

## Full Council Guidelines

### I. PURPOSE OF THE COUNCIL

The SCECCC is a network of early childhood professionals, community members and families that collaborate to improve the lives of all young children in our community.

### II. VISION STATEMENT

Bringing out the best in all young children!

### III. FUNCTIONS OF THE COUNCIL

- 1) **Seek information and guidance** from concerned agencies, groups and individuals on the delivery of health, education and social services for young children from pre-birth through age 8 with, or at risk for, developmental delays and/or disabilities and for their families.
- 2) **Establish appropriate task groups** to perform tasks, gather information and explore issues as directed by the Council.
- 3) **Disseminate information about the activities** of the Council and its actions to local private and public service providers, parents, advocacy organizations, local/state agency personnel and other interested parties, including the importance of early intervention, child find activities (Screen for Success and interagency developmental screenings) and training opportunities.
- 4) **Develop and facilitate the Council's strategic plan** for young children from pre-birth through age 8 with, or at risk for, developmental delays and/or disabilities and their families.
- 5) **Recommend procedures and legislation** to policy making bodies for effectively providing health, education and social services for young children.
- 6) **Advise and assist participating agencies in the coordination of services** to children pre-birth through age 8 with, or at risk for, developmental delays and/or disabilities and their families in order to promote the development and implementation of a comprehensive system of services for this population in Sedgwick County.

### IV. COUNCIL MEMBERSHIP

The local Council consists of members who reflect the community including a minimum of the following representatives:

- Parent of a child who is, or has been eligible for Part C
- Representative of a health or medical agency
- Representative of an educational agency
- Representative of a social service agency
- Representative of local *tiny-k* program
- Connecting Point Coordinator

**V. STRUCTURE OF THE COUNCIL**

**A. Council Membership Terms**

- i. Parent representatives are encouraged to participate on the Council.
- ii. Each member agency is to designate one individual who will serve as the agency representative in Council decision making. Additional guests are welcome to participate in Council activities. To be considered a voting member of SCECCC, agencies must have a representative who attends at least two meetings a year. There will be one vote per agency.

**B. Council Task Groups**

*Task groups are responsible for supporting the mission of the Council. Task group membership consists of current Council members and others from the community who have similar interests.*

- i. Each task group will have at least one Steering Committee member who will serve as the facilitator for the group. The task group may appoint a co-facilitator.
- ii. The contact person/facilitator is responsible for scheduling and guiding group meetings, ensuring that appropriate information is disseminated to group members and updating task group membership list.
- iii. The Connecting Point Coordinator will serve as the link to each task group. The Coordinator will participate in and attend task group meetings, if available.

**C. Chairperson**

*The chairperson assumes this role following a year serving as Co-Chair. The Chairperson is a member of the Council and will:*

- i. In coordination with the Connecting Point Coordinator and Co-Chair, be responsible for developing meeting agendas for the Full Council, scheduling meetings, ensuring completion of all tasks associated with Council meetings and encouraging the Council to keep informed of local, regional and state issues relating to children pre-birth through age 8 years of age at risk for developmental delays and/or disabilities.
- ii. Preside over all meetings of the Full Council.
- iii. Assist the Co-Chair in the transition to Chairperson roles and responsibilities.
- iv. The outgoing Chairperson will then become a mentor for the succeeding Chairperson.
- v. The outgoing Chairperson will continue serving on the Steering Committee for one year as Past Chair.

**D. Co-Chair**

*A Steering Committee member is selected to be Co-Chair by the following process:*

- i. The Coordinator of Connecting Point, supervisor of lead agency, current Chair and Co-Chair select an individual to be presented to Steering Committee for vote and approval. A new Co-Chair will be recommended by the Steering Committee and presented to the Council annually.
- ii. Eligible candidates must have served one year on the Full Council prior to appointment as Co-Chair. This individual will assume the role of chairperson upon completing a term as Co-chairperson. The Co-Chair is a member of the Council who will:
  1. In the Chairperson's absence, perform the duties of the Chairperson; and assumes all responsibilities of the Chair.
  2. Perform any other duties that may be assigned by the Council Chairperson.
  3. Preside over Steering Committee meetings.

E. Steering Committee

*The Steering Committee will consist of the Chairperson, Co-Chair, parent, Connecting Point Coordinator, designated person from the lead agency and at least three members at large. Membership should be limited to no more than ten Council representatives and rotated among Council membership for a three year term. The number of parent members is not limited.*

*The Steering Committee will:*

- i. Be an advisory committee to the Chairperson and Co-Chair.
- ii. Provide direction and consultation to the Connecting Point Coordinator
- iii. Make recommendations to the Chairperson and Full Council membership for final decision making on matters concerning the Council under the leadership of the Co-Chair, make decisions through consensus.
- iv. Meet a minimum of six times a year.

F. Connecting Point Coordinator

*The Coordinator is a member of the Council and will:*

- i. In coordination with the Chairperson, be responsible for developing meeting agendas, scheduling meetings and ensuring completion of all tasks associated with council meetings.
- ii. Provide assistance to the chairperson, and or vice chair at all meetings of the Council.
- iii. Participate in task groups.
- iv. Perform duties consistent with the position of Coordinator and all other duties as may arise.
- v. Support the Co-Chair at Steering Committee meeting.

G. Schedule

*The Council will meet **at least one time per quarter**. Additional meetings may be scheduled as determined by the Council Chairperson.*

H. Decision Making

*A quorum consists of at least eight designated agency and/or family representatives of the Council memberships. The Council may take official action only when a quorum is present. Final decisions of the Council will be by consensus of the members present.*

I. Placing Items on the Agenda

*Any Council member may request to place an item on the agenda by notifying the chairperson or Connecting Point Coordinator at least one week in advance.*

J. Minutes

*Minutes of the Council meetings will be written and distributed to appoint Council representatives, prior to the next scheduled meeting. Steering Committee minutes will be written and put on the Connecting Point website prior to the next scheduled meeting.*

**VI. AMENDMENTS**

These guidelines may be altered, amended or repealed and new guidelines may be adopted by formal action of the Council at any regular or special meeting of the Council. The Council Chairperson must be notified in writing of proposed changes at least 15 days prior to the scheduled meeting. A meeting of the Council Chair and Co-Chair is encouraged when presenting proposed changes for the Council.

Guidelines will be formally reviewed during the development of the Council's Strategic Plan every five years.