

## EXHIBIT A

### NAPA COUNTY CHILD CARE AND DEVELOPMENT PLANNING COUNCIL BYLAWS

**Adopted 12-08-98**

**Amended 02-20-01**

**Amended 02-10-04**

**Amended 02-06-08**

**Amended 03-02-11**

**Amended 11-06-13 Amended 4-6-16**

#### **Article 1-Name**

The Council shall be designated the Napa County Child Care and Development Planning Council, referred to hereafter as the "Council"

#### **Article II - Authority**

On February 10, 1998, the Board of Supervisors adopted Resolution No. 98-14 in accordance with California CalWORKs legislation AB 1542 (Education Code Sections 8499, et seq.) creating the Council. The Council shall consist of 10 members appointed by the Napa County Board of Supervisors and the County Superintendent of Schools. The Council serves as a forum to address the childcare needs of all families and in all child care programs, both subsidized and nonsubsidized in Napa County.

#### **Article III - Purpose**

The purpose of the Council is to assess and prioritize Napa County childcare and development needs and develop plans to address those needs. The Council is committed to the belief that all children in Napa County have the right to experience a safe, healthy and nurturing childhood with equal access to quality child care, community services and support. The Council shall collaborate to foster public and private partnerships to maximize family and child development resources through coordination and collaboration.

#### **Article IV -Functions**

To fulfill its responsibilities, the Council shall comply with provisions of Education Code Sections 8499, et seq., including, but not limited to:

- A. Provide a forum for the identification of local priorities for childcare and develop policies to meet the needs identified within those priorities;
- B. Conduct an assessment of childcare needs in the county no less than once every five years;

- C. Prepare a comprehensive countywide childcare plan designed to mobilize public and private resources to address identified needs;
- D. Collaborate with subsidized and nonsubsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local child care resource and referral programs, and other interested parties to foster partnerships designed to meet local child care needs;
- E. Advise the County Board of Supervisors and the County Superintendent of Schools with respect to the childcare needs of the families in Napa County; and
- F. Advocate for the needs of the families in Napa County with respect to childcare.

## **Article V - Membership**

### **A. COMPOSITION**

The Council shall be comprised of a maximum of 10 members who either live or work in Napa County. Half of the members will be appointed by the County Board of Supervisors and half by the County Superintendent of Schools, with the following composition as defined by law.

20% consumers of child care - parents or persons who receive, or who have received within the past 36 months, child care services.

20% child care providers - persons who provide child care services or represent persons who provide child care services, reflective of the range of child care providers in the county.

20% public agency representatives - persons who represent a city, county, city and county, or local education agency.

20% community representatives - persons who represent an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but are not child care providers and do not represent an agency that contracts with the California Department of Education to provide child care and development services.

20% at large members - persons from any of the above categories or outside of these categories at the discretion of the appointing agencies.

### **B. TERM**

The term of office shall be three years, beginning on July 1 and ending on June 30. However, to maintain continuity on the Council one-half of the members will be appointed to serve for three years and one-half of the members will be appointed to serve an initial two-year term as determined by lot by the members of the Council. All Council members thereafter shall serve a three-year term. Terms are renewable at the request of the Council and with the approval of the Board of Supervisors and/or the County Superintendent of Schools, but Council members must apply for reappointment. A member whose appointment has expired may continue to serve in that capacity until a new appointment is made or until the Board of Supervisors or County Superintendent of Schools declares that position vacant.

#### C. RESIGNATION

Any member may resign by giving written notice to the Council.

#### D. VACANCIES

The Council shall comply with the system for new appointments, resignations and replacements as specified by the Napa County Board of Supervisors and County Superintendent of Schools. Whenever an unscheduled vacancy occurs the governing body with appointing power will appoint the vacancy pursuant to Government Code Section 54974. The term for the incoming member will be to fill the vacancy for the remainder of the original term. The Council may review applications received and make recommendations to the County Board of Supervisors and County Superintendent of Schools for appointments to fill vacancies.

#### E. ATTENDANCE

Council members are expected to attend all regular meetings. Members shall notify the Chairperson or Coordinator of any expected absence by 5 p.m. of the day prior to the meeting.

Any member of the Council who fails to attend two (2) regular meetings without notification, or a total of three (3) regular meetings within one year shall have his/her appointment reviewed by the Council, with possible recommendation to the County Board of Supervisors and County Superintendent of Schools for continuation or removal from the Council.

### **Article VI -Structure**

#### A. OFFICERS

Officers will be elected every year by Council members at the last regularly scheduled meeting of each fiscal year. Term of office shall be July 1 through June 30. Officers elected by the Council shall be the Chair, Vice Chair, and Secretary.

The Vice Chair shall become the Chair for the remainder of the term if the Chair becomes vacant and a new Vice Chair shall be elected to serve in that capacity for the same period.

If the Vice Chair or Secretary positions become vacant, the Executive Committee may fill the office by appointment subject to ratification by the general membership.

Recommendations for the nomination of officers from the Executive Committee will be presented at the general meeting preceding elections. Nominations may also be taken at this time from the floor of the general membership.

#### 1. Chair

The Chair must have a minimum of one-year active participation in the Council preceding election to the office of Chair. The Chair shall serve a term of one year and may serve consecutive terms.

The Chair shall preside over all regular meetings and may call special meetings, if necessary. Other possible responsibilities include annual reports to the County Board of Supervisors and County Superintendent of Schools, and representing the Council at public functions.

#### 2. Vice Chair

The Vice Chair shall assume the responsibilities of the Chair in his/her absence and any duties assigned by the Chair. The Vice Chair shall serve as a member of the Executive Committee.

#### 3. Secretary

The Secretary and staff shall be responsible for the minutes and records of the Council meetings.

### EXECUTIVE COMMITTEE

The voting members of the Executive Committee shall consist of the Council Chair, Vice Chair, and Secretary, as elected by the general membership. Whenever possible these officers will be from different categories of the membership.

The immediate past Chair, if any, may serve as a non-voting ex officio member of the Executive Committee.

The Executive Committee is delegated the power to act for the Council between meetings. Such actions shall be in accordance with state guidelines and will be reviewed at the next Council meeting. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

The Executive Committee has responsibility for:

1. Providing leadership and policy recommendations;
2. Officer and membership nominations; and
3. Governance of the Council, to include but not limited to oversight of mandates, yearly action plan and special projects.

## B. COMMITTEES

The Council shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address child care issues and concerns. 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 Council.

## C. MEETINGS

Meetings shall be convened a minimum of six times per calendar year. **Meetings will be held at the Napa County Office of Education Naga Infant Program. 1511-B Myrtle Avenue. Napa, CA. unless otherwise designated as a special meeting at another location.** Meeting dates, **location** and time will be established at the last meeting prior to the beginning of each fiscal year and may be changed as needed. Notice of meetings shall be sent to members at least one week prior to the meeting date. Public notice shall be made available through local media and posted at the Napa County Office of Education and at designated meeting locations.

Special meetings may be called by the Council Chair at any time. Each member of the Council shall be given adequate notice of such meetings.

### 1. Quorum

A quorum of the Council shall be a majority of the appointed members. No action shall be taken unless a quorum is present.

### 2. Public Access

All meetings of the Council, including standing committee, and advisory committees comprised of at least a quorum of council members, shall be open and accessible to the general public in accordance with the Ralph M. Brown Act, (Government Code Sec. 54950, et seq.). Opportunity for public comment will be included in each agenda with individual presentations being limited to three minutes. The Chair, Council, or committee, by vote, may close the meeting to the public only if in accordance with the Ralph M. Brown Act.

### 3. Voting

Each member of the Council has one vote. For official business, a majority vote of the quorum is needed to pass a motion. In accordance with Education Code Section 8499.5, no member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on.

### 4. Parliamentary Authority

All proceedings of the Council and the committees shall be conducted according to the rules contained in the most recent edition of The Stane-e. f llaFitarneHtaFY Proeedure (StuFgis) Rosenbur g's Rules of Order when these do not conflict with these Bylaws.

## D. ADMINISTRATIVE

The Council shall obtain staff support based on funding by the California Department of Education's contract with the County Superintendent of Schools. Staff needs will be established at the beginning of each fiscal year based on the work plan adopted, and may be changed as needed.

The staff will be responsible for the compilation and distribution of Council meeting notices, agendas, and minutes. Council records, meeting minutes, membership and attendance information shall be maintained by the staff. Reports on planning grant expenditures shall be prepared for the Council by the staff.

Members of the Council shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business!

## **Article VII -Scope of Work**

### A. GOALS

The primary goals of the Council are to identify and periodically update local priorities for the maintenance, expansion, and improvement of child care services in Napa County, to prepare a comprehensive, county-wide child care plan that includes all children in accordance with state guidelines, to review and evaluate legislation affecting child care, to assess child care needs and incorporate these needs in the setting of priorities and development of a local plan, to maximize local, state, federal, and private resources for child care in Napa County and to serve as an advisory and planning body to the County Board of Supervisors and the County Superintendent of Schools on child care issues. Specific work activities will vary depending upon current need and resources available to the Council.

### B. ADVOCACY

By law, the Council is advisory to the Board of Supervisors, the County Office of Education and the State Department of Education. Due to its mission to assess and identify local child care needs and priorities, the Council is in a unique position to educate the community and to review and comment upon federal, state and local proposals related to child care. The Council may review and comment upon proposals which may impact local child care needs and priorities. The Council may provide information and educational materials relating to local child care needs and priorities to individuals and organizations in furtherance of developing additional local child care resources. If the Council wishes the County to take an official position on child care legislation, the Council shall work with County staff to recommend the position be considered by the County's established process.

## **Article VIII -Conflict of Interest**

The Council shall adopt and promulgate Conflict of Interest Codes in compliance with The Political Reform Act, Government Code Section 81000, et seq. The Fair Political Practices Commission has adopted a standard set of regulations which contain the terms of the Conflict of Interest Code. (CCR, Title 2, Sec. 18730)

The standard regulations, enumerated in California Code of Regulations, Title 2, Sec. 18730, are hereby incorporated by reference. The general membership, as appointed by the County Board of Supervisors and County Superintendent of Schools, and designated employees shall abide by the terms of the standard regulation. Statements of economic interests shall be filed with the Council's Coordinator pursuant to Section 4 of the standard regulations.

## **Article IX -Bylaws**

### **A. ADOPTION**

An affirmative vote by two-thirds (2/3) of the Council members and approval by the County Board of Supervisors and the County Superintendent of Schools shall be required to adopt these Bylaws.

### **B. AMENDMENTS**

These Bylaws may be amended or repealed and new bylaws adopted by the vote of two-thirds (2/3) of the Council at any regular or special meeting, subject to the approval by the County Board of Supervisors and County Superintendent of Schools. Any member of the Council may propose amendments to the Bylaws. Written notice of any proposed amendments must be sent to Council members at least fourteen (14) days prior to the meeting at which the proposed amendments will be voted upon.

APPROVED BY NAPA COUNTY CHILD CARE PLANNING COUNCIL ON \_\_\_\_\_

APPROVED BY NAPA COUNTY SUPERINTENDENT OF SCHOOLS ON — —

APPROVED BY NAPA COUNTY BOARD OF SUPERVISORS ON —

**APPROVED AS TO FORM:**

MINH TRAN, Napa County Counsel

By:  
(by e-signature)

Date: