

POLICY ROUNDTABLE FOR CHILD CARE AND DEVELOPMENT

BYLAWS

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**ARTICLE 1.  
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 [and the Ralph M. Brown Act](#). [If terms are in conflict the Ordinance shall control.](#)

**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~~ [Los Angeles County's Local Planning Council \(LPC\)](#) or a LPC member designated by the LPC Chair;
  - 2) ~~Chief Executive Office~~ [Department of Economic Opportunity](#)
  - 3) Child Care Alliance of Los Angeles, [comprised of 10 state funded child care resource and referral agencies-a partnership of 10 Resource and Referral and Alternative Payment agencies in LA County](#)
  - 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 ([also known as: First 5 LA](#))
  - 11) Los Angeles County Office of Education
  - 12) Los Angeles Unified School District
  - 13) ~~Los Angeles Universal Preschool~~ [Service Employee International Union](#)
  - 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~~ two Roundtable members from one of the following expert categories:

- Academia or research
- Private business sector
- Philanthropy (charitable organization or foundation focused on children and families)
- Community or legal advocacy
- ~~Child care~~
  - Faith-based child care center operator
  - Employer-supported child care center operator
  - Family child care program operator
  - Private or public child care center operator
  - Family Friends and Neighbor, licensed exempt provider
  - Resource and Referral Agency

Commented [LD1]: Recommendation: Delete given CCALA has a dedicated seat on Commission.

~~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~~ Legislative Analyst
- Labor Representative
- ~~• CalWORKs participant~~
- Human services (e.g., housing navigation, mental health, physical health, health care)
- ~~• 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 and count towards quorum. 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 service 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.~~

B. Supervisorial Representatives to the Roundtable will serve no more than ~~two~~ three consecutive full terms of service. ~~An initial two year term served by a member shall not count as a full term served.~~ A term is up to four years. Former members will be eligible to serve again after a one year hiatus.

C. Representatives from organizations other than County Departments Organizational Representatives to the Roundtable will serve no more than two consecutive full terms of service. A term is up to four years. Former members will be eligible to serve again after a one year hiatus.

D. Representatives from County Departments will not have term limits.

Commented [LD2]: Change reflects Commission recommendation from 9/13/23 meeting.

E. Organizational Representatives will be required to affirm their status with their nominating organization every four years.

F. The Department of Public Health's Office for the Advancement of Early Care and Education (OAECE) will notify the Roundtable at least 6 months before the completion of a member's term of service.

~~G.~~ At least three months before a member's completion of term of service, the Organizational Representative's entity or Board office shall affirm through a written notice to the OAECE that the member will continue for another term of service or identify a new representative.

## Section 3. Resignation and Removal of Members

A. A member may resign at any time by giving written notice to the OAECE. Any such resignation will take effect at the date of receipt of such notice or at any later date specified. Unless otherwise specified, the acceptance of such resignation will not be necessary to make it effective.

B. A member may be removed, either with or without cause, by a majority vote of the Roundtable.

Commented [LD3]: Recommendation: Delete because this seems to undermine Board of Supervisors authority to appoint who they want, every member ultimately serves at the pleasure of the Board.

**Section 34. 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 Chief Executive Office's County Legislative Affairs and Intergovernmental Relations, 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 latest published edition of "Robert's Rules of Order" and follow the Los Angeles County Commission Manual.

**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 an ad hoc or standing subcommittee ~~and to recommend the chairperson,~~ with ratification by the Roundtable.

- E. To recommend a member to represent the Roundtable to serve on other bodies, with ratification by the Roundtable.
- F. To confer with OAECE staff (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.
- C. To recommend the next Vice-Chairperson, with ratification by the Roundtable.

**ARTICLE V.  
Election of Officers**

**Section 1. Election of Officers**

- A. The bi-annual election of Roundtable officers shall take place ~~on the anniversary of the initial officer elections~~ in June of the second bi-annual year, 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~~ two year term and thereafter until a successor is qualified 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 of 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**).
- B. Candidates may ~~shall~~ be nominated from the floor at the election meeting.
- C. 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. In order for an election to take place a minimum of 15 votes must be cast.

Commented [LD4]: Recommendation: Clearly state minimum number of votes need to cast in an election.

### **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, with the exception of July and August. 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.

☞ 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~~ **or convene a meeting**

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Commented [LD5]: Recommendation: Delete

**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 ~~or staff~~ 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 or staff shall make inquiries of the individual and report his/her findings to the Roundtable Chair.~~

Commented [LD6]: Recommendation: Delete because Policy Roundtable is moving to utilizing an ad hoc structure.

**Section 5. Quorum**

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

A quorum of the Roundtable shall be a majority of the Roundtable members who have been appointed, but in no event shall a quorum be less than eight.

**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 ad hoc or and 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 ad hoc or and subcommittees may include members of the Child Care Planning Committee and others recommended by Roundtable members, as deemed necessary by the Roundtable. Ad hoc or and 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 for the Advancement of Early Care and Education within the Chief Executive Office Department of Public Health.

Adopted: April 11, 2001.

Amended 9.06.

Amended 11. 11

PRCC Bylaws amended Nov 9.11 PRCC Bylaws to be amended Oct. 2013