

# Child Care Homes Advisory Committee Bylaws

Original, approved October 30, 2007

The Purpose of the Licensed Child Care Homes Advisory Committee is to provide to the division information, advice, and assistance concerning implementation of child care regulations. The Committee shall annually report to the Committee on Child Care concerning the committee's activities during the previous year. The Child Care Homes Advisory Committee serves to communicate provider initiatives and concerns, of both a general and unit specific nature to the Division of Family Resources; improve general communication and address issues within the child care provider community. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their geographical areas.

## 1. Structure of the Committee

1.1 The committee will be composed of representatives elected:

Chairperson

Vice-Chair

Secretary

1.12 Licensed Child Care Homes Advisory Committee will elect officers for terms of two years. However, there are no term limits.

1.2 The Licensed Child Care Home Advisory Committee will attempt to have at least one representative from each geographic area as determined by the CCRR SDA map.

1.3 Committee members will be appointed by The Division for terms of two years. Appointments will be made biennially in the spring and terms will commence in August.

1.4 Appointments can be made anytime during the year to replace an officer or committee member who must resign or be removed from The Committee.

1.41 Any member who fails to attend two meetings in a calendar year without sending a proxy may be subject to committee membership review.

1.5 In the event of a member's planned absence, he or she may appoint a proxy to represent him or her at the next meeting by notifying the Chairperson in advance of the meeting.

## 2. Operational Procedures of the Committee

2.1 In the event of the absence of an officer, the succeeding officer will assume responsibility for that meeting.

2.2 Meetings of the committee are set by consensus of the committee. Normally, they will be held quarterly on the last Tuesday of January, April, July and October in Indianapolis. In addition, emergency meetings may be initiated by the Chair of the committee [or by any member through the Chair. In the absence of the Chair, the committee may organize itself.] A member of the committee may request a meeting for special circumstances.

- 2.3 A quorum shall consist of five members.
- 2.4 Proxies may be counted toward a quorum, [but] and will not count toward votes.
- 2.5 A simple majority vote is required for action
- 2.6 The Chair of the committee will submit attendance and progress reports to the Division at the request of the Homes Advisory Committee.

### 3. General Charges of the Committee

- 3.1 Provide a formal body whose function is to address issues of interest to the Licensed Child Care Home providers.
- 3.2 Improve the representation of Licensed Child Care Home provider issues to the Division.
- 3.3 Improve general communication within the Licensed Child Care Home community.
- 3.4 Disseminate information of interest to the Licensed Child Care Home providers and communicate the concerns of Licensed Child Care Home providers to the Division.

### 4. Amendments of the Professional Staff Committee bylaws

- 4.1 The Child Care Homes Advisory Committee bylaws may be amended [after approval by 2/3 of the voting members] with a majority vote of the Child Care Homes Advisory Committee. After approval by the committee, the changes will be sent to the Division for approval.