

SANTA CLARA COUNTY
JOINT CHILD CARE COMMITTEE

BY LAWS
Adopted January 21, 2004
Amended October 2, 2020

Article I - Name

The Committee shall be designated the Santa Clara County Joint Child Care Committee referred to hereafter as the JCCC

Article II - Authority

The Santa Clara County Joint Child Care Committee evolved from the Child Care Block Grant Joint Powers Committee which was formed in 1991. This committee reviewed and approved the Santa Clara County Child Care Block Grant Planning Council's assessment of child care needs and recommended funding priorities for Child Care Block Grant Funds.

The passage of AB 1542 eliminated Child Care Block Grants and allowed for child care funds to be allocated and administered by both the California Departments of Education ("CDE") and the California Department of Social Services ("CDSS"). AB 1542 mandated the formation of County Local Child Care Planning Councils to conduct child care needs assessments, identify local child care funding priorities, prepare comprehensive county child care plans, and consolidate local child care waiting lists.

It is the intent of the Legislature that local child care and development planning councils, shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities. (Education Code § 8499.3) It is further the intent of the Legislature, that communities implementing new programs or initiatives, connect with existing program strategies and build upon existing local collaboratives, when possible, to provide a unified integrated system of service for children and families (Education Code §54744).

Education Code Sections 8499.3 and 8499.5 mandates that both the County Board of Supervisors (CBS) and the County Superintendents of Schools (CSS) be involved in the local child care planning process.

Specifically, the CBS and CSS are directed to:

- Appoint members as recommended by the LPC in accordance with the guidelines prescribed in statute.

- Publicize their intention and invite local organizations to submit nominations before selecting the members.
- Establish the term of appointments for the members of the LPC.
- Approve the needs assessment and local priorities that are developed by the LPC for submission to the CDE.

Article III - Statement of Purpose

The responsibilities and duties of the JCCC shall be as follows:

1. Review and approve the results of the LPC mandated activities including: 1) the child care needs assessment, 2) identification of local funding and service priorities, and 3) the comprehensive child care plan.
2. Oversee and ensure that the LPC fulfills its stated purposes.
3. Appoint members to the LPC and ensure that the Council's membership reflects the racial, ethnic, and geographic population of the County, and that there shall be representation from groups that serve children with limitations and special needs.
4. Make revisions to the JCCC By-laws.
5. Review and approve revisions to the LPC By-laws.

Article IV - Membership

1. Membership shall consist of five (5) active members. Two (2) members from the County Board of Supervisors, the County Superintendent of Schools and two (2) ex-officio members from the Local Planning Council, both of whom are co-chairs of the Council.
2. Appointments

JCCC members shall be appointed for three years. At the first meeting of the JCCC following the adoption of these By-laws, the JCCC shall by lot choose half of their number to serve an initial two-year term. All JCCC members thereafter shall serve a three-year term as provided above.

Article V - Meetings

1. The JCCC shall meet on a Bi-Annual basis or as needed. Meetings shall be open to the public and shall be conducted as mandated under the Ralph M. Brown Act.

2. All JCCC meetings shall be governed by Robert's Rules of Order.
3. If a special meeting is called, each member of the JCCC shall be given a 48 hour notice.
4. At the last meeting of the calendar year, the JCCC shall tentatively schedule the next year's meetings.

Article VI - Officers

The JCCC shall have two elected officers, a Chairperson and a Vice-Chairperson. The Chairperson and the Vice-Chairperson shall be appointed by different public agencies with the authority to appoint members to the JCCC.

The term of office for the Chair of the JCCC shall be one year. The term of the office for the Vice-Chairperson of the JCCC shall be one year. The term of office for both officers shall begin at the last meeting of the calendar year.

Administrative duties shall be performed by staff person selected by this committee.

Article VII - Duties of Officers

The duties of the Chairperson shall be:

1. To preside at all meetings of the Committee.
2. To call special meetings in accordance with the guidelines and statutory requirements of the Ralph M. Brown Act.
3. To work with staff and the Vice President to prepare an agenda for each meeting.
4. JCCC Meetings shall include a public comment period which shall afford members of the public the opportunity to speak on agenda items at the appropriate time in accordance with the Ralph M. Brown Act.
5. To represent the Committee in an administrative capacity at appropriate functions and events. When representing the Committee at functions or events, the Chairperson shall make a reasonable effort to refrain from commenting or voting on matters that have not been considered and approved by the Committee in advance.
6. To perform all other necessary duties incidental to the office.

Duties of the Vice-Chairperson shall be:

1. To assume the responsibilities of the Chair in his/her absence.

Staff Administrative Duties shall include:

1. To record and distribute minutes of the JCCC meetings.
2. To keep records of attendance and action/roll call votes.
3. To perform all other necessary duties incidental to assisting the JCCC in meeting the mandates set forth in Education Code sections 8499.3, et. seq.
4. To perform all duties incidental to assisting the JCCC in the preparation and posting of the agenda for JCCC meetings.
5. To assist the JCCC in compliance with the Ralph M. Brown Act.
6. To assist the JCCC in its response to Public Records Act requests, if any.

Article VIII - Voting Procedures

1. Each JCCC member shall have one vote.
2. A quorum shall be required for the transaction of business - one member more than half of the membership (4) (or 3). In like manner, a quorum shall be required to cancel a meeting
3. The JCCC shall publicly report any action taken and the vote or abstention on that action of each member present for the action in accordance with requirements of the Ralph M. Brown Act.

Article IX - Conflict of Interest

The JCCC shall adopt a conflict of interest code that is in compliance with applicable law. No member of the JCCC shall participate in a vote if he or she has a proprietary interest in the outcome.

Article X – By-laws

1. Adoption of By-laws - These By-laws shall become effective upon approval of the JCCC.
2. Amendments to By-laws- These By-laws may be amended by an affirmative vote of two-thirds of those members present provided the amendments have been submitted to the membership at least 30 calendar days prior to the meeting at which the amendment shall be considered. All amendments must be approved by the JCCC.