness, Implementation, Program Evaluation, and Membership.

Article VIII
Use of Funds

The Council may use funds under Part C of Public Law 108-446:

- a. To conduct hearings and forums.
- b. To reimburse members of the Council for reasonable and necessary expenses for attending Council meetings and performing Council duties (including child care for parent representatives.)
- c. To 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. To hire staff.
- e. To obtain the services of professional, technical, and clerical personnel, as may be necessary to carry out the performance of its functions under Part C of Public Law 108-446.

Article IX
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and consistent with the Bylaws of the Council and the laws of the State of Oklahoma.

Article X
Amendments

Bylaws may be amended by a two-third (2/3) majority vote of the members present. Proposed changes to the Bylaws must be submitted in writing to the membership a minimum of thirty (30) days prior to the vote.