

## Mississippi State Interagency Coordinating Council for Early Intervention

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### BYLAWS

#### I. Name

- A. The Mississippi Interagency Coordinating Council for Early Intervention; hereinafter called the ICC

#### II. Purpose

- A. The ICC shall function to advise and assist the Part C Lead Agency, the Mississippi State Department of Health, in the following matters:
  - 1. Development and implementation of the policies that constitute the statewide Early Intervention program;
  - 2. Achievement of full participation, coordination, and cooperation of all appropriate public agencies in the State;
  - 3. Implementation of a statewide early intervention 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 any policy problems identified are resolved.
  - 4. Resolution of disputes (to the extent appropriate as requested);
  - 5. Identification of fiscal and other support for services for Early Intervention programs;
  - 6. Assignment of financial responsibility to appropriate agencies in accordance with Federal regulations and State law;
  - 7. Promotion of interagency agreement(s);
  - 8. Preparation of annual grant applications and amendments to those applications;
  - 9. Development, implementation, and evaluation of efforts which would result in program recommendations; and

10. Preparation and submission of annual report to the Governor and the Secretary of Health and Human Services, on the status of Early Intervention Programs operated within the State in accordance with appropriate Federal guidelines.
- B. The ICC shall advise and assist the Lead Agency and the State Educational Agency regarding the provision of appropriate services for children aged birth to five (5), inclusive.
- C. The ICC shall serve as an advocate for children with special needs and their families to programs and agencies providing early intervention services.
- D. The ICC shall advise and assist the State Educational Agency regarding the transition of toddlers with disabilities to services provided under Part B of the Act, to the extent those services are appropriate.

### **III. Composition of the ICC**

- A. The ICC must be appointed by the Governor and reasonably represents the population of the State. Membership shall consist of at least 25 members. Ex-officio members may be appointed by the Executive Committee. The ICC shall be composed as follows:
  1. At least 20% must be parents, including minority parents, of infants and toddlers, with disabilities or children with disabilities aged twelve (12) or younger, who have knowledge of or experience with programs for infants and toddlers with disabilities.
  2. At least one member must be a parent of an infant or toddler with a disability or a child with a disability aged six (6) or younger.
  3. At least 20% must be public or private providers of early intervention services.
  4. At least one member must be from the State Legislature.
  5. At least one member must be involved in personnel preparation.
  6. At least one member must be from the agency responsible for the State governance of insurance, especially in the area of health insurance; and must have sufficient authority to engage in policy planning and implementation on behalf of that agency.
  7. At least one member must be from the State Educational Agency responsible for preschool services to children with disabilities and have sufficient authority to engage in policy planning and

implementation on behalf of that agency, and a member who is knowledgeable of the needs of homeless/migrant children.

8. At least one member must be from each of the agencies involved in the provision of, or payment for, early intervention service to infants and toddlers with disabilities and their families. Each member must have sufficient authority to engage in policy planning and implementation on behalf of the agency they represent. Agencies represented include:

Mississippi Department of Mental Health,  
Mississippi State Department of Health,  
Mississippi State Department of Education,  
Division of Medicaid,  
Mississippi Department of Human Services,  
University of Mississippi Medical Center,  
Office of the Governor,  
State Board of Community and Junior Colleges,  
State Institutions of Higher Learning,  
Mississippi Head Start, and  
Mississippi Band of Choctaw Indians.

9. The ICC may include other members selected by the Governor. Such members might include parent training center directors, representatives from local agencies with an interest in early intervention and/or child development, pediatricians or other physicians knowledgeable about the needs of infants and toddlers with disabilities, persons knowledgeable about children who are “at-risk” and persons who are knowledgeable about perinatally drug exposed children.
10. The Governor shall designate member(s) of the ICC to serve as (Co-)Chairperson(s) of the ICC or require the ICC to do so. Any member of the ICC who is a representative of the Lead Agency may not serve as the (Co-)Chairperson of the ICC. Preference shall be given to a parent of a child with a disability who is under six years of age as (Co-)Chairperson of the ICC. Preference shall be given to the member of the Mississippi Legislature as (Co-)Chairperson of the ICC

#### **IV. General**

- A. The terms of all members appointed to the ICC shall run concurrently with the term of the Governor by who they are appointed. The appointment shall stand until reappointment or replacement.

- B. All resignations of members shall be submitted in writing to the Governor and the (Co-)Chairperson(s) of the ICC.
- C. Should a vacancy arise prior to the expiration of the term of a member, the ICC shall make recommendations in writing to the Governor concerning the appointment of the new member.
- D. Duly appointed members unable to attend ICC meetings shall name an individual, in writing, as a designee to represent them in official ICC meetings. The written notice of designation shall be submitted to the Lead Agency on or before the date of the ICC meeting. The designee shall be deemed authorized to act on behalf of the ICC member who they are representing and shall exercise all rights and privileges of the member represented.
- E. Each member shall have one vote in matters pertaining to the ICC. All valid votes must be given in person during regularly scheduled meetings. Policy recommendations, position papers, and other major written issues shall be mailed to all members two weeks prior to the scheduled meeting for a called vote. A motion will carry based upon a majority of the members present.
- F. Subject to the approval by the Governor, the ICC may use funds:
  - 1. To conduct hearings and forums;
  - 2. To reimburse members of the ICC for reasonable and necessary expenses for attending ICC meetings and performing ICC duties (including childcare for parent representatives);
  - 3. To hire staff;
  - 4. To obtain the services of professional, technical, and clerical personnel, as may be necessary to carry out the performance of its functions under this part.
- G. ICC members shall serve without compensation.
- H. Funds expended at the direction of the ICC will be accomplished in accordance with State law and in accordance to the policies of the Lead Agency.

**V. Officers**

- A. The officers of the ICC shall be the (Co-)Chairperson(s) and the Vice Chairperson. They shall remain in their positions during their tenure as ICC members. The Vice Chairperson shall be elected or removed by a majority of ICC members present.

B. Duties of the (Co-)Chairperson(s)

The (Co-)Chairperson(s) shall perform the following duties:

1. Call the meeting to order at the appointed time;
2. Preside at all meetings;
3. Work with the Vice Chairperson and Lead Agency to identify the business that is to be brought before the ICC;
4. Arrange the meeting agenda to include all business items to be covered during a designated ICC meeting;
5. Announce during the meeting all questions to be resolved by the ICC;
6. Vote on issues that arise in the course of the proceedings and announce the result of the vote;
7. Authenticate by signature, when necessary, all acts, orders, and proceedings of the ICC;
8. Appoint such committees as deemed necessary to carry on the functions of the ICC;
9. Serve on the Executive Committee; and
10. Represent the State ICC at all Federal, State, and local meetings.

C. Duties of the Vice Chairperson

The Vice Chairperson shall perform the following duties:

1. Perform such duties as assigned by the (Co-)Chairperson(s);
2. Serve on the Executive Committee; and
3. Assume the responsibilities of the (Co-)Chairperson(s) in the absence, death, resignation, or inability of the (Co-)Chairperson(s) to perform such duties.

**VI. Meetings**

- A. The ICC must meet at least quarterly and in such places as it deems necessary. Meetings shall be held the second Friday of the month (January, April, July, and October) or at other times the ICC deems as appropriate.

- B. The meetings must be publicly announced within one week prior to the meeting. The meetings must be open and accessible to the general public.
- C. Interpreters for persons who are hearing impaired and other services necessary to ensure the full participation of persons with disabilities shall be provided by the ICC if requested.
- D. An agenda will be provided to the ICC members prior to meetings
  - 1. The agenda will include:
    - a. Reading of the minutes for their approval;
    - b. Report of special committees;
    - c. Unfinished business;
    - d. New business; and
    - e. Public comments.
  - 2. The agenda items that ICC members wish to include shall be submitted to the Executive Committee prior to the meeting.
    - a. The Executive Committee shall consider the items for inclusion.
    - b. If there are specific materials associated with the proposed agenda item, they must be submitted to the Lead Agency at least three weeks prior to the meeting so that they can be distributed to all members for review.
- E. Each meeting of the ICC and its committees shall be recorded as the official minutes of the ICC. The minutes shall be kept in writing and should contain, at a minimum, the following:
  - 1. The kind of meeting (i.e., regular, special, called);
  - 2. Name of the assembly;
  - 3. Date and place of the meeting;
  - 4. Listing of those members present and absent and visitors;
  - 5. Whether the minutes of the previous meeting were approved;
  - 6. All motions and actions agreed upon by the ICC; and

7. Significant details of major discussions concerning ICC related business.
- F. A copy of the minutes will be sent to each ICC members with the meeting announcement. The minutes from the previous meeting will always be the first order of business.
- G. All meetings of the ICC will be conducted according to the procedures outlined in *Robert's Rules of Order Revised*, except where inconsistent with these Bylaws.
- H. ICC members are expected to be present at all ICC meetings or to designate a representative as detailed in section IV.D. Two consecutive absences without written notification will be considered as resignation of the member. The (Co-)Chairperson will send notification to the member and the agency head when appropriate.

## **VII. Appearance Before the ICC**

- A. No person shall be entitled as a matter of right to appear before the ICC except for official guests invited by the (Co-)Chairperson(s) after consultation with the Executive Committee or the total ICC.
- B. Other appearances before the ICC are not a matter of right, and will only be considered if the request is material and relevant to any matters then pending before the ICC.
- C. Any person who desires to be placed on the agenda to address the ICC shall submit such request, including justification, in writing to the (Co-)Chairperson(s).
  1. The request should be made at least three weeks prior to the designated ICC meeting at which the person desires to appear and set forth the purpose of such appearance.
  2. The request shall be considered by the Executive Committee of the ICC and any relevant materials circulated to ICC members at least two weeks before the designated meeting.
- D. Opportunity for public comment will be provided at the end of each ICC meeting. Such comment is not considered a formal appearance before the ICC, cannot result in ICC action without becoming a formal request for appearance, and does not require official response. Public comments shall become a part of the official meeting minutes.

## **VIII. Committees**

- A. The ICC shall have the following permanent committees: Executive Committee, Personnel Preparation, Public Awareness, Transition, and Bylaws and such other committees as are deemed necessary to perform its functions, duties, and responsibilities as set forth in these Bylaws.
- B. The Executive Committee shall be a permanent committee and shall be composed of the (Co-)Chairperson(s) and Vice Chairperson along with two other members elected by ICC. The past (Co-)Chairperson(s) and the State Coordinator in the Lead Agency of the Early Intervention Program shall be members of the Executive Committee. The Executive Committee shall be empowered by the ICC to conduct and transact such business and to call such special meetings of the ICC as it determines necessary. However, the Executive Committee's recommendations shall be submitted to the ICC for review and action.
- C. The (Co-)Chairperson(s) may appoint and instruct any ad hoc committees necessary to fulfill the functions and responsibilities of the ICC.

## **IX. Amendments**

The Mississippi Interagency Coordinating Council shall revise, amend or restructure the Bylaws of the ICC according to the following criteria:

- A. The ICC shall revise, amend, or restructure the Bylaws of the ICC to reflect changes in Federal and State law, regulations, policies, and requirements.
- B. The ICC may revise or amend the Bylaws after due consideration of any and all recommendations submitted by the membership. The following procedural criteria must be implemented to ensure due consideration:
  - 1. All amendments must be submitted in writing to the Executive Committee for review prior to introduction to the ICC.
  - 2. All amendments, after Executive Committee review, will be sent to the ICC membership prior to the meeting of the ICC so that each ICC member is familiar with its language and meaning.
  - 3. Amendments will be adopted by the majority of those voting.
  - 4. All amendments approved by the ICC will be signed by the (Co-) Chairperson(s) of the ICC. A final copy of the approved amendment will be sent to each ICC member following the above action.
- C. The ICC and the Bylaws Committee shall review the Bylaws every two years and revise as needed.

**X. Conflict of Interest**

- A. No member of the ICC may cast a vote on any matter that would provide direct financial benefit to that member or otherwise give the appearance of conflict of interest.