

KITSAP INTERAGENCY COORDINATING COUNCIL

BY-LAWS

SECTION A. MISSION STATEMENT

Article I

MISSION STATEMENT

The mission of the Kitsap Interagency Coordinating Council (KICC) is to advise and assist the Local Lead Agency and participating agencies, on system and funding strategies for implementing and maintaining a coordinated early intervention service system and coordinated transition for three to five year olds.

PURPOSE

The purpose of the Kitsap County Birth to Six Interagency Coordinating Council (KICC) centers on implementing IDEA, Part C, and promoting the use of a coordinated, multidisciplinary, community based interagency system. This may be accomplished by:

- Supporting outreach to all families, including diverse ethnic and cultural groups.
- Ensuring that all services are family-centered, oriented to family uniqueness and provided in natural environments.
- Creating and maintaining an integrated link among agencies as well as between families and agencies.
- Facilitating interagency problem solving including but not limited to: access, funding, transportation, duplication of service, transition of services and dispute resolution among agencies and/or service providers.
- Maximizing use of available resources for a continuum of services.
- Promoting public awareness activities within the community.
- Supporting the goals of the State ICC.

SECTION B. ACTIVITIES AND FOCUS GROUPS

Article I

ACTIVITIES

The KICC will:

Maintain contact with the State ICC in accordance with the current statement of work.

Meet regularly, addressing the established purpose of the KICC

Monitor approved use of funds provided through contractual service with Infant Toddler Early Intervention Program

Review and revise as needed the Mission Statement of the KICC.

Establish and maintain standing and ad hoc committees to study and act on specific issues related to the purpose of the KICC.

Promote public awareness of the responsibilities of the KICC.

Article II

STANDING AND AD HOC COMMITTEES

The KICC may establish and abolish standing or special ad hoc committees as needed.

Each ad hoc committee will be time or task limited as designated by the KICC.

Each standing or ad hoc committee will select its own Chairperson.

The business of each standing and ad hoc committee will be conducted using a consensus/problem-solving model. When consensus can not be reached, the issue will be brought before the KICC.

SECTION C MINUTES AND MEETINGS

Article I

MINUTES

Minutes will be taken of all KICC business meetings.

Article II

MEETINGS

Meeting notices will be sent to all members and any interested parties. All meetings shall be open to the public. The KICC shall meet at least on a quarterly basis.

Additional meetings may be called by the Chairperson or by 20% of the members. The business of the KICC shall be conducted using a consensus/problem-solving model.

SECTION D MEMBERS

Article I

MEMBERS

The KICC shall consist of community members and parents of children birth to twelve years of age with a disability or a diagnosed physical or mental condition with a high probability of resulting in developmental delay, who represent a variety of perspectives. Every effort will be made to secure representation from but not limited to members listed in the County ICC Statement of Work.

Article II

ALTERNATES

KICC members may send an alternate to the KICC meeting with the consent of the organization he/she is representing. An alternate shall have voting power and shall be considered a regular member for that meeting only.

Article III

EXPECTATIONS OF MEMBERS

While regular attendance is optimal, those who have difficulty attending regular meetings, should make every effort to communicate their involvement, input & voting decisions.

There shall be only one representative from each agency/association that is considered a voting member. Each agency/association shall determine who their voting member will be. Only those members who have a current membership on file will be considered voting members.

No KICC member shall vote on any matter that would provide direct financial benefit to that member's agency or otherwise constitute a conflict of interest or give the appearance of a conflict of interest.

If a representative is unable to attend on a regular basis, the chairperson should be notified of the name of the person's replacement and the membership form should be updated.

Article IV

COMPENSATION

No member, other than parent representatives, may receive compensation from the KICC for participation in the group.

SECTION E OFFICERS AND DUTIES

Article I

CO-CHAIRS

The Co-Chair shall be selected from nominations of the KICC at large. There shall be a parent and a member agency co-chair of the KICC. If the KICC is unable to recruit a co-chair in either one of these categories, both co-chairs may be from the same category until such time as someone can be recruited. The co-chairs may not be a staff person of the ITEIP-contracted Kitsap County PART C Lead Agency.

Article II

CO-CHAIR TERM OF OFFICE

Co-Chairs shall be elected annually. Each co-chair shall serve for 12 months. The parent co-chair's term of office shall be from May through April. The member agency co-chair's term of office shall be from October through September.

Article III

DUTIES OF THE CO-CHAIR

The co-chairs shall preside at meetings of the KICC. They shall jointly appoint all committees. The co-chairs shall be ex officio members of all standing and ad hoc committees. In addition, as needed, they shall perform such duties as directed by the KICC.

SECTION F VOTING

Article I

VOTING PROCEDURES

- a) In the event that voting is required to reach a decision, each voting member is entitled to one (1) vote. Action by the KICC will be determined by a simple majority of voting members present. Voting during meetings will be by voice, unless a voting member of the KICC calls for a written vote.

- b) KICC voting members may participate in a vote which takes place at a regular open public business meeting. If absent, this may be by telephone, fax, email, written, or by designated proxy. These votes and the method used will be reflected in the minutes.
- c) No member may cast a vote on any matter that would provide direct financial benefit to that member's agency or otherwise give the appearance of a conflict of interest.

SECTION G BY LAWS

Article I

AMENDMENTS

Amendments to the By Laws may be presented by any member at a KICC meeting for consideration and adoption or rejection at the next scheduled meeting. Adoption of an amendment shall require the approval of a majority of voting members or their alternates present at the meeting of the KICC at which proposed amendment is voted upon.

The By Laws shall be periodically reviewed by the membership to determine the need for revision.

RATIFICATION

Article I

RATIFICATION OF BY-LAWS

The by-laws are considered ratified and in force when adopted by the members of the KICC.

Article II

PROCEDURES

Procedures will be developed, revised and modified as needed.