

Appendix A

Central Susquehanna Valley Interagency Coordinating Council Charter and By-Laws

Charter

Section I Name

- A. The name of the local interagency coordinating council in the region served by Central Susquehanna Intermediate Unit and the Columbia, Montour, Snyder and Union MH/MR D&A Program shall be: Central Susquehanna Valley Interagency Coordinating Council (hereafter referred to as Council).

Section II Mission Statement

- A. Established in compliance with the individuals with Disabilities Act and Pennsylvania Act 212 – the Early Intervention Services System Act, this mission is to:

A team of parents and agencies working together to create opportunities for all children to participate fully in the community with the supports they need. Our purpose is to inform, train, address needs and look for solutions and resources.

- B. The Objectives of this Council are:
- ∃ To promote the coordination of programs and provide a continuum of from participating agencies
 - ∃ To advocate for young children and their families in order that they receive consistent and appropriate services
 - ∃ To facilitate access to services for those children not receiving services
 - ∃ To identify unmet needs of children and families and seek resources to meet these needs in conjunction with the LEA (Local Education Agency), MH/MR and community
 - ∃ To create more awareness of services and programs by families and potential referral sources
 - ∃ To promote public awareness through educational activities, community networking and cooperation
 - ∃ To participate in the general planning of Early Intervention programs and services, including the local

- interagency agreement
- ∃ To review the effectiveness of existing programs and services and their delivery

Section III Service Area

- A. The region served by the Council is the common service delivery area the Central Susquehanna Intermediate Unit (CSIU) and the Columbia, Montour, Snyder Union (CMSU) MH/MR D&A Program.

Section IV Target Population

- A. Target population of this Council is defined as eligible and potentially eligible children birth to the age of beginner and their families.

Section V Sponsorship/Management

- A. The Council is sponsored by the administration of the CMSU MH/MR and the administration of the CSIU.
- B. Management lies with the Council, with shared responsibility to comply with all applicable laws and regulations.
- C. Sponsors have final decision making authority with regard to their programs and budgets.

Section VI Rules of Order

- A. Roberts' Rules of Order, Revised, shall be the parliamentary authority governing the meetings of this local interagency coordinating council unless otherwise stated in the Council By-Laws.

Section VII Principal Location/Mailing Address

- A. The Council's mailing address shall be
Central Susquehanna Valley Interagency Coordinating Council
c/o CMSU Developmental Support and Services
307 Mill St.
Danville, PA 17821

Section VIII Amendments

- A. Amendment of the charter requires a two third (2/3) affirmative vote of voting membership.
- B. Proposed amendments must be submitted to the Council

chairperson, who submit in writing to the Council membership minimally two weeks in advance of Council meeting.

By-Laws

Section I Local Early Intervention Interagency Coordinating Council (named: Central Susquehanna Valley Local Interagency Coordinating Council, hereafter referred to Council).

A. Membership

The Council membership shall be open to all interested parties. Voting membership shall be representative in terms of the county of residence, the diversity of population, and the range of conditions eligible for early intervention services. Voting membership shall be determined by the nomination process. The Council shall ensure the voting membership is representative by adding membership as additional needs and populations are identified. Members may vote at meetings or by verbal or written proxy.

In compliance with the provisions of Pennsylvania Act 212, the following shall represent voting Council membership:

10 Parents of children with special needs

10 Agency Representatives

2 representatives from early intervention provider agencies

1 representative from the CSIU

1 representative of a community organization

1 representative from the Department of Health

3 representatives from Head Start

2 representatives from the CMSU MH/MR

If any additional MAWAs (an organization with a Mutually Agreed-upon Written Arrangement with the PA Department of Education) are formed, they shall have automatic voting membership as agency representatives, and the number of voting parent representatives shall increase accordingly.

Ex-Officio Members –

Ex-officio members can be appointed by the Council.

Possible candidates for ex-officio could include, but are not limited to: additional parent representation, private provider agencies, child care representation, political representatives, physician/pediatrician. Ex-officio members will not have voting privileges, but will be able to make motions, second motions, discuss motions and be eligible for committee membership.

B. Term of Individual Membership/Vacancies/Compensation for Voting Parent Representatives

1. Individual membership shall be appointed for a period of 2 years. The term shall be calculated from May of the year appointed.
2. Election of membership shall be on a rotating basis with one half (1/2) of the membership rotating up for new election or reappointment each year
3. Vacancies occurring in the membership shall be filled under the recommendation of the nominating committee.
4. Voting Council membership may remove any voting member for just cause.
5. Members shall serve no more than two (2) consecutive terms.
6. Council members shall serve without compensation. Child care will be provided for general meetings and other authorized Council activities. Parents serving as voting members are eligible for reimbursement for transportation.

C. Conflict of Interest

1. Conflict of interest shall be addressed at Council meetings as needed.

D. Meetings

1. The Council shall meet minimally once each quarter and more frequent meetings may be established as needed.
2. Motions shall be made and carried by simple majority of the voting members present.
3. Emergency meetings may be called by the Chairperson/ Co-Chair with twenty four (24) hour notice to each voting member.
4. No business shall be conducted at the emergency meeting other than that named in the call to order.
5. Annual re-organizational meetings shall be held in May, at which time officers shall be elected, voting members installed and committee organization shall be initiated. Nominations shall be presented at the last regularly scheduled meeting prior to the re-organizational meeting.
6. Meetings are considered public meetings and will be subject to the requirements of the Sunshine Law of 1986, Public Law 338, no. 84, et seq. as amended, and the Rehabilitation Act of 1973, P.L. 93112, section 504.

Section II Officers

A. Titles

1. Council officers shall be:
Chairperson/Co-Chair (Parent or agency representative)
Vice-chairperson (Parent representative if agency representative is chairperson; agency representative if parent representative is Chairperson/ Co-chair. This position may remain vacant if a parent representative is unavailable.

Secretary
Treasurer

B. Election

1. The Council shall elect officers at the first meeting in May.
2. The term shall be one (1) year.

3. A maximum of two (2) consecutive terms in the same office shall be allowed, unless no other individuals volunteer to serve and it is approved by a majority of the voting membership.

C. Duties

1. Chairperson/Co-Chair

- a. The Chairperson/Co-Chair shall be the principal officer and shall preside at all meetings of the Council and organize the agenda.
- b. The Chairperson/Co-Chair shall be responsible for coordinating communication to the Council.
- c. The Chairperson/Co-Chair shall be responsible for appointments to committees.
- d. The Chairperson/Co-Chair shall be an ex-officio member of all committees.
- e. The Chairperson/Co-Chair shall perform all other duties as are usual for the chief presiding officer.

2. Vice-chairperson

- a. The Vice-chairperson shall perform the duties of the chairperson in the of the chairperson's absence.
- b. The Vice-chairperson shall assist the chairperson in such duties as the chairperson may assign.

3. Secretary

- a. The Secretary will be responsible for taking and coordinating the timely distribution of 'the minutes and presenting reports to the Council.
- b. The Secretary shall perform the duties of the chairperson in the absence of the chairperson and the vice-chairperson.

4. Treasurer

- a. The Treasurer shall perform fiscal management functions as required by the Council.

Section III Committees

- A. Council members shall be encouraged to participate on committees.
- B. Standing Committees

1. Standing committees of the Council shall be:
Nominating/Membership Committee
Inclusion Support Project
2. Standing committees shall be chaired by voting Council members only and may include ex-officio and non-council members
3. Additional standing committees shall be established through By-law Amendment.

C. Ad-Hoc Committees

1. The Council may create committees needed for the LICC to perform effectively.
2. Voting Council members shall constitute leadership of ad-hoc committees.
3. Non-council and ex-officio members may be members of ad-hoc committees.

Section IV Amendment

- A. Amendment of By-laws requires a two thirds (2/3) affirmative vote of the voting membership.
- B. Proposed amendments must be submitted to the Council chairperson, who shall submit it in writing to the Council membership minimally two weeks in advance of meeting.

Mission Statements

CMSU MHMR

To provide personalized professional services to assist people with disabilities in achieving maximum independence and meaningful participation in their community.

Central Susquehanna Intermediate Unit

The Central Susquehanna Intermediate Unit builds partnerships with schools and communities, serves established and emerging constituencies, inspires individuals and organizations to reach their highest potential, encourages teamwork, cooperation and diversity, strives for innovation and excellence to create the future.

Columbia Child Development, Inc.

Columbia Child Development, Inc. provides family- centered, quality child care services that respect, support and empower individual children and families. These comprehensive services include early intervention, child care, education, and child care assistance. They are provided in an environment which is stimulating, nurturing, healthy, safe, inclusive, developmentally appropriate and flexible. Quality staff are empowered within a positive and sound structure which promotes integration across programs.

Danville Head Start

Danville Head Start's mission is to promote the healthy development of families and children by integrating community and family.

Pennsylvania Department of Health

To promote healthy lifestyles, prevent injury and disease, and to assure the safe delivery of quality health care for all Commonwealth citizens.

Snyder, Union, Mifflin Child Development, Inc.

SUMCD believes in and is dedicated to the importance of providing quality early care and education services and the very important role parents play in the growth and development of their children. The achievements of SUMCD are the result of the combined efforts of all the individuals, including staff and parents of participating children.