

**By-Laws of the Licensed Child Care Center Advisory Board
Adopted January 8, 2009**

Articles I – Name

Section 1. The name of this organization shall be Licensed Child Care Center Advisory Board.

Article 2 – Purpose

Section 1. The purpose of this organization shall be to discuss issues/concerns of licensed child care centers and to develop solutions to the concerns by networking with directors from other centers and representatives from the Division of Family Resources. The Board will make recommendations to legislators/legislative committees about child care center issues.

Article 3 – Objectives

Section 1. The objectives of this organization shall be to

- a. promote the networking of staff from licensed child care centers, the DFR, and legislators about issues affecting licensed child care centers.
- b. provide a strong, unified force to address issues of concern and provide advocacy for licensed child care centers that will assist in making quality child care and early childhood education available to children in Indiana.
- c. provide a mechanism for presenting recommended legislative changes that would benefit licensed child care and the quality of child care in Indiana to legislators and/or legislative study committees.
- d. cooperate with other community and state organizations; and
- e. promote public awareness of the importance of quality child care and early childhood education.

Article 4 – Membership

Section 1. Members will be appointed by the Division of Family Resources (DFR).

Section 2. Advisory Board members, other center directors, legislators, and other staff in the DFR can make recommendations to assist the DFR in making appointments to the Advisory Board.

Section 3. The membership shall include a diverse population with representatives from small and large centers, for-profit and not-for-profit centers, and from various areas of the State of Indiana. The Board will include at least 11 members. FSSA employees may be members, but cannot hold an office and are not voting members.

Section 4. Members can be added or deleted as deemed advisable by the DFR. If a member misses two quarterly scheduled meetings without sending a proxy (and proper notification of the proxy to the Secretary), then it is recommended that the DFR replace the member. Attendance by teleconference is acceptable.

Article 5 – Meetings

Section 1. Membership meeting shall be held at least quarterly.

Section 2. Special membership meetings may be called by

- a. the DFR or
- b. by the Chairperson upon written request of 3 voting members.

- Section 3. Members shall be notified in writing/e-mail of the time, date, place and agenda set for all meetings at least 10 days in advance and the Secretary shall keep a record of such notice.
- Section 4. A quorum shall consist of half the voting members. Attendance may be in person or via teleconference. A member who cannot attend may send a proxy to the meeting(s) and proxies will be given voting privileges at attended meetings. The Secretary must have in his/her possession a letter from the member stating who his/her proxy will be and at which meeting(s) the proxy will be voting in the absence of the member.
- Section 5. All meetings are open to the public and staffs from all licensed centers are encouraged to attend. Guests are encouraged to present input into the discussions. The Chairperson may limit the time each person is allowed to present based on the number of people in attendance wishing to present.

Article 6 – Officers

- Section 1. The officers of the Licensed Child Care Center Advisory Board shall be Chairperson, Vice Chairperson, and Secretary. A member may hold only one office at a time.
- Section 2. Officers shall be elected at the July meeting and shall begin their terms of office immediately upon completion of the July meeting.
- Section 3. Officers shall be elected by voting members for a term of two years.
- Section 4. The Chairperson shall
- a. preside at all Licensed Child Care Advisory Board meetings;
 - b. establish committees to research specific topics and report back to the entire Advisory Board;
 - c. be an ex-officio member of all committees;
 - d. work with the Child Care Administrator to decide the agenda for each meeting;
 - e. oversee that the duties of other officers are fulfilled;
 - f. perform such other duties as the Board prescribes;
 - g. ensure that a report is prepared and presented to the Committee on Child Care.
- Section 5. The Vice Chairperson shall
- a. perform duties of the Chairperson during the Chairperson's absence or inability to act;
 - b. receive the agenda from the Chairperson and notify all members of the Licensed Child Care Center Advisory Board of the date, time, place, and agenda for the meeting at least 10 days in advance of the meeting;
 - c. perform such duties as may be assigned by the Chairperson.
- Section 6. The Secretary shall
- a. keep, or cause to be kept, all legal records, a current membership roster, and records of all Licensed Child Care Center Advisory Board meetings;
 - b. be responsible for distributing minutes of all meetings via e-mail to Board members and ensure they are posted online at the BCC website;
 - c. in general, perform all duties incidental to the office of Secretary and such other duties as may be assigned by the Chairperson or Board.

Section 7. When a vacancy occurs in any of the above described offices, except that of Chairperson, the Board shall have the power to fill the vacancy by majority vote to complete the unexpired term.

When a vacancy occurs in the office of Chairperson, the Vice Chairperson shall complete the unexpired term.

Article 7 – Parliamentary Authority

Section 1. Except as otherwise provided in these by-laws, *Robert's Rules of Order, Revised*, shall govern all parliamentary procedures at all Licensed Child Care Center Advisory Board and committee meetings.

Article 8 – Amendments

Section 1. These by-laws may be amended by a majority vote of the voting members present at a regular membership meeting, provided the proposed amendment is distributed in writing by mail/e-mail at least ten days prior to the meeting when action is to be taken.

Guidelines for Licensed Child Care Center Advisory Board Communications and Sharing of Information:

- **Members can and should share information with staff from other licensed child care centers. When sending out shared information the members should refrain from stating their own opinion as the opinion of the Advisory Board unless a vote has been taken on an issue.**
- **Members can elect to remove their contact information/e-mail addresses from the published members contact list by contacting the *Secretary* in writing.**