

Louisiana Advisory Council on Child Care and Early Education Proposed Operating Guidelines

Article I: Purpose

Section 1 Purpose

In accordance with La. R.S. 46:1414, as amended by Act 194 of the 2009 Regular Session of the Louisiana Legislature, the Department of Social Services created the Louisiana Advisory Council on Child Care and Early Education.

Article II: Role and Responsibilities

Section 1 Role

The Louisiana Advisory Council on Child Care and Early Education's role is advisory to the Department of Social Services.

Section 2 Responsibilities

The primary responsibilities of members of the Council are to provide input and guidance relative to proposed rules, regulations and standards of Class A or Class B child care centers which includes, but are not limited to:

- Providing recommendations to the DSS executive team members regarding child care regulations and implementation strategies;
- Providing recommendations related to the alignment of state laws and licensing;
- Provide channels of communication and a fostering of a cooperative relationship between DSS, the Advisory Council and the child care providers community;
- Identification and communication of emerging issues in the field of early child care;
- And any other issues deemed pertinent by the Advisory Council.

Article III Leadership of the Advisory Board

Section 1 Officers

The members of the Louisiana Advisory Council on Child Care and Early Education shall elect a Chair, Vice-Chair and Secretary. Officers will be elected to a one (1) year term. Elections will be held in the fourth quarter of each year. Council officers are eligible to serve up to three (3) consecutive terms.

Section 2 Members

The Louisiana Advisory Council on Child Care and Early Education shall be composed of 12 voting members and 9 non-voting ex-officio members representing broad categories, or agencies relative to the scope of work offered by DSS. The membership shall consist of:

- a. One (1) parent of a child currently enrolled in a licensed child care facility.
- b. Three (3) owners or directors of licensed child care facilities in Louisiana and one (1) faith-based child care provider.
- c. Two (2) professionals and/or faculty of child development and/or early childhood education programs at community technical colleges or universities located in Louisiana.
- d. One (1) representative from each of the following advocacy organizations: the Louisiana Head Start Association, Louisiana Partnership for Children and Families, the Louisiana Association for the Education of Young Children, the Child Care Association of Louisiana, and the Louisiana Early Childhood Association of Louisiana.
- e. Nine (9) non-voting ex-officio members consisting of one (1) representative of each of the following offices or agencies: the Department of Education Pre-Kindergarten Program, the Department of Education Child and Adult Care Food Program, Louisiana Office of State Fire Marshal, Department of Health and Hospitals Office of Sanitarian

Services, Louisiana Workforce Commission, Louisiana State Police Bureau of Criminal Identification, and three (3) representatives from the Department of Social Services.

Section 3 Quorum

A quorum shall consist of a simple majority of the active voting members.

Section 4 Appointments

The members of the Louisiana Advisory Council on Child Care and Early Education shall be appointed by the Secretary of the Department of Social Services.

In appointing the members of the Advisory Council, DSS shall seek to maintain a geographic, diverse Council composition, including race and gender, which is reflective of the state of Louisiana.

Section 5 Terms and Appointments

The Louisiana Advisory Council on Child Care and Early Education members will be appointed to serve an initial two-year term on the Council and may be eligible to be re-appointed to serve an additional two-year term.

Section 6 New Appointments and Vacancies

Whenever a vacancy occurs in any Council seat, whether by death, resignation, or automatic removal, such vacant seat shall no longer be counted as an active voting member in determining a quorum until a successor has been appointed by the Secretary to fill the unexpired term.

Section 7 Removal and Standards of Participation

A member shall be automatically removed from the advisory council if he/she has two or more unexcused absences during any twelve-month period. An absence is excused for purposes of this Section when the cause is one which a reasonably-prudent person would deem to take precedence over the fulfillment of a solemn public duty; or, if the absence is known in advance to be probable, if the member notifies the chairperson of his/her expected absence not less than twenty-four (24) hours in advance of the scheduled meeting. If a member is removed under the provisions of this Section, the Chair or, in her absence, the vice-Chair, shall notify the member, all other Council members, and the Secretary of the removal and of the reasons for that removal. The removal of a member under this

Section shall reduce the number of members of the Council. A quorum shall then consist of a majority of the members remaining after the removal.

Section 8 Media/Public Representation

All contact with the media on behalf of the Advisory Council requires consultation with the Chair. Any information to be released to the media on behalf of the Advisory Council will need to be cleared through the Chair.

Section 9 Compensation

Board members will receive no compensation or reimbursement for services.

Article IV Meetings

Section 1 Regular Meetings

Regular meetings shall be held on a quarterly basis. Meetings will be called at a date established by the Chair or the Secretary in consultation with the Department. A one (1) year schedule will be planned for the upcoming year prior to the fourth quarter meeting each year.

Section 2 Special Meetings

Special meetings of the Louisiana Advisory Council on Child Care and Early Education shall be held at any time and any place within Louisiana when called by the Chair or the Secretary in consultation with the Department. Business transacted at special meetings shall be confined to the purpose or intent as identified on the agenda or as stated in the meeting notice.

Section 3 Notice of Meetings

Notices of regular meetings shall be in writing and delivered via email at least ten (10) working days before the date of the meetings.

Section 4 Conduct of Meetings

All meetings shall be conducted in accordance with the State's Open Meeting Law. Procedural matters shall be conducted in accordance with the latest edition of Robert's Rules of Order.