

# **New Hampshire Interagency Coordinating Council BY-LAWS**

## **Article I: NAME**

The Name of the body shall be the New Hampshire Interagency Coordinating Council also known as NHICC or The Council.

## **Article II: MISSION**

The New Hampshire Interagency Coordinating Council is an advisory body to the Department of Health and Human Services, Bureau of Developmental Services and the Department of Education, Bureau of Special Education. The purpose of the NH ICC is to assist these agencies to promote and increase the quality of Family Centered Early Supports and Services (Part C of IDEA) and Preschool Special Education (Part B/619) supports and services to eligible children, birth through five years, and their families. Four major goals underlie the ICC's mission:

1. Assure that supports and services are: high quality; family centered; evidence based and provided within natural settings for children and their families;
2. Support the lead agencies to implement a statewide monitoring, data collection and improvement system that identifies strengths and needs and utilizes results to improve programs and services;
3. Facilitate interagency collaboration at the federal, state, regional, and local levels in order to assure that: quality supports and services exist for children and their families; duplication and gaps in supports and services provided are identified; and sufficient public and private resources are identified, allocated equitably and appropriately utilized; and
4. Address immediate and relevant issues regarding the viability, finances, implementation, philosophy, practices, and/or quality of supports and services via subcommittees, work groups or other responsive mechanisms.

## **Article III: MEMBERSHIP**

### **Section 1. Composition**

Membership on the NHICC is by the appointment of the Governor of New Hampshire with the recommendation of the NHICC. The number of members shall be at least 18 and no more than 30.

(A). **Mandatory Membership:** Mandatory membership consists of those defined in Part C of IDEA/IDEIA:

- 20% parents of children who have been enrolled in Early Supports and Services and are age twelve or younger; and at least one of those parents must have a child aged six years or under
- 20% *Family Centered Early Supports and Services Providers* under contract to the lead agency.
- 1 New Hampshire legislator

- 1 personnel preparation
- 1 State agency representative from Head Start
- 1 State agency lead agency representative
- 1 State agency for preschool special education
- 1 State agency representative of health insurance
- 1 State agency representative of Child Care
- 1 State agency representative of Child Protective Services
- 1 State agency representative of Medicaid
- 1 State agency representative of Foster Care
- 1 State agency representative of Homeless Education
- 1 State agency representative of Children's Mental Health

(B). Recommended Membership: Recommended membership will be defined by the priorities set by the NHICC.

## **Section 2. Terms of Service**

Members of the ICC shall be appointed for a term of three years with a limit of 6 years. Members seeking to serve more than two consecutive terms may petition the Nominating Committee for a subsequent term.

Election of new ICC members will occur at the annual meeting/retreat in the fall of each year. All new members will be brought on at that time with terms beginning as of the vote. Recruitment and election of ICC members will occur at other times during the year when filling a vacancy in one of the mandatory categories and a non-mandatory category at the discretion of the full ICC. When this newly elected person begins their initial term on the ICC, he/she will fill the vacancy up until their full term begins when voted upon at the annual meeting / retreat. This could result in an ICC member completing more than the maximum term limit.

When a Council member serves as a representative of a state agency that has mandated participation by Part C, term limits do not apply.

When a member is appointed based upon an organizational affiliation that person's term will end when no longer affiliated with the respective organization. Membership does not automatically pass to his/her organization's successor.

## **Section 3. Attendance**

Serving on the NH ICC is a privilege and your input is essential. Thus attendance is critical. Each member is expected to attend all regular meetings of the NHICC. In the event of an anticipated absence, the member is expected to notify the Part C staff either by phone or via email before or as soon after the meeting as possible. ICC members who are unable to attend meetings on a regular basis will be referred to the Nominating Committee for potential action.

## **Section 4. Membership Responsibilities**

The responsibilities of NHICC members are to:

- Be knowledgeable of state and federal regulations governing the provision of Family Centered Early Supports and Services
- Advise the lead agency based upon one's unique perspective
- Attend all applicable NHICC meetings
- Serve on standing and ad-hoc committees as needed
- Advance New Hampshire's Interagency Coordinating Council mission and promote respective initiatives within local, state, and national communities.

## **Section 5. Voting**

Each member of the NHICC is entitled to one vote at ICC meetings. Proxy votes may be accepted as follows: In any instance when ICC members are absent, they may and are encouraged to assign their proxy vote to any other ICC member. A simple majority of those members present including proxy votes constitutes a valid vote outcome.

## **Section 6. Staff**

The Bureau is required to provide staff to the NHICC. Their job shall be to provide administrative support to the NHICC including dissemination of meeting notices, agendas, minutes, and support materials. Staff shall also act as a resource to the ICC regarding Family Centered Early Supports and Services. A staff member is not a voting member.

## **Section 7. Meetings**

The NHICC shall meet a minimum of every other month or a minimum of four times per year and as otherwise called by the Chairperson or by written petition of six members.

## **Section 8. Conflict of Interest**

No member of the Council shall cast a vote on any matter that would provide direct financial benefit to that member otherwise give the appearance of a conflict of interest under NH State Law. Members will be asked to sign a conflict of interest agreement at the time of their appointment.

## **Section 9. Vacancies**

Vacancies will be filled through appointment of the Governor at the recommendation of the NHICC.

## **Article IV – OFFICERS**

### **Section 1. Officers**

Officers of the NHICC shall be the Chairperson, Vice Chairperson, Secretary, and Member-at-Large..

## **Section 2. Term of Office**

Officer terms shall be two years in duration. The Officers' terms will coincide with the fiscal year, beginning July 1st and ending in June 30th. The Nominating Committee will submit a slate of Officers to the NHICC 14 days prior to the last Council meeting of the fiscal year. The NHICC will conduct election of the Officers by a vote at the last Council meeting of the fiscal year. If quorum is not met, a written ballot will be distributed within 48 hours. Newly elected Officers shall begin their duties immediately following their election by the Council.

## **Section 3. Duties of Officers**

- a. The Chairperson shall preside at all NHICC meetings. The Chairperson shall be authorized to represent NHICC. The Chairperson shall chair the Planning Committee. In emergency circumstances, the Chairperson is authorized to take action on behalf of the NHICC if unable to confer with the Planning Committee and or ICC members.
- b. The Vice Chairperson shall assist the Chairperson and perform such duties as prescribed in the Bylaws or at the direction of the NHICC. The Vice Chairperson will assume responsibilities of the Chairperson as required. The Vice Chairperson will assume the position of Chairperson if a vacancy occurs.
- c. The Secretary shall keep the minutes of meetings of the Council, handle all correspondence appropriate to the office, and keep a record of attendance at all meetings with administrative support from the Bureau. In the absence of the Secretary, the Chairperson shall appoint a member to perform the function of Secretary.
- d. The Member-at-Large shall serve on the ICC Planning Committee with the intent of assuming a leadership position on the Council in the future.

## **Section 4. Officer Vacancy**

In the event there is an Officer vacancy, the Chairperson will request the Nominating Committee to submit the name of a Council candidate for election. The NHICC will elect the Officer to complete the term. If there is a vacancy in the Chairperson's position, the Vice Chairperson will assume the duties of Chairperson.

## **Article V – COMMITTEES**

### **Section 1. Standing Committees**

- The NHICC shall have a Planning Committee made up of lead agency staff, Department of Education representative(s) and NHICC Officers. This committee shall meet at least once prior to each NHICC meeting to establish an agenda for the upcoming meeting and to assure that the business of the last meeting has progressed.

- The Nominating Committee shall nominate as prescribed by the Bylaws a sufficient number of persons to fill all vacancies on the NHICC. It shall present a slate of officers for vote to the NHICC at the last meeting of the fiscal year. It shall also be responsible for the implementation of the attendance and responsibilities requirements. The Chair of the Nominating Committee will be appointed by the Chair of the ICC.
- Standing committees may be added by a vote at any regularly scheduled meeting of the NHICC

## **Section 2. Ad Hoc Committees**

Ad Hoc Committees may be created at the discretion of the Chairperson or by the ICC as necessary for a specific, time-limited project.

## **Article VI – AMENDMENTS**

These Bylaws may be amended by a simple majority at a NHICC meeting with least two-thirds of the members present. A Prior written notice (transmitted electronically or by mail) must be given two weeks in advance of the regularly scheduled meeting.

Initial Approval Date: 2003

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