



Local Interagency Council #45

By-Laws

ARTICLE I

Name

The official name of this organization shall be Henry/Stark Counties Local Interagency Council #45. Also known as LIC #45

The LIC #45 was established for local agencies, parents, and service providers to collaborate and serve those in Early Intervention. LIC #45 is governed by the Department of Human Services Bureau of Early Intervention

ARTICLE II

Purpose/Mission Statement of LIC #45

The Henry/Stark Counties Local Interagency Council functions within the Child and Family Connections (CFC) and its purpose is to promote a comprehensive, coordinated local early intervention service system to meet the developmental needs of children birth to 5 years of age and the needs of their families.

It is the council's belief that early intervention services in Henry and Stark Counties should be designed to fulfill this purpose by accepting, supporting and empowering young children and their families to become active participants in all facets of early intervention service delivery. This mission also includes the need to inform and educate the community about the availability of services and enhance public awareness regarding issues relevant to children with special needs.

ARTICLE III

Authority

325 IL20/1 ET.SEQ., The Early Intervention Services System Act authorizes the LIC. The LIC operates under the 501(c)3 status of the CFC fiscal agent, and as a result, must coordinate activities with the fiscal agent to ensure all applicable laws and rules related to liability and tax exempt status are maintained.

ARTICLE IV

Family Philosophy

Local Interagency Council #45 believes that families have the right:

- **To be Informed:**
Families should know what services are available in Henry and Stark Counties.

- To be autonomous decision makers:

Knowledge of available services will facilitate a family's ability to match needs with appropriate services. The Early Intervention Team, in which the family is a major component, ultimately determine what services they need, how and where services are delivered and when services are no longer needed.

- To accessibility:

Families should be able to obtain early intervention services readily, without unnecessary barriers.

- To individuality:

Families are unique. Early Intervention services should be flexible enough to accommodate diverse family needs, not vice versa.

- To have services delivered in the Natural Environment:

Early intervention services should be delivered to children and families in their home or daycare to the greatest extent possible.

ARTICLE V

Membership

Section 1

- The membership of the Council shall include but are not limited to:
- Parent(s) of a child with special needs
- Agencies that provide services to children with special needs
- Agencies that serve families that may have a child with special needs
- Private providers of services to children with special needs
- Community members that have an interest in services for children with special needs and their families
- Local education agencies/school districts
- Representatives from State agencies at a local level

Section 2

Each individual member and/or agency will be asked to sign a membership agreement annually and identify a designated voting member and alternate in order to be eligible to cast a vote on issues brought before the LIC for formal action.

ARTICLE VI

Governance

Section 1

Officers for the LIC shall consist of an elected Chairperson, and a Secretary, which may be the LIC coordinator to generate minutes. Terms of office shall be two consecutive years. Elections will be conducted at the end of the calendar year for the responsibilities to be assumed by new officers at the start of the new calendar year.

Section 2

The Chairperson shall preside over the Council meetings. In his/her absence, the Secretary or LIC coordinator will assume the role of conducting the meeting.

ARTICLE VII

Committees

Section 1

- The By-Laws of LIC #45 will state the standing committees to be:
- Transition Committee – to assist families with the process of entering a school district at the age of 3
- Public Awareness & Child Find Committee – to inform and educate the general public on services available through Early Intervention and to locate children that may benefit from Early Intervention services
- Provider Recruitment Committee – to encourage and locate those adults interested in working in Early Intervention and provide guidance/assistance to maintain the providers in the Early Intervention system
- Chairpersons from each committee, as well as the Chairperson of the LIC will comprise a Grievance/Review committee - to assess and settle differences that may arise through the LIC or the CFC office and to monitor referral trends to maintain fairness to all providers

Section 2

Special Ad Hoc committees may be established and their responsibilities assigned as needed to carry out the work of the LIC.

Section 3

The LIC coordinator will be present at all Council meetings, as available.

ARTICLE VIII

Meetings

Section 1

LIC #45 shall meet on an alternating monthly basis, no fewer than 5 times a year.

Section 2

Special full council meetings and/or committee meetings may be called as necessary to carry out the work of the LIC.

Section 3

LIC members shall contact the Council Chairperson or the LIC Coordinator prior to the meeting to include an item on the agenda.

ARTICLE IX

Parliamentary Authority

Section 1

The Council meetings will be conducted with decisions made by a consensus or general agreement of those present unless a motion and a second is made to require that a vote be taken.

Section 2

In the event that a consensus vote cannot make a decision, voting will be limited to one vote per agency, family or provider,

Section 3

The following actions will require a formal voting process can only be approved by the simple majority of those designated as voting members. Members can vote by written/telephone or email proxy, to the LIC chairperson, or by being present. Prior notification will be sent to members no fewer than 10 days before the next scheduled general meeting.

- Expenditures
- Election of Officers
- Amendments to the By-Laws

ARTICLE X

Amendment of By-Laws

These by-laws may be amended at any regular meeting of the LIC by two-thirds vote of members present, provided that the amendment has been submitted in writing to the members no less than 10 days prior to the next scheduled meeting.

ARTICLE XI

Public Participation

LIC meetings are open to the public. Participation by the public is encouraged. The LIC may organize or be a participant in general events. If the events are not hosted by the LIC, liability insurance must be provided by the hosts and pre-approved through the LIC.

Voted on and approved on
January 20th, 2015.



