

# Maryland SICC

STATE INTERAGENCY COORDINATING COUNCIL

*Assisting and Advising Maryland's Early Childhood Intervention and Education System of Services for Young Children with Disabilities and Their Families*

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## BYLAWS

### MARYLAND STATE INTERAGENCY COORDINATING COUNCIL

#### Maryland's Early Childhood Intervention & Education System of Services Maryland Infants & Toddlers Program Prevention Initiatives and Early Childhood

#### **Article I.**     **Name**

The name of this Council is the Maryland State Interagency Coordinating Council (SICC). The Council shall be established in accordance with the provisions of the Individuals with Disabilities Education Act (Part C), as amended.

#### **Article II.**     **Mission Statement**

The mission of the State Interagency Coordinating Council is to advise and assist the lead agency in administering, promoting, planning, coordinating and improving the early childhood intervention and education system of services to ensure that all children with disabilities [birth through five (5) years of age] and their families have access to appropriate developmental and educational services.

#### **Article III.**     **Functions of the SICC**

A. The Council shall:

- (1) Advise and assist the State lead agency in the development and implementation of the policies that constitute the State's early childhood intervention and education system of services;
- (2) Advise and assist the State lead agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State;
- (3) Assist the State lead agency in the effective implementation of the State's early childhood intervention and education system, by establishing a process that includes:
  - (a) Seeking information from service providers, service coordinators, parents, and others about any Federal, State, or local policies that impede service delivery; and

- (b) Taking steps to ensure that any policy problems identified in III (3) (a) are resolved;
- (4) To the extent appropriate, assist the State lead agency in the resolution of disputes;
- (5) Advise and assist the lead agency in the:
  - (a) Identification of sources of fiscal and other support for services for early childhood intervention and education system under Part C and Part B, Section 619 of IDEA;
  - (b) Assignment of financial responsibility to the appropriate agency; and
  - (c) Promotion of the State Interagency Agreements;
- (6) Advise and assist the State lead agency regarding the transition of eligible young children to services provided under Part B, to the extent such services are appropriate;
- (7) Advise and assist the State lead agency regarding the provision of appropriate services to eligible infants, toddlers and young children and their families;
- (8) Advise and assist the State lead agency in the preparation of applications under Part C of IDEA, and amendments to those applications including the State's Annual Performance Report (APR); and
- (9) Prepare and submit an annual report on the status of early childhood intervention and education programs operated within the State for children eligible under this part and their families; and submit the report to the Governor and the Secretary of the U.S. Department of Education by a date that the Secretary establishes. Each annual report must contain the information required by the Secretary for the year for which the report is made.

**Article IV. Membership**

**A. Composition - Voting Members**

Membership of the SICC shall conform to the requirements of Part C, and the Federal regulations pertaining thereto. The Council shall be composed of:

- (1) At least 20% parents, including minority parents of infants, toddlers and young children with disabilities aged twelve (12) or younger with knowledge of, or experience with, programs for infants, toddlers and

young children with disabilities. At least one (1) such member shall be a parent of a child currently participating in Part C services;

- (2) At least 20% of the members shall be public or private providers of early intervention services;
- (3) At least one (1) representative from the State legislature;
- (4) At least one (1) person involved in personnel preparation;
- (5) At least one (1) member from the Maryland State Department of Education responsible for early intervention services to infants and toddlers with disabilities and their families who shall have sufficient authority to engage in policy planning and implementation on behalf of the agency;
- (6) At least one (1) member from the Maryland State Department of Education responsible for preschool services to children with disabilities who shall have sufficient authority to engage in policy planning and implementation on behalf of the agency;
- (7) At least one (1) member shall be from the agency responsible for the State Medicaid program;
- (8) At least one (1) member shall be a representative from the Maryland Insurance Administration;
- (9) At least one (1) member shall be from a Head Start Agency in the State;
- (10) At least one (1) member shall be from the State agency responsible for child care;
- (11) At least one (1) member shall be a representative designated by the Office of Coordinator for Education of Homeless Children and Youth;
- (12) At least one (1) member shall have a disability;
- (13) At least one (1) member shall be a representative from the State child welfare agency responsible for foster care;
- (14) At least one (1) member shall be a representative from the State agency responsible for children's mental health.

Membership shall represent the population and geographic diversity of the State.

## **B. Appointment and Responsibilities of Voting Members**

Members shall be appointed by the Governor with consent of the State Senate. The term of a member is three (3) years beginning July 1. With the approval of the Executive Committee, members may be recommended for reappointment.

Each of the voting members of the SICC shall have one (1) vote each.

The designated proxy of an appointed member may act in the member's absence with the member's written authorization. The proxy shall be considered a voting member in the absence of the appointed member if there is written authorization. A quorum of the SICC shall consist of 51% of the appointed voting members, exclusive of proxies. A quorum shall be required for the affirmative transaction of any business of the SICC.

The total number of voting members shall be at least fifteen (15) but not more than twenty-five (25).

## **C. Composition Ex-Officio Members**

Ex-officio members of the SICC are selected by virtue of their office or special expertise. Ex-officio members will have their term expire when they are no longer occupying that office, and the position will be assumed by the new office-holder. Ex-officio members shall be appointed for a three (3) year term and are non-voting members. Ex-officio members do not have a proxy. Ex-officio members will have the same responsibilities as SICC members to attend regularly scheduled SICC general meetings. When a vacancy is available for an Ex-officio member, the Executive Committee shall identify a new Ex-officio member and forward that individual's name to the full Council for approval by the full SICC membership.

## **D. Proxies**

When individuals who are appointed & voting members of the SICC cannot attend scheduled meetings or other SICC activities, they can designate a proxy to act in their stead. When a member of the SICC is absent, the proxy will sit on the Council, participate in the discussion, and may vote in place of the SICC member they are representing, with written authorization. When the SICC member is present, proxies may participate as members of the general public. Proxies have no rights or responsibilities of membership in the SICC, except to represent an absent SICC member on a specific occasion basis. Proxies may represent the member at no more than 50% of SICC meetings annually.

## **E. Termination of Membership other than by Resignation or Expiration of Term**

A member of the SICC appointed by the Governor who fails to attend at least 50% of the meetings of the Council during any consecutive twelve (12) month

period shall be considered to have resigned. Not later than January 15th of each year, the Chairperson of the SICC shall forward to the Governor:

- (1) The name of any individual considered to have resigned;
- (2) A statement describing the individual's history of attendance during the preceding twelve (12) month period. After receiving the Chairperson's statement the Governor shall appoint a successor for the remainder of the term of the individual. If the individual has been unable to attend meetings for reasons satisfactory to the Governor, the Governor may waive~~r~~ the resignation if the reasons are made public.

Since SICC members are appointed to represent specific functions categories, SICC members shall inform the Chairperson when any change in status may affect a member's purpose for serving on the Council.

**Article V. Conflict of Interest**

- A. No member of the SICC shall cast a vote on any matter, which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.
- B. In the instances where an SICC member is employed by an organization which is a recipient of financial support from the Maryland Infants and Toddlers Program and/or the State lead agency, that member shall disclose such potential conflict of interest and not participate in any deliberations (including proposal criteria), decisions, or vote which may determine the outcome of a potential funding award to that organization.
- C. In any instance where the appearance of conflict of interest is uncertain, an SICC member can request clarification and determination of conflict of interest status from the SICC.

**Article VI. Meetings**

The SICC shall meet as often as necessary. The SICC shall meet at least quarterly and in such places, as it deems necessary. The meetings shall be publicly announced, and, to the extent appropriate, open and accessible to the general public.

Minutes will be taken at each General SICC meeting and approved at a subsequent meeting. Minutes will be made available to all SICC members. The Chairperson, in consultation with the Executive Committee will be responsible for development of the agenda.

**Article VII. Officers**

The officers of the SICC shall be the Chairperson and Vice Chairperson. The

Governor shall designate a member of the council to serve as the Chairperson and Vice Chairperson of the council, or shall require the council to so designate such officers. It is recommended that one (1) of the two (2) officers be a parent member of the SICC. Any member of the Council who is a representative of any State agency may not serve as Chairperson or Vice Chairperson of the Council. The duties of the officers shall be to:

- (1) Conduct the meetings of the SICC;
- (2) Work closely with the program Director or designated staff in planning efforts;
- (3) Oversee public hearings;
- (4) Represent the opinions of the SICC to the State Lead Agency and to the public, as appropriate;
- (5) Convene Executive Committee Meetings;
- (6) Appoint Chairpersons for Standing Committees, Subcommittees, and Task Forces, as needed; and
- (7) Prepare an annual report that meets the requirements outlined under Article III, Section A(9) of these Bylaws.

Upon identification of a Chairperson and Vice Chairperson, each will agree to carry out specific duties, unless otherwise prescribed, and announce same to the full SICC.

### **Article VIII. Committees**

The Chairperson shall establish such committees or task forces as are deemed necessary to carry out the SICC responsibilities and functions. Non-members of the SICC may serve as members of such committees or task forces at the request of the Committee chairpersons. The committees will meet, as needed, for their purpose. Each member of the SICC or the member's designee shall participate on a Committee, as needed. The standing committee of the SICC shall be:

- A. Executive Committee: The Chairperson, in consultation with the Vice Chairperson, is responsible for appointment of the Executive Committee members. The past Chairperson of the SICC shall remain on the Executive committee for a minimum of one (1) year.

The function of the Executive Committee is to:

- (1) Plan agendas for SICC meetings;
- (2) Coordinate activities of SICC committees and subcommittees;

- (3) Accept nominations for membership on the SICCC and make recommendations to the SICCC to be voted upon by members. The vote shall take place at a general meeting, at least one month after announcing recommendations. These names will then be forwarded to the Governor for his consideration and appointment, with the approval of the Senate;
- (4) Accept nominations for Chairperson and Vice Chairperson and make recommendations to the SICCC to be voted upon by members. The vote shall take place at a general meeting, at least one month after announcing recommendations. These names will then be forwarded to the Governor for his consideration and appointment;
- (5) Review budgetary expenditures and participate in budget planning;
- (6) Assist in the preparation of the SICCC annual report and the State's Annual Performance Report (APR); and
- (7) Convene special meetings or conference calls as needed to hear of important issues or legislative matters related to the early childhood intervention and education system of services. If time allows, all SICCC members will be notified of the special meeting or conference call to allow for appropriate input and/or participation. In extreme circumstances where time does not allow for full Council participation, the Executive Committee is authorized to take action on behalf of the full Council on any matter requiring immediate action.

If the resulting action requires the Council to take a "position" (i.e. support/opposition of a budget or legislative matter), the Executive Committee will perform due diligence in obtaining consensus from members representing State agencies. If a State agency does not concur with the final action to be taken by the Executive Committee, the agency must immediately provide a statement of abstention, to be included with the action. After such action, the Chairperson will immediately notify the full Council membership.

#### **Article IX.    Amendments**

The Bylaws may be amended by recommendations of the Executive Committee and a minimum of ten (10) voting members of the SICCC, provided that copies of the proposed amendment and notice of its consideration have been mailed and/or emailed to every member at least two (2) weeks before the date of the meeting during which adoption of the amendment would be considered.

#### **Article X.    Procedures**

With respect to all procedures not specifically addressed within these Bylaws and applicable Federal and State regulations as to the conduct of business, Robert's Rules of Order will apply.

The Chairperson and/or their designee shall function as the Parliamentarian for official SICC conduct of business.

ADOPTED 6/16/88

Amended 12/27/89

Amended 6/25/92

Amended 7/26/02

Amended 1/22/10

**Amended 9/01/16**