

New Hampshire Child Care Advisory Council

BYLAWS

Article I – Purpose

1. OBJECT

The purpose of the New Hampshire Child Care Advisory Council (NHCCAC) is to support the development of quality, affordable child care statewide, and provide a forum for the gathering and dissemination of information among groups concerned with child care and related services, to advise and make recommendations to the Commissioner of the Department of Health and Human Services on general policies and legislation regarding child care, and to inform and communicate with the Office of the Governor and the Commissioner of the Department of Education.

2. DUTIES AND RESPONSIBILITIES

The NHCCAC shall:

- a. Develop a 5-year state plan of recommended improvements of child care services in the state of New Hampshire, copies to be sent to the speaker of the house, the president of the senate, and the governor;
- b. Submit an annual progress report of the council's 5-year state plan to the speaker of the house, the president of the senate, and the governor;
- c. Review and make recommendations regarding federal plan submissions and proposed legislative changes to facilitate the development and provision of quality child care services in the state of New Hampshire;
- d. Act as a forum to receive information from child care professional, educators, providers, consumer, government agencies, and the business community relating to the provision of child care services in the state of New Hampshire;
- e. Encourage cooperation and joint activities among groups concerned with child care and related services;
- f. Interpret to the public the need for child care services;
- g. Provide a forum where the points of view of professionals, lay persons, consumers government agents, educators, providers, the business community and volunteers, can be brought together toward common goals;
- h. Promote citizen interest and involvement in community planning and development of child care services;
- i. Advise the commissioner of health and human services on any issue related to child care in New Hampshire;

- j. Inform and communicate with the commissioner of education on any issue related to child care in New Hampshire;
- k. Inform and communicate with the governor on any issue related to child care in New Hampshire;
- l. Members are expected to attend legislative and other public hearings on child care issues whenever possible and to contribute according to their areas of expertise.

The council is the advisory body for the federally-funded Child Care Development Fund. The advisory council may serve as an advisory body when required for state participation in or may coordinate with other federally-funded child care programs granted to the state of New Hampshire.

Article II – Composition and Structure

1. MEMBERSHIP

The NHCCAC shall include representation from the child care community, child care consumers and others with knowledge of and interest in child care services. The NHCCAC will seek to acquire a membership which is representative of the economic, cultural, and geographic diversity of New Hampshire.

The advisory council shall consist of the following voting members:

- (a) One member of the House of Representatives, appointed by the speaker of the house.
- (b) One member of the senate, appointed by the president of the senate.
- (c) Two representative of Early Learning NH, one to represent the family child care provider community and one to represent the center-based child care community, appointed by such organization.
- (d) The president of the New Hampshire Family Child Care Association, or designee. [Repealed]
- (e) One individual representing the interests of school age child care.
- (f) The president of the New Hampshire Child Care Resource and Referral Network, or designee.
- (g) The president of the New Hampshire Association for the Education of Young Children, or designee.
- (h) The president of the New Hampshire American Academy of Pediatrics, or designee.
- (i) The chair of the New Hampshire Head Start Directors Association, or designee.
- (j) One individual representing the concerns of the business community relative to child care services, appointed by the Business and Industry Association.
- (k) Three individuals who are consumers of child care services, appointed by the governor. To the extent possible, economic, cultural, and geographical diversity shall be maintained among these at-large appointees, with one residing in a city, one residing in a town with a population in excess of 5,000 persons, and one residing in a town with fewer than 5,000 persons. One consumer appointee shall have a child with a disability who attends a child care program.

- (l) One representative of New Hampshire early childhood education programs, appointed by the Chancellor of the community college system of New Hampshire.
- (m) One representative of the University System of New Hampshire whose area of expertise is early childhood education, appointed by the chancellor of the University System of New Hampshire.
- (n) One representative of the department of education, appointed by the commissioner of education. The representative shall have nonvoting status for votes pertaining to department of education matters.

The advisory council shall consist of the following nonvoting members:

- (a) Representatives from the Department of Health and Human Services, appointed by the commissioner of health and human services. One of the representatives shall be the administrator of the child development bureau. Additional representatives from the child development bureau shall be included. Other representatives from the department shall include, but not be limited to individuals with expertise in child care licensing, maternal and child health, behavioral health, developmental disability services, child care subsidies, Head Start, and Temporary Assistance for Needy Families.

The nominating committee is charged with assuring a full roster of members.

No member shall receive any compensation for serving on the council, provided that the legislative members shall receive legislative mileage when in performance of their duties and the consumer members may receive compensation dependent upon the availability of funds, other than from the general fund.

2. APPOINTMENTS

Any number of additional non-voting members appointed by a majority vote of the voting members. The purpose of this provision is to permit the council to seek out and recognize persons with expertise and experiences in the field of child care who may make significant contributions to the work of the council in specific policy areas. The chair, or designee, shall then extend to the proposed member an invitation to attend the next NHCCAC meeting.

The term of office for each member appointed under Article II 1.(j-n) shall be three years, or until a successor is appointed and qualified in the case of a vacancy. The term of office for all other members shall be coterminous with the term of office for the position that qualifies that member to serve on the advisory council. A vacancy shall be filled in the same manner, but only for the unexpired term.

The Nominating Committee proposes the slate of officers at the meeting prior to the annual meeting.

The commissioner of the Department of Health and Human Services, shall be notified of the membership, as shall other divisions of government, as deemed appropriate.

3. ATTENDANCE

NHCCAC members are expected to attend regular meetings and special meetings as called or to send a qualified representative. Any member who has failed to attend or whose organization / constituency has not

been represented for three consecutive regular meetings of the NHCCAC shall be contacted by the nominating committee to determine future interest. The Child Development Bureau shall record attendance.

4. COMMITTEES

There shall be the following standing committees:

1. Legislative
2. Policy and Planning
3. Public Engagement
4. Nominating Committee

The NHCCAC has the power to establish additional ad hoc committees and to change the standing committees.

Committee membership shall be appointed on an annual basis. The NHCCAC may delegate to the chair the power to appoint committee members. At least one member of each standing committee shall be a NHCCAC voting member. When more than one NHCCAC voting member is on the committee, a chair shall be nominated. No committee should consist of fewer than three (3) people. Committee chairs shall give oral progress reports at NHCCAC meetings and submit written reports to be included in the annual report.

Article III – Meetings

1. ANNUAL MEETINGS

The October meeting shall be the annual meeting of the NHCCAC unless another date is established by the NHCCAC.

2. REGULAR MEETINGS

There shall be a regular meeting of the NHCCAC on the third Friday of each month, unless altered by a majority vote of members at any regular meeting.

3. SPECIAL MEETINGS

Special meetings may be called at any time by the chair, or by written request of three or more NHCCAC members.

4. NOTICE OF MEETINGS

Notices of regular, special, and annual meetings of the NHCCAC shall be sent by the Child Development Bureau, with at least seven days' notice, by mail, to each member. Notices of special meetings shall state the purpose of the meeting.

5. QUORUM

A quorum shall consist of a majority of appointed, voting members of the NHCCAC present at any properly warned meeting. A majority vote of the quorum shall decide all questions not requiring a greater plurality by these bylaws.

Article IV – Officers

1. **POSITION**

The officers of the NHCCAC shall be a chair, a vice chair, a secretary, and other positions as the NHCCAC may from time to time designate.

2. **ELECTION**

The officers shall be elected at the Annual Meeting of the NHCCAC to serve for two years. Any vacancy shall be filled for the unexpired term by election by the NHCCAC.

3. **DUTIES OF OFFICERS**

The chair shall preside at all meetings of the NHCCAC and shall be a member, ex officio, with a vote, on all committees. At the direction of the chair, the Child Development Bureau shall handle the general correspondence of and shall provide administrative support to the NHCCAC.

The vice chair shall assume the duties of the chair in his or her absence. The secretary shall keep the minutes and deliver them to the Child Development Bureau for dissemination with the monthly meeting agenda.

Article V – Duties of the DHHS

The duties of the Department of Health and Human Services shall include, but not be limited to:

- (a) Informing and reporting to the advisory council on matters related to the provision of quality child care regarding:

in a timely manner,

- (i) any proposed changes to administrative rules
- (ii) any proposed legislation

at least semi-annually,

- (iii) federal and state child care revenues and expenditures
- (iv) financial reporting and statistics related to child care subsidies
- (v) the status of other federal and state child care grants
- (vi) information on consumer and provider utilization and availability.

The Department of Health and Human Services shall provide administrative support to the advisory council.

Article VI – Amendments

These bylaws may be amended by a majority vote of the appointed voting members of the NHCCAC at a meeting called with notice of such purpose. The notice shall include the proposed amendment.