

BYLAWS  
OF THE  
FORD-IROQUOIS LOCAL INTERAGENCY COUNCIL

**January 2015**

Article 1: Name

Section 1. The council assembled at this table shall be called, the Ford-Iroquois Local Interagency Council. Hereafter in the bylaws referred to as the Ford-Iroquois LIC.

Article 2: Purpose/Mission

Section 1. The mission of the Ford-Iroquois LIC is to plan and ensure the coordination of a unified, comprehensive service delivery system for children and families with disabilities and developmental delays for children ages birth to five with a focus on Early Intervention in Ford and Iroquois counties. The service delivery system is to provide high quality, family-centered, inclusive services that respect the diversity of families and communities in the two counties.

Section 2. The Ford-Iroquois LIC will abide by the Working Agreement between the LICs of Champaign, Ford-Iroquois, Vermilion, Livingston and McLean counties and Easter Seals\_ for the purpose of clarifying the roles and responsibilities of both parties as they relate to the Child and Family Connections Grant received from the Illinois Department of Human Services (DHS).

Section 3. Funds that are made available to the Ford-Iroquois LIC shall be budgeted on an annual basis and submitted to the CFC for approval. The LIC coordinator and/or appropriate other members of the Ford-Iroquois LIC shall present a proposed budget to the Ford-Iroquois LIC members for approval before submission. The funds will be used for programs and assistance, as the membership of the Ford-Iroquois LIC deems fit.

Article 3: Membership

Section 1. The membership of the Ford-Iroquois LIC shall consist of all interested parties, both agencies and individuals, who are concerned with children with special needs.

Section 2. The official membership list of the Ford-Iroquois LIC shall be comprised of all interested parties who have submitted a memorandum of understanding (MOU) to the current LIC coordinator stating their desire to be considered a member. The memorandum shall be in effect until such time as there is a written memo asking to be removed from the membership list. A new, current MOU must be submitted by the January 2015 meeting or later.

Section 3. Membership should include parents and/or grandparents of children with disabilities or developmental delays so as to represent the cultural and ethnic diversity of the two counties.

Section 4. Voting membership shall consist of all representatives on the Ford-Iroquois LIC who have a signed memorandum of understanding on file with the Ford-Iroquois LIC. Members must have attended 50% of the meetings of the current fiscal year to vote. Each member has one (1) vote. Designated voters may vote by proxy.

## Article 4: Organizational Structure

- Section 1. The Ford-Iroquois LIC will meet at least 5 times per year at a time and place determined by the LIC coordinator.
- Section 2. One-third of the members who have executed a memorandum of participation to join the Ford-Iroquois LIC shall constitute a quorum at any meeting.
- Section 3. Meetings of the Ford-Iroquois LIC are not forums for person-specific or program-specific complaints.

## Article 5: Governance

- Section 1. The Ford-Iroquois LIC shall consist of a chairperson, a co-chairperson and the LIC Coordinator.
- Section 2. Terms of service on the chairperson and co-chairperson shall be one year.
- Section 3. In the event that vacancies occur during the year the vacancy will be filled at the next regular meeting of the Ford-Iroquois LIC.
- Section 4. Members shall be elected during a regular meeting during the final quarter of the fiscal year in which a quorum of the membership is present.

## Article 6: Committees

- Section 1. The Ford-Iroquois LIC may have such committees as is deemed appropriate by the membership. Generally, it is expected that there will be standing committees and committees that are formed periodically to accomplish a specific task and then disbanded.
- Section 2. The Ford-Iroquois LIC shall have four standing or permanent committees.
- a. The Provider Recruitment/Retention Committee. This committee will be responsible for the recruitment of new Providers and their longevity of services in Early Intervention.
  - b. Public Awareness Committee. The function of this committee will be to coordinate public awareness activities and identify any needs or gaps in the service delivery system for children, birth to age five, within Ford and Iroquois counties. This committee will develop strategies to address gaps in services and plan and implement/coordinate methods of making the public aware of the services available to this age group, and of the functions of the Ford-Iroquois LIC.
  - c. The Child Find/Screening Committee. This committee will be responsible for coordinating schedules for screening children ages birth to five, make sure these families are aware of services available, and identify any gaps in the screening process to make sure all children get screened.
  - d. The Transitional Committee. This committee will be responsible for the transitional phase from the early intervention system into the community and/or public school system at the age of three. Transition Agreements will be maintained with the local LEA and CFC. These agreements are to be reviewed annually.

Article 7: Amendments

Section 1. The bylaws of the Ford-Iroquois LIC may be changed, and amendments may be added or deleted from the bylaws, by a two-thirds vote of members at any regular meeting where a quorum is present, provided written notice of the proposed amendment has been sent to the membership at least fifteen days prior to the meeting, clearly stating the proposed amendment and reasons for same.

Article 8: Fiscal Year

Section 1. The fiscal year of the Ford-Iroquois LIC shall be the same as that for the State of Illinois; beginning on July 1 of each year and ending on June 30 of the following year.

Article 9: Dissolution Clause

Section 1. Upon dissolution of the Ford-Iroquois LIC, the LIC shall, after paying or making provisions for payment of all liabilities of the LIC, dispose of all assets of the LIC in accordance with the restrictions/guidelines of the funding sources.

Approved the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Chairperson, Ford-Iroquois LIC

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Co-Chairperson, Ford-Iroquois LIC

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LIC Coordinator, Ford-Iroquois LIC