STATE INTERAGENCY COORDINATING COUNCIL (SICC) FOR PART C OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Bylaws

Article 1. Name
Article 2. Purpose of the Part C Program
Article 3. Function of the Council
Article 4. Composition
Article 5. Terms of membership
Article 6. Selection and Duties of the Chairperson
Article 7. Meetings
Article 8. Standing Committees, Executive Committee, and Ad Hoc Committees
Article 9. Quorums
Article 10. Voting
Article 11. SICC and Committee Expenses
Article 12. Bylaw Changes
Article 13. Effective Date

Article 1. Name

The name of the organization shall be the State Interagency Coordinating Council (SICC) for Part C of the Individuals with Disabilities Education Act.

Article 2. Purpose of the Part C Program

The purpose of the Part C program is to:

1. Maintain and implement a statewide, comprehensive, coordinated, multidisciplinary, interagency program of early intervention services for infants and toddlers with disabilities and their families;
2. Facilitate the coordination of payment for early intervention services from federal, state, local, and private sources (including public and private insurance coverage);
3. Enhance the state's capacity to provide quality early intervention services and expand and improve existing early intervention services being provided to infants and toddlers with disabilities and their families; and,
4. Enhance the capacity of state and local agencies and service providers to identify, evaluate, and meet the needs of historically underrepresented populations, particularly minority, low-income, inner-city, and rural populations.

Article 3. Function of the Council

The functions of the Interagency Coordinating Council are to:

1. Advise and assist the lead agency in the development and implementation of policies that constitute the statewide system;
2. Assist the lead agency in achieving full participation, coordination, and cooperation of all appropriate public agencies in the state;
3. Assist the lead agency in the implementation of the statewide system by establishing a process that includes:
    a) Seeking information from service providers, service coordinators, parents, and others about any federal, state, or local policies that impede timely service delivery; and

b) Taking steps to ensure that policy problems identified under 3. a. above are resolved;

4. To the extent appropriate, assist the lead agency in the resolution of disputes; and,
5. To strengthen service integration for both infants and toddlers with disabilities and at-risk infants and their families, regardless of eligibility status.

The Council advises and assists the lead agency in the performance of its responsibilities in the IDEA including:
:

1. Transition of toddlers with disabilities to preschool and other appropriate services;
2. Identification of sources of fiscal and other support for services for early intervention services;
3. Assignment of financial responsibly to the appropriate agency;
4. Promotion of methods (including use of intra-agency and interagency agreements) for collaboration under 34 CFR 303.604; and
5. Preparation of Part C applications and amendments to those applications.

The Council advises appropriate agencies in the state with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the state.

The Council prepares an annual report to the Governor and to the Secretary of the US Department of Education on the status of early intervention programs operated in the state and submits this report to the Secretary on the date established by the Secretary. Each annual report contains information required by the Secretary for the reporting year.

Article 4. Composition

The SICC shall be composed of not more than 30 members, unless the State provides sufficient justification for a greater number of members in the application for federal funds.

The Governor shall appoint the Council. The Governor shall ensure that the membership of the Council reasonably represents the geographic and demographic population of the state. The Council will support and assist the Governor's office to identify members that are diverse and geographically representative.

The SICC must be composed of members as follows:

1. At least 20 percent of the members shall be parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. At least one such member shall be a parent of an infant or toddler with a disability or a child with a disability aged 6 or younger. A parent representative who is appointed to serve on the Council may be a provider of early intervention services or an employee of an agency involved in providing early intervention services.
2. At least 20 percent of the members shall be public or private providers of early intervention services.
3. At least one member shall be from the state legislature.
4. At least one member shall be from the University Center for Excellence, Education, Research and Service in Developmental Disabilities for the State of Missouri, which represents personnel preparation
5. At least one member shall be from each of the state agencies involved in the provisions of, or payment for, early intervention services to infants and toddlers with disabilities and their families (i.e., Department of Elementary and Secondary Education, Department of Social Services); and shall have sufficient authority to engage in policy planning and implementation on behalf of these agencies.

6. At least one member shall be from the state educational agency which is the lead agency responsible for preschool and early intervention services to children with disabilities; and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency.
7. At least one member shall be from the agency responsible for the state regulation of private health insurance.
8. At least one member from the agency responsible for the state Medicaid and Children's Health Insurance Program (CHIP) program.
9. At least one member shall be from a Head Start or Early Head Start agency or program in the state or the Head Start State Collaboration office.
10. At least one member shall be from a state agency responsible for childcare.
11. At least one member shall be a representative designated by the office responsible for the coordination of education of homeless children and youth.
12. At least one member shall be a representative from the state child welfare agency responsible for foster care. .
13. At least one member shall be a representative from state agency responsible for children's mental health.
14. The Governor may appoint one member to represent more than one program or agency listed above.
15. The Council may include other members selected by the Governor. Other members may include entities involved in early intervention or early childhood services.

~~Member designee: Each Council member may elect to have one (1) individual designated to attend in their absence. The member must notify the Office of Special Education of the designee in writing at least 24 hours prior to any SICC meeting. Designees have authority to vote and engage in policy planning.~~

Article 5. Terms of Membership

~~State agency representatives~~ All Council members shall serve at the pleasure of the Governor. ~~their appointing authority. All other membership terms shall be four (4) years.~~

1. ~~Length of Term: Appointments shall be staggered terms to insure that new appointments do not exceed more than one-third of all members. Upon recommendation of the executive committee, all members may be re-appointed for an additional term. Once membership term has expired, the member will serve until their successors have been appointed.~~ Resignations: If or when a Council ~~member~~ Member no longer functions or fulfills the obligations in the role in which they were appointed, ~~or who can no longer fulfill their obligations as a Council member~~ that member shall submit their letter of resignation to the Governor and the Council Co-Chairpersons.

2. Attendance: Attendance by Council members ~~or their designee~~ at ~~SICC~~ meetings is critical to the implementation of the First Steps system. The SICC executive committee will monitor attendance and may ~~consider the~~ recommend~~ation of termination~~ to the Governor for Council Members to be replaced for excessive absences.~~who have two consecutive absences or a total of three absences in the same calendar year. Attendance by a member's designee is not considered an absence.~~

~~2.~~ Representatives: In the absence of a State Agency Council Member, a representative may be sent to provide information or updates for their Department. Representatives may not vote and will not be counted toward attendance for the Council Member.

Formatted: Normal, Indent: Left: 0.5"

3. Alternate Methods of Attendance: A Council member ~~or designee~~ may participate at SICC meetings in person, via conference call or teleconferencing. Alternate methods of attendance shall be counted ~~as member~~ toward attendance.

4. ~~Membership: Membership year for Council members shall be July 1 through June 30 of each year. Mid-year appointments will complete the partial term of the position they are filling and then be allowed to serve two terms of four (4) years each.~~

Article 6. Selection and Duties of the Co-Chairperson and Officers

The Governor delegated authority to the Council to appoint Co-Chairs to the Council. The co-chairpersons shall be elected by a two-thirds vote of the Council for a two-year term. One co-chairperson shall represent parents and the other shall represent provider or community groups. The co-chairpersons should be elected so that one chairperson moves to past chair and the other remains as co-chairperson with the newly elected co-chairperson. The co-chairpersons shall perform the following duties:

1. Preside at the SICC meetings, and
2. Represent the SICC at necessary functions and meetings,
3. Ensure that operational guidelines for the Council are developed and implemented. These policies may include, but are not limited to, attendance, membership obligations, etc.

If a member from either the parent or provider/community groups is not available to serve as co-chairperson, the executive committee may authorize the nominating committee to extend the search for an interim co-chairperson to members of the council from outside these designated groups. When an individual from one of these membership groups is identified and able to serve as co-chairperson, they will be presented to the Council for election and will complete the term of the interim co-chairperson.

Article 7. Meetings

The SICC shall meet at least four (4) times annually and in such places as it deems necessary. The meetings shall be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend; and, be open and accessible to the general public. Interpreters for persons who are deaf and other necessary services must be provided at SICC meetings, both for Council members and participants.

Minutes of each meeting will be recorded. Council members ~~and their official designees~~ will receive minutes of each SICC meeting. ~~A copy of the approved minutes will be sent to the office of the Governor.~~ Approved minutes will be posted for public viewing.

Article 8. Standing Committees and Ad Hoc Committees

The SICC co-chairpersons can either appoint or request volunteers to serve on subcommittees or task forces to assist in the development and implementation of early intervention services or to carry out the work of the Council.

The subcommittee/task force chairs shall call meetings as necessary to advise the SICC on guidelines and activities that should be implemented with regard to the Part C program.

There shall be an executive committee consisting of the co-chairpersons and past co-chairperson.

There shall be a parent ~~advisory~~ committee consisting of parents/guardians who have ~~been nominated for official appointment to the Council.~~ Participated in First Steps in the past, specifically there shall be representation of parents with a child age 6 or younger who is/has participated in the First Steps Program. The Council will seek to have representation from the Parent Training and Information (Pti) Center.

Department of Elementary and Secondary Education employees shall serve as resource staff for these committees/task forces.

Article 9. Quorums

A quorum of the SICC shall consist of the members ~~or their designated representatives~~ that are present.

Article 10. Voting

The SICC will use a simple majority of the membership present. Members must be present to vote.

No member of the Council shall 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 under state law.

Article 11. SICC and Committee Expenses

Council members shall be reimbursed for reasonable and necessary expenses for attending Council meetings and performing Council duties (including childcare for any child with disabilities).

Expenses for SICC and subcommittee/task force meetings and activities shall be paid in accordance with the State of Missouri Travel Regulations, Department of Elementary and Secondary Education policies and procedures, and the State Plan for Part C.

Article 12. Bylaw Changes

Proposed changes to the bylaws will be presented and reviewed by the Council as a first reading. All suggested revisions must be agreed upon prior to the final draft. Final draft and approval will be presented at the next scheduled Council meeting.

Article 13. Effective Date

Ammended March ??, 2014
Amended November 8, 2013
Amended November 9, 2012
Amended July 11, 2008
Amended July 8, 2005
Amended November 17, 2000
Amended May 9, 2003

g:\ac\msdata\word\SICC\SICC Bylaws as of 5-03.doc