



## **MISSISSIPPI DEPARTMENT OF HEALTH CHILD CARE LICENSURE BYLAWS OF THE CHILD CARE ADVISORY COUNCIL**

### **I. Functions**

The Child Care Advisory Council was created by the Child Care Licensing law of 1972. Members of the council are appointed by the Executive Officer of the State Board of Health. The function of the Council is to assist and advise the licensing agency in the development of regulations governing the licensure and regulation of child care facilities. Assistance and advising the licensing agency will be accomplished through the following:

- (A) seeking input and recommendations from agencies and advocacy groups for best practice in all areas and concerns affecting children in child care;
- (B) recommending legislative agendas and action to the State Board of Health to promote the best practice of health, safety, and development of children in child care settings.

### **II. Membership**

The advisory council shall consist of twelve (12) persons, six (6) of whom shall be licensed child care providers, and six (6) of whom shall represent child care professional organizations, child advocacy groups, child care associations or state agencies which provide child care funding, education, or services. No more than four (4) members shall be appointed from anyone (1) State Supreme Court District.

All members of the council have voting privileges. Appointments to the Council will be made without regard to race, creed, sex, or national origin of the appointees. Members appointed to the Council agree to attend regular meetings of the Council and develop/review/take action on issues and tasks before the Council. Voting privileges and other responsibilities are not transferable to other members of the association, agency, or group that the appointed Council member represents.

### **III. Terms of Office**

Appointments will be for three-year terms, but no person will be appointed to serve more than two consecutive terms. Terms will begin on the first day of the state fiscal year. In the event of a vacancy, action will be taken to make an appointment from the appropriate association, agency, or group to fill the unexpired term.

In the initial year of the Council operating under these Bylaws, the members of the Council will

be staggered to promote and ensure continuity of the Council. To this end the Council will be divided into three cohorts composed of the following: 1) three members whose term of office will expire in one year; 2) four members whose term of office will expire in two years; and 3) four members whose term of office will expire in three years. Members appointed for one-year and two-year terms may, in this initial year of operating with bylaws, be appointed to two additional and consecutive three-year terms.

#### **IV. Officers**

The officers of the Council will be Chairperson, Vice-Chairperson, and Secretary. At the first meeting of each year, the Council will elect a Vice-Chairperson, who will also serve as Chairperson-Elect, and Secretary from the membership of the Council. The Chairperson and Secretary serve one-year terms. The Vice-Chairperson serves one year, then automatically succeeds the chairperson after one year.

It will be the duty of the chairperson of the council to preside at meetings. The chairperson will exercise a general supervision of the affairs of the council and will have the usual powers of such office and any other powers and duties as the council directs. The vice-chairperson will preside in the chairperson's absence. The secretary, in cooperation with the Child Care Licensure staff, will be responsible for the recording of minutes of each meeting and any other special duties as assigned by the council.

Elections will occur at last meeting of the fiscal year and officers will assume responsibilities at the first meeting of a new fiscal year. Nominations and election will follow Roberts Rules of Order. Officers will be elected by majority of the members present. If officers are unable to complete the term of office, vacancies will be filled by majority vote of those Council members present.

#### **V. Meetings**

The council will meet the second month of each quarter (August, November, February, and May) of the state fiscal year. Regular meeting dates will be the third Friday of the month. If the regular meeting date falls on a holiday, the council will select, by majority vote and no later than the preceding scheduled council meeting, an alternate meeting date to conduct business of the council.

Public notice of Child Care Advisory Council meetings will be given two weeks prior to the meeting date. All council meetings are open to the public.

The Council may, at its discretion, cancel meetings (1) for nominal agenda/business items for the council to review; (2) for unforeseen events such as severe weather conditions; (3) for unusual or emergency events that may transpire. Meetings may be canceled by majority request of council members by way of a telephone poll or by the decision of the Chairperson, Vice-Chairperson, and Secretary. Council members will be contacted in a timely fashion regarding these actions via telephone, fax, e-mail or other electronic means. When deemed appropriate by the three officers of the Council, selected business may be conducted by conference call or other means among members of the council. Special meetings of the Council may be called by the Chairperson or by request of two-third (2/3) of voting members of the Council.

A quorum to conduct the business of the Council is established by the presence or action of a

simple majority of the currently appointed council.

## **VI. Committees**

The Council may establish ad hoc committees it deems necessary to carry out its functions. Committees must be chaired by a member of the council, but may seek information or special knowledge or expertise from others outside of the council.

## **VII. Grounds for Removal**

It will be a ground to request removal from the council if a member:

- (A) No longer meets the membership Criteria outlined in Section 43-20-7 of the Mississippi code outlined in II. Membership above; or
- (B) Fails to attend council meetings for three consecutive regularly scheduled meetings.

If grounds for removal are found to be valid, the member along with the association/agency/group(s) he represents and the Executive Officer of the State Board of Health will be notified of the council=s request to remove a said member. Open nominations will be accepted from the Supreme Court District where an opening exists. Another representative will be submitted to be considered for appointment to the Child Care Advisory Council by the Executive Officer of the State Board of health.

## **VIII. Compensation**

Members of the council will be reimbursed for mileage and expenses as is authorized by law. Reimbursement will be for necessary and actual expenses incurred in connection with attendance at meetings of the council or for authorized business of the council.

## **IX. Amendments**

These bylaws may be amended by the council in any regular meeting by a majority of those present, provided such amendments have been presented to council members in writing at least ten days in advance of the meeting.