

# POLICY ROUNDTABLE FOR CHILD CARE AND DEVELOPMENT

## BYLAWS

### ARTICLE I.

#### Authority

The County of Los Angeles Policy Roundtable for Child Care and Development (Roundtable) was established by **Board Order No. 14 of May 23, 2000, Ordinance No. 2000-0025, Chapter 3.75 of the Los Angeles County Code**. All policies, procedures and actions of the Roundtable shall be consistent with that Ordinance.

### ARTICLE II.

#### Mission Statement

The mission of the Los Angeles County Policy Roundtable for Child Care and Development is to build and strengthen the field of child care and development by providing recommendations to the Board of Supervisors on policy, systems, and infrastructure improvement.

### ARTICLE III.

#### Membership

#### **Section 1.**     Membership

The Roundtable shall consist of 25 members, including 15 Organizational Representatives and 10 Supervisorial Representatives. All representatives shall have background, knowledge, expertise, and/or experience in Child Care, Early Childhood Education, or Child Development fields:

A. Organizational Representatives shall include a nominee from each of the following entities:

- 1) Chair of the Child Care Planning Committee
- 2) Chief Executive Office
- 3) Child Care Alliance of Los Angeles
- 4) Commission for Children and Families
- 5) Department of Children and Family Services
- 6) Department of Mental Health
- 7) Department of Parks and Recreation
- 8) Department of Public Health
- 9) Department of Public Social Services
- 10) Los Angeles Children and Families First-Proposition 10 Commission
- 11) Los Angeles County Office of Education
- 12) Los Angeles Unified School District
- 13) Los Angeles Universal Preschool
- 14) Probation Department
- 15) Southern California Association for the Education of Young Children

B. Supervisorial Representatives

Each member of the Board of Supervisors (Board) shall nominate one Roundtable member from one of the following expert categories:

- Academia or research
- Private business sector
- Philanthropy
- Community or legal advocacy
- Child care

Each member of the Board shall nominate one Roundtable member from one of the following expert categories:

- Faith-based child care center operator
- Employer-supported child care center operator
- Family child care program operator
- Private or public child care center operator
- Child care advocate
- Parent
- Demographer
- Facilities finance expert
- Economist
- Labor representative
- CalWORKs participant
- Any person who is an expert in one of the expert categories set forth in the section above

C. All nominations are subject to approval by the Board.

D. Alternates

1) Organizational Representatives

- County Department representatives shall identify a specific alternate who can vote in the member's absence. In the event that both the member and alternate are unable to attend a meeting, a department representative can fulfill the attendance requirement. This department representative will not be authorized to vote on Roundtable business.
- Representatives from organizations other than County Departments shall have the option to identify an alternate to attend and vote in the member's absence.

2) Supervisorial Representatives

- Representatives of the Board of Supervisors will not have the option to use alternates.

**Section 2.** Terms of Service:

- A. All members of the Roundtable shall serve at the pleasure of the Board.
- B. A lottery shall be held to determine the terms of service of Supervisorial Representatives initially appointed to the Roundtable. Half of the Supervisorial Representatives will serve a two-year term and half will serve a four-year term. After the initial term, the term of all members will be four years.
- C. Supervisorial Representatives to the Roundtable will serve no more than two consecutive full terms of service. An initial two-year term served by a member shall not count as a full term served.
- D. Organizational Representatives will be required to affirm their status with their nominating organization every four years.
- E. In the event of a vacancy, a nomination shall be made by the nominating entity of the member whose position becomes vacant. The appointed successor shall complete the remainder of the term.

**Section 3.** Duties and Responsibilities

- A. Develop policy recommendations related to child care and development that are based on solid research, economic forecasts, projected demographic shifts and trends, and federal and state policies, and take into account all forms of child care and development services.
- B. Advise and assist County departments in developing and implementing strategies to connect clients and/or employees to high quality child care and development services.
- C. In conjunction with the CEO, develop recommendations for consideration by the Board on County, State and Federal legislative and budget issues related to child care and development. The Roundtable shall work with community stakeholders so as to understand the impact of those issues on the supply, quality and demand for child care and development services.
- D. Working in collaboration with County departments and community stakeholders, identify strategies to secure and leverage, coordinate, monitor and maximize funding for and access to high quality child care and development services.
- E. Develop, distribute in electronic format, and post on a County website, an annual report summarizing key issues, Roundtable recommendations, and Board actions.

**ARTICLE IV.**  
Officers

**Section 1.** General Responsibilities

The Officers of the Roundtable shall be a Chairperson and a Vice-Chairperson and shall perform the duties as prescribed by these bylaws and “**Robert’s Rules of Order Newly Revised.**”

**Section 2.** Duties of the Chairperson

The duties shall also include, but are not necessarily limited to, the following:

- A. To preside over full Roundtable meetings and determine the agenda of the meetings.
- B. To determine whether a quorum is present subject to the provisions of **Section 3.75.080 of the County Code.**
- C. To call special meetings when necessary subject to the requirements of the **Ralph M. Brown Act.**
- D. To determine membership for subcommittees and to recommend the chairperson, with ratification by the Roundtable.
- E. To confer with staff on all matters related to the activities of the Roundtable and to provide direction to the staff in relationship to these matters.

**Section 3.** Duties of the Vice-Chairperson

The duties of the Vice-Chairperson include the following:

- A. To preside over meetings of the full Roundtable and conduct all duties of the Chairperson in his/her absence.
- B. To perform any other duties and responsibilities of the Chairperson at his/her direction.

**ARTICLE V.**  
Election of Officers

**Section 1.** Election of Officers

- A. The annual election of Roundtable officers shall take place on the anniversary of the initial officer elections, or at the next regularly scheduled meeting thereafter.
- B. Each duly appointed Roundtable member shall be eligible to serve as an officer.
- C. Each officer shall serve a one-year term and thereafter until a successor is qualified and elected.
- D. An officer may be elected to additional consecutive terms; however, no officer shall be eligible to serve more than three consecutive terms.
- E. All members of the Roundtable shall be eligible to vote in the election of officers.

**Section 2. Election Procedures**

The officers of the Roundtable shall be selected in the following manner:

- A. There shall be no secret ballots or absentee voting (**Government Code Section 54953**).
- F. Candidates shall be nominated from the floor at the election meeting.
- G. The election will be held by voice-vote at the election meeting subject to the following: If one of the candidates receives a majority of all votes cast, he/she will be declared the winner. If there are three or more candidates and no one receives a majority of all votes cast, a run-off election will be held between the two candidates with the highest number of votes. The run-off shall be conducted by voice-vote at the election meeting. In the event of a tie between the two candidates with the highest number of votes, the Chairperson's vote shall be counted as one and one-half (1½) votes.

**Section 3. Vacancies**

If the office of Chairperson or Vice-Chairperson becomes vacant, the vacancy will be filled for the remainder of the term at the next regular meeting using the same procedures set forth in Section 2 of this Article.

**ARTICLE VI.**  
Conflict of Interest

In the event that a Roundtable member or the organization which the member represents, could incur a financial benefit based on a decision of the Roundtable, that member shall abstain from participating in any analysis, discussion, or recommendation affecting such interest. In some instances, depending on the financial interest, the entire Roundtable may be precluded from acting.

**ARTICLE VII.**  
Voting and Action Items

The Roundtable shall adhere to the following while addressing all action items:

- A. Each member of the Roundtable shall be entitled to one vote on each matter submitted to a vote of the Roundtable.
- B. All votes shall be submitted by voice or a show of hands; there will be no secret ballots or absentee voting on any Roundtable action items.
- C. To pass an action item, a majority of the members present must vote in the affirmative.
- D. An action item which results in a tie vote does not pass.
- E. A record of all votes shall be kept by Roundtable staff.
- F. Members are required to abstain from participating in any analysis, discussion, or vote affecting issues which present a conflict of interest. However, in the absence of such conflict or other limitations, members are expected to be informed and cast votes.

**ARTICLE VIII.**  
Meetings

**Section 1.** Meetings

- A. Regular meetings of the Roundtable shall be held on the second Wednesday of each month. The regular meetings may be rescheduled for a different day than stated in these bylaws by a majority vote of the members present at a regular meeting. The Roundtable may change the date and place of any meeting subject to the requirements of the **Ralph M. Brown Act**.
- B. Future meetings may be canceled by a majority vote of the members present at a regular meeting. Staff shall follow the same procedure stated above in this Article for the rescheduling of meetings.
- C. If the Roundtable staff determines that there will be no quorum present for a particular meeting, the Chairperson, in his/her discretion, may cancel that meeting or convene a meeting of a committee of the whole.

**Section 2.** Special Meetings

Special meetings of the Roundtable may be called in the manner provided by Section 54956 of the Government Code.

**Section 3.**    Rules of Order

The rules contained in the current edition of "**Robert's Rules of Order Newly Released**," except as otherwise provided herein, shall govern the Roundtable in its proceedings. The Roundtable may adopt additional rules to govern conduct at its meetings and all proceedings. Such rules can only be changed by a majority vote of the Roundtable.

**Section 4.**    Attendance

All members of the Roundtable shall consider it their obligation to attend all general meetings of the Roundtable. If a member is absent from three consecutive general meetings, or misses more than 25 percent of the general meetings within a calendar year without adequate excuse, the Chairperson shall make inquiries of the individual member and report findings to the Roundtable, at which time the Roundtable can discuss its recourse (e.g., report absences to the appointing Board office or nominating organization).

Roundtable members shall also consider it their responsibility to participate in at least one subcommittee of the Roundtable. If a member is absent from three consecutive meetings, or misses more than 25 percent of the meetings of a subcommittee within a calendar year without adequate excuse, the subcommittee Chair shall make inquiries of the individual and report his/her findings to the Roundtable Chair.

**Section 5.**    Quorum

One (1) more than half of the current membership (a majority) of the Roundtable shall constitute a quorum, but in no event shall a quorum be less than eight members.

**Section 6.**    Agenda Items

Members of the Roundtable may request placement of an item on the agenda by contacting the Roundtable staff no later than seven working days prior to any regular or special meeting of the Roundtable. Roundtable staff may, with the Chairperson's approval, accept items for the agenda if it can be done without violating the agenda and notice requirements of the **Ralph M. Brown Act**.

**ARTICLE IX.**  
Committees

The Roundtable may establish subcommittees, pursuant to Article III, Section 2 of these bylaws, to provide technical and professional expertise and support for any purpose that it decides will be beneficial. Such subcommittees may include members of the Child Care Planning Committee and others recommended by Roundtable members, as deemed necessary by the Roundtable. Subcommittees may make recommendations and reports, as deemed necessary or appropriate by the Roundtable.

**ARTICLE X.**  
Adoption and Amendment of Bylaws

**Section 1.** Adoption

These bylaws may be adopted by a majority vote of the Roundtable, provided that written notice is given to each Roundtable member, along with a copy of the proposed bylaws at the previous regular meeting.

**Section 2.** Amendment

These bylaws may be amended by a two-thirds (2/3) vote of the Roundtable members present at a regular meeting, provided that written notice of the proposed amendment is given at the previous regular Roundtable meeting.

**ARTICLE XI.**  
Staff Support

The Roundtable shall receive staff support from the Office of Child Care within the Chief Executive Office (Service Integration Branch).

Adopted: April 11, 2001.

Amended 9.06.

Amended 11. 11

PRCC \_Bylaws amended Nov 9.11

PRCC\_Bylaws to be amended Oct. 2013