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**Riverside County
Local Child Care
And
Development
Planning Council
Member Guide**

Updated 08/2026

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Riverside County Local Child Care and Development Planning Council

Congratulations on your appointment to the Riverside County Local Child Care and Development Planning Council (LPC). This handbook has been created to provide you with the history and governance of statewide LPCs and the specifics of Riverside County LPC.

Per CDSS-Child Care and Development Division (CDD), the primary role of the Local Child Care and Planning Development Council (LPC) is to plan for child care and development services based on the needs of families in the local community.

LPC meetings are open to the public and held quarterly to ensure meaningful public access to local LPC decisions. Meeting agendas are posted at least 72 hours prior to meeting. Meeting minutes are made public.

RIVERSIDE COUNTY LPC MISSION STATEMENT

Our mission is to engage the community to ensure access to high-quality, affordable, and accessible early care and education services for all children and families in Riverside County. By fostering collaboration and inclusivity, we advocate for nurturing and enriching care essential for early growth and development, working together with community partnerships to create a future where every child thrives.

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RIVERSIDE COUNTY LPC VISION STATEMENT

Our vision is that all children and families will have equitable access to high quality, affordable early care and education opportunities.

History and Background of Local Child Care and Development Planning Councils

Riverside County LPC is under the joint authority of the Riverside County Board of Supervisors and the Riverside County Office of Education. Since Riverside County LPC's creation in 1992, Consortium for Early Learning Services has administered the contract.

In 1991, the United States Congress established a federal Child Care and Development Block Grant (CCDBG), through which each state was allocated funds to assist low-income families in obtaining child care and development services.

California developed a State Plan- a requirement of all states under CCDBG which specified that local communities should have a voice in the appropriation and allocation of CCDBG funds. In the same year, California State Assembly BILL (AB) 1241, authorized by Jackie Speier was passed. That bill requested that each county in California establish a Local Child Care and Development Planning Council (LPC) to identify priorities for the allocation of CCDBG funds, based on the needs of families. The State of California appointed the County Board of Supervisors and County Superintendent of Schools as the designated authorities to establish an LPC.

In 1997, Assembly Bill 1542 was passed, which established the state's welfare reform system, Cal WORKs. Cal WORKs stands for California Work Opportunity and Responsibility to Kids. AB 1542 revised the membership and responsibilities of the LPC's and established the County of Superintendent of Schools and the County Board of Supervisors as the appointing and governing bodies of the LPCs. Each of the 58 counties in California has an LPC. Most councils are housed in county offices of education, some are within county governments and a few are administered by non-profit agencies. In Riverside County, the Consortium for Early Learning Services is the contractor for CDSS-CCDD LPC Agreement. CELS is not a part of

of Riverside County Office of Education and therefore does not assume RCOE functions such as resource and referral, centralized waitlist operations, etc.

The Consortium for Early Learning Services (CELS), a 501c3, founded in 1983 was appointed as the administrator of the LPC for Riverside County in 1992.

Since its creation, the Riverside County LPC's role has broadened its focus from issues of subsidized child care services throughout the county to a wide range of issues that affect Riverside County families and early childhood professionals, within the scope of its advisory role under state law.

The Riverside County LPC collaborates with community organizations to build partnerships to help advise on the early care and education needs of the community. Council members are volunteers who are interested in the issues affecting Riverside County's children and families. They represent a cross section of Riverside County's public agencies, consumers, child care providers, and community-based organizations and businesses.

Governance

AB 1542, as included in revisions to Education Code Sections 8499.3 and 8499.5, outlines the County Board of Supervisors (Board) and the County Superintendent of Schools (Superintendent) roles in the LPC child care planning process. With enactment of AB131 on July 23, 2021, Education Code section 8499 *et. seq.* was repealed and the provisions therein were added to the Welfare and Institutions Code (WIC), Division 9, Part 1.8, Chapter 31, Article 1 (commencing with Section 10480 *et. seq.*).

AB 1542 and WIC defines the role of the Board and the Superintendent responsibilities which include appointing members to the LPC, according to the guidelines prescribed in Chapter 31, Article 2 of the WIC (commencing with Sect 10480 *et. seq.*).

- The LPC serves as an advisory body and does not serve as the governing board for any agency or contract.
- The LPC is an advisory body to the Board and Superintendent. The LPC is required to accomplish specific activities that support the local planning process pursuant to Section 10486 of the Welfare and Institutions Code.
- The statute further describes the composition of the LPC and how the Board and Superintendent make appointments.
- The authority to oversee LPC WIC mandated activities and appoint LPC members remains equally divided between the Board and Superintendent.
- In Riverside County, California Department of Social Services (CDSS), Child Care and Development Division (CCDD), provides the funding and oversight to Consortium for Early Learning Services (CELS) as the legal entity to serve as the fiscal agent and LPG contract administrator. CELS is responsible for fulfilling contract terms.
- As the legal entity, CELS has fiduciary responsibilities to manage the fiscal and personnel resources to the LPC and to maximize the effectiveness of the funding to fulfill contract mandates and funding terms and conditions in accordance with General Accepted Accounting Principles (GAAP).
- CELS, in serving as the fiscal agent for the LPC, assumes all rights and responsibilities associated with that of an employer. CELS is responsible to hire, supervise, evaluate, manage, coordinate, and direct staff to support the plan of work as defined by the LPC within the funding resources available to the LPC. These employer responsibilities apply solely to CELS employees assigned to the LPC contract.

- The Executive Committee, as representatives of the LPC, act as the primary liaison to the Board and Superintendent in matters relating to the allocation of staff responsibilities and management of resources funded by CDSS -CCDD contract as well as additional LPC funding resources.
- The Executive Committee, on behalf of the LPC, act as primary liaison to the Board of Supervisors and County Superintendent of Schools regarding LPC recommendations, activities, and priorities as they relate Local Planning Grant (LPG). Operational management of staff and resources for the LPG contract is the responsibility of CELS as the fiscal agent and agreement administrator.
- The Executive Committee shall minimally include a liaison from the Board of Supervisors, a liaison from the Superintendent of Schools, the LPC Chair, Co-Chair and the LPC Coordinator.

LPC RESPONSIBILITIES

- Advise on and support fulfillment of the LPC responsibilities outlined in the Local Planning Grant (LPG) contract between CDSS-CCDD and CELS.
- When appropriate and requested, provide a forum for the recommendation of local priorities for early care and education policies and funding to meet the needs identified within those priorities. Encourage public input in the development of local priorities.
- By May 30 of each year, upon approval of the Board and Superintendent, submit to CDSS, CCDD and CDE the local zip code priorities the LPC has identified that reflect child care needs in the Riverside county.
- Prepare local comprehensive countywide needs assessment of child care needs no less than once every five years.

- Based on needs assessment prepare a local comprehensive countywide child care plan/ strategic plan designed to mobilize public and private resources to address identified need.
- Develop, in partnership with CELS staff, and implement a training plan to provide increased efficiency, productivity, and facilitation of LPC meetings. This may include developing a training manual, hiring facilitators, and /or identifying strategies to meet the objective of the council.
- Determine and implement Riverside County LPC's vision, mission and goals (strategic plan).
- Promote public policy that supports access to safe, affordable, quality child care and development services; that is aligned with Board and Superintendent legislative platforms.
- Ensure effective planning and accountability for LPC activities, and make recommendations on the use of LPC-dedicated resources.
- Through outreach, convenings and advisory recommendations foster local partnerships with subsidized and non-subsidized providers (state and federal), local Children and Families Commissions, county welfare departments, human services agencies, regional centers, job training programs, employers, parent organizations, Early Start family resource centers, family empowerment centers for disabilities, local child care resource and referral programs and other interested parties.
- Convene partners and make recommendations to better align part-day and full-day services.
- Design a system to consolidate local child care waiting lists. In Riverside County child care waiting list is through Riverside

County Office of Education, Resource and Referral.

- Collaborate with First 5 Riverside County Children and Families Commission and other partners on child care workforce initiatives, as appropriate.
- Act as an early care and education advisory body to the Board and Superintendent.

<https://www.cdss.ca.gov/inforesources/child-care-and-development/quality-improvement-initiatives/cdss-lpc-contacts>

LPC REPORTING REQUIREMENTS

Through the Local Planning Grant (LPG), CELS as the fiscal agent, submits required reports to CDSS-CCDD, using current forms and timelines. LPC members may be asked to review and provide input on required program reports.

Reporting requirements may include:

- Annual summary of LPC activities;
- Quarterly and annual fiscal reports;
- Annual budget or fiscal plan;
- Annual certification of LPC membership composition; and
- Periodic needs assessment and county zip code priorities report.

LPC MEMBERSHIP COMPOSITION

The membership composition of the LPC is intentionally broad-based and diverse, so that a wide representation of stakeholders can provide expertise and knowledge, to result in the best outcomes for children and families. LPC meetings intentionally provide a forum where all voices are heard. The members are appointed equally by the Board of Supervisors and the Superintendent of Schools.

Membership on the LPC shall be consistent with the mandates of WIC 10485 and the LPC's Bylaws.

- 20% of the membership shall be consumers (parents or grandparents who have used child care services within the past 36 months).
- 20% of the membership shall be child care providers, reflective of the range of child care providers in the county.
- 20% of the membership shall be public agency representatives.
- 20% of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.
- 20% of the membership shall be at the discretion of the appointing agency.

The County Board of Supervisors and the County Superintendent of Schools shall each appoint one-half of the members.

LPC MEMBER REQUIREMENTS

In addition to the responsibilities stated above, the following requirements and criteria apply to LPC membership.

- An LPC membership year shall be determined as January 1 through December 31.
- The term of office for each LPC position is two membership years.
- LPC members wanting to continue for another two-year term can reapply and be evaluated for reappointment by Board and Superintendent.

- Regular attendance at LPC and committee meetings.
- LPC Regular Meetings are scheduled quarterly. Members are required to attend a minimum of 80% of scheduled LPC Meetings. The LPC Coordinator will monitor attendance and will inform the LPC Chair of a member's status in the following manner.
- When a member is absent from an LPC meeting, the LPC Coordinator will contact the member by email communication and copy the LPC chair. The member will be notified that he or she has one (1) absence and that missing another meeting within the year may result LPC membership being reviewed to determine continued membership. Termination of appointment is by Board or Superintendent only, whomever assigned the appointment.
- After a member has missed two (2) meetings of regularly scheduled LPC or committee meetings within the year, the LPC Coordinator will notify the LPC Chair. The Executive Committee will determine continued membership and next steps.
- If membership is to be terminated the LPC Coordinator will prepare a letter of termination for the LPC Chair's signature. In the absence of the Chair, the letter may be signed by the Co-Chair. A copy of the letter will be distributed to the appropriate Appointing Authority for final decision.
- The LPC Coordinator will prepare the "Notice of Unscheduled Vacancy for Boards, Commission and Committees" for posting to the Riverside County Board of Supervisors pursuant to the Maddy Act. The Maddy Act is the Local Appointments List, usually published in December) which requires local legislative bodies to create and publish an annual list of their regular boards, commissions and committees that need appointment.

- Council members are required to complete the Form 700 at appointment, annually, and at termination.

LPC MEMBER RESPONSIBILITIES

LPC members agree to accept the following responsibilities:

- Commit to attend all LPC and related committee meetings and functions.
- Be informed about the LPC's mission, services, policies, and programs.
- Review agenda and supporting materials prior to LPC and committee meetings.
- Stay informed on child care and development issues and events within the scope of the local LPC.
- Serve actively on at least one committee.
- Promote community awareness of the LPC's role and responsibilities.
- Adhere to local, state, and federal regulations affecting LPC membership.
- Assist the LPC in carrying out its responsibilities as identified in state law and the LPC contract.

ELECTION OF OFFICERS

- Chair will be elected in the odd number year
- Co-Chair will be elected in the even number year
- Nominations for the LPC office of Chair and Co-Chair by a Nominating Committee. The Nominating Committee shall submit a ballot of officers to the LPC at the meeting preceding the

annual election meeting (September). At the annual election meeting in September, additional nominations must be called for from the floor.

- If an office becomes vacant, a Nominating Committee shall recommend names of potential officers for approval by the LPC. The nomination will be made at the time the vacancy occurs and voted by the LPC.

JOB DESCRIPTION OF LPC OFFICERS

• Council Chair

The duties of the Chair are as follows:

- Currently serve as a member of the LPC;
- Serve a two-year term as Chair;
- Serve as Chair of Executive Committee;
- Provide volunteer leadership to the Council in achieving its vision and mission;
- Facilitate LPC and Executive Committee meetings;
- Develop LPC meeting agendas with LPC Coordinator and Executive Committee;
- Serve as an ex-officio member of all committees;
- Encourage strategic planning for the work of the LPC;
- Participate in annual evaluation of LPC performance in meeting goals/objectives; and
- Can appoint an LPC Parliamentarian at the beginning of each membership year. The LPC Parliamentarian generally advises on or enforces procedural rules to ensure orderly conduct.

• Council Co-Chair

The duties of the Co-Chair are as follows:

- Currently serve as a member of the LPC;
- Serves a two-year term;
- Serve as a member of the Executive Committee; and
- Perform the duties of the Chair in his/her absence and any duties as assigned by the Chair.

- **Parliamentarian**

This position is a best practice and not in the LPC Bylaws. The duties of the Parliamentarian are as follow:

- Currently serve as a member of the LPC;
- Serve a one-year term;
- During LPC meetings help the LPC follow its bylaws and Robert's Rules of Order;
- If requested by Chair, may support meeting preparation such as agenda, drafting bylaws, special meetings;
- Answer parliamentary inquiries, explain rules; and
- Provide advice to the Chair/Co-Chair.

- **Board of Supervisors and Superintendent of Schools Liaison**

Liaisons for the Board and Superintendent are members of the LPC. They assist with ongoing communication regarding the LPC with the Board and Superintendent. They follow communication guidelines established by the Board or Superintendent.

Assistance may include:

- Acting as a primary contact between authorizing agency, CELS and LPC;
- Facilitating communication between authorizing agency, CELS and LPC; and
- Coordinating collaboration by helping arrange meetings and facilitating communications related to LPC activities to ensure smooth cooperation between partners.

Role of Consortium for Early Learning Services as Contract Administrator

- The California Department of Social Services- Child Care and Development Division contracts with Consortium for Early Learnings Services (CELS) to administer the Local Planning Grant (LPG) for Riverside County LPC.
- In Riverside County, the designated legal entity is the Consortium for Early Learning Services.
- CELS as contract administrator, supports the LPC in carrying out

its statutory responsibilities under WIC 10486, and is responsible for contract performance with CDSS-CCDD.

- CELS acts on behalf of the Riverside County LPC to serve as the fiscal agent and LPC contract administrator for Riverside County LPC.
- CELS provides staff and administrative support to the LPC with the LPC funding. The LPC contract also requires that CELS provides for Maintenance of Effort as specified in the contract funding terms and conditions. It mandates that a certain level of funding, often based on previous year's expenditures, must be maintained to continue to receive funds. CELS retains sole authority over its employees' supervision and evaluation. The LPC provides input on priorities and workload only through its advisory role

Role of LPC Staff

Currently Riverside County LPC staff includes the Local Planning Council Coordinator (LPC Coordinator). The LPC Coordinator assists the LPC in carrying out LPC functions that support CELS in meeting LPG contract mandates.

The LPC Coordinator, as CELS staff assigned to the project, represents the LPC at community meetings and public functions, consistent with LPC priorities and within the scope of the LPG contract.

The LPC Coordinator interfaces with California Department of Social Services (CDSS), Child Care Development Divisions (CCDD) on behalf of CELS as the LPG contractor and in coordination with the LPC Executive Committee.

Job Description of LPC Coordinator The duties of the LPC Coordinator are as follows:

- Arrange meeting locations.

- Forward meeting information to all LPC members
- Provide essential documents for LPC Meetings
- Prepare meeting room.
- Act as Recorder for all LPC and committee meetings
- Send information and meeting invites to LPC and committee members in advance of all meetings.
- Facilitate ad-hoc committees which include setting the time, date, and place of ad-hoc meetings.
- Support processes related to Voluntary Temporary Transfer of Funds in coordination with CELS and CDSS-CCDD.

MEETINGS

The Authority of the Brown Act

Compliance with the Ralph M. Brown Act is a legal requirement of the local child care and development planning councils. The LPC Chairs and LPC Coordinator shall become knowledgeable of the Brown Act.

Local Planning Councils must conform to the Brown Act, because its members are appointed by public agencies. The purpose of the Brown Act is to support the public's right to attend and participate in meetings of local legislative bodies.

The Brown Act, also known as the "Open Meeting" Act, can be found in California Government Code, Title 5, Division 2, Part 1, Chapter 9, Sections 54950-54963 at the following website link:

<https://oag.ca.gov/system/files/media/the-brown-act.pdf>

Required notices, agendas, and exemptions under the Brown Act

- Agenda containing brief general descriptions of each item to be discussed, including closed session, must be posted at least 72 hours prior to meeting. The descriptions need not be more than twenty words. No action or discussion shall be undertaken on any item not posted on the agenda 72 hours before the regular meeting. Exceptions to this rule include:

- Upon determination by a majority vote that an emergency exists.
- Upon determination of 2/3 vote (if less than 2/3 are in attendance then unanimous vote) that there is a need to act, and that the need of the action came to the attention of the LPC after the posting of the agenda.
- The item posted for a prior meeting that occurred not more than days before and the prior meeting was continued to current meeting.

Special meetings may be called by the LPC Chair and requires 24 hours' notice to members, public, and media outlets that have requested notice. Agendas are posted.

Closed sessions, which may be held for personnel issues, litigation, labor negotiations, or real property negotiations, require descriptions of each item on the meeting notice or agenda. Because the LPC is an advisory body, closed sessions are expected to be rare and should only be used after consultation with legal counsel to confirm Brown Act exception applies.

- **Attending public** shall not be required as a condition of attendance to register or supply identification. A sign in sheet is available, however, it clearly states that signing in is strictly voluntary. Any person may request, in writing, that a copy of the agenda, or a copy of all the documents making up the agenda packet be mailed to that person for a fee.
- **Serial meetings and electronic communications.** LPC members must avoid using email text messages, group chats or phone calls to discuss, deliberate, or develop consensus on LPC business outside of noticed meetings. Under the Brown Act, a series of communications among the majority of LPC members (for example, "reply-all" email chains) can constitute an illegal serial meeting, even if everyone is not on the same message at

the same time. Acceptable uses of email include receiving meeting materials asking staff clarifying questions, or scheduling logistics. Substantive discussion of agenda items or LPC positions should occur only during noticed meetings.

Every agenda shall provide the public an opportunity to directly address the LPC. This is allowed before the LPC's consideration of an item. During a public comment section, the public may speak on any topic that is within the subject matter jurisdiction of the LPC.

LPC may adopt time limit for an issue and/or for each speaker, however, limits must be included on posted agenda. The LPC may not prohibit public criticism of policies, procedures programs, services, or acts of omission.

Frequency, Day, and Meeting Location of Riverside County LPC

Riverside County LPC meetings are held a minimum of four (4) times each year. Meeting dates, locations and times will be established at the beginning of each program year and may be changed as needed. Written notice of meetings shall be sent to each LPC member at least 72 hours prior to meeting date.

All LPC Council meetings are conducted in-person unless otherwise permitted under the Brown Act and County teleconferencing policies. Standing committees must comply with Brown Act meeting and teleconferencing requirements. Ad hoc committees that do not constitute a legislative body under the Brown Act may meet virtually as appropriate.

LPC meetings may only be conducted virtually during a declared local or state of emergency and an emergency order has been issued. Committee meetings may be conducted virtually, however, they cannot exceed a quorum of LPC members.

Parliamentary Procedure and Roberts Rules of Order

Parliamentary procedure provides a consistent and efficient way to conduct meetings, and protects the rights of each member of the

organization to be heard. Riverside County LPC has adopted Robert's Rules of Order to guide the conduct of their meetings, to "bring order to chaos", and to ensure the accomplishment of common goals. Robert's Rules were developed in 1873, by Henry Martyn Robert, an army engineer, who created them when he found no existing guidelines when asked to conduct a meeting.

Maintaining Parliamentary Procedures

- The LPC Chair may annually appoint an LPC member to act as Parliamentarian for the LPC.
- The Parliamentarian, LPC Chairs and LPC Coordinator shall become knowledgeable of Roberts Rule of Order.
- Parliamentary procedure information will be included in New Member Orientation

Elements of Roberts Rules of Order

Many resources are available on Robert's Rules, but the "official" book can be found at this website link <https://robertsrules.com>

Robert's Rule include:

- How to handle motions: moving, secondary, postponing or withdrawing
- Debate and amendments
- Referring a proposal to a committee for further study
- Voting and elections
- Bylaws and how to use them
- Roles of officers and committees

Conflict of Interest Law in California

The Political Reform Act of 1974 was created by ballot initiative to address the issues of conflicts of interest regarding public officials. The basic provision of the Act is that public officials should perform their duties impartially and free from any possible bias caused by their own financial interests, or the interests of their supporter. The Act attempts to cover both actual and apparent conflicts of interest.

Members are required to recuse themselves from participating in discussions or voting on items that may have an actual or perceived conflict of interest. An example, for an LPC member, might be if there is a vote on how stipends and grants are to be allocated to state-funded programs, and the member is an administrator of such a program. In that case, the member should recuse himself or herself.

Conflict of Interest Considerations

Chapter 2.3, Section 8499.3(h) of the Education Code was amended in 2002 to include the following clause: "No member of a local planning council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon." This addition of this clause was, in part, a result of the passage of AB 2123, which funded LPCs to administer a stipend program for staff in state-funded child development programs. Since the LPCs also have been given oversight of the Voluntary, Temporary Transfer of Funds, and the administration of CA Transitional Kindergarten Stipend Project. Because of the composition of LPC membership, potential conflicts may exist if members are administrators of programs.

Conflict of Interest Resources

The California Office of the Attorney General has prepared a 136-page booklet on conflict of interest law, which can be found online at the following link:
<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/coi.pdf>

Statement of Economic Interests

The Political Reform Act of 1974 is administered by the Fair Political Practice Commission (FPPC), which is a five-member, independent, non-partisan, commission. The FPPC's objectives are to ensure that public officials act in a fair and unbiased manner, to promote transparency, and to foster public trust.

Council members, or even staff, may be required upon appointment, upon exit, and annually to file a California Form 700 Statement of Economic Interests, with the FPPC. The Form 700 provides information on the filer's financial interests and serves as a reminder

to the filer of potential conflict interest considerations.

LPC Agenda

All meetings of the LPC and the standing committees must be posted per the Brown Act 72 hours in advance. Standing committees that fall under the Brown Act posts a separate notice from Regular/ Special LPC meetings. Posting of all LPC meetings shall include the date, time, location of meeting and the agenda with all items of business identified. Brown Act requires that agendas be posted in a location freely accessible to the public and on the agency's website. It is the practice of the Riverside County LPC that the agenda is posted outside the CELS office (FSA Building, 21250 Box Springs Road, Moreno Valley) and the CELS website (www.consortiumels.org. LPC page at least 72 hours prior to scheduled meeting.

Content Order of the Agenda

- **Call of Order** includes time meeting officially begins
- **Welcome and Introductions** includes welcome, introductions, attendance to establish quorum
- **Public Comment** includes public comments that are not on the agenda (ex. events agency is hosting, agency changes, trainings open to the public, supports needed, and /or partnership/ opportunities. Speakers should state their name, agency and the topic they wish to address. Speaker's time is limited to 3 minutes.
- **Consent Calendar** includes approval of minutes and any other business. The Chair shall announce *"Council members and members of the public may request that any item be pulled from the Consent Calendar and placed under LPC Business for discussion or postponement to a later date."* To postpone an item on the Consent Calendar a motion and second must be made by LPC member. The motion must include a future date. Motion must then pass by a majority LPC vote. Materials for consent agenda shall be sent with agenda to all LPC members 72

hours prior to meeting.

- **LPC Business and Action Items** includes presentations, discussions and approval of business or action items. The public may present a written request to make comments or give testimony on each item under this part of the agenda. The Chair shall ask for public comment after the LPC has completed its discussion on each business item, including action items, before taking a vote or moving on to the next item. Each speaker's time is limited to three minutes.
- **LPC Presentations/Spotlights** include formal presentations that have been prearranged. Presentations are limited to 20 minutes.
- **Chair's Report** includes report from Chair including work of Executive Committee and membership vacancies and recommendations.
- **LPC Coordinator Report** includes contract, fiscal, and program activities.
- **Committee Report** includes reports from committee chairs on current activities. All active committees will be listed on the agenda in case a committee is required to make an unannounced report. Action items from committees shall be taken up during LPC Business.

A member of an ad hoc committee may provide a written report to LPC Coordinator five (5) days prior to be considered for a council meeting. If an oral report is to be given, comments should be limited to highlights in the written report and limited to no more than five minutes.

- **LPC Member Updates** includes highlights and/or announcements by LPC Members. Reports can be included in members packet. Speaker's time is limited to 3 minutes.

- **Meeting Adjournment**-Includes the announcement of the next meeting and time meeting is adjourned.

Action Items to be Brought Before the LPC

Any action item that has a financial implication or includes a budget request must be taken to the Steering Committee for approval before being presented.

- The disposition of action items that do not come from LPC committees shall be decided by the LPC Chair. The LPC Chair may refer such action items to an appropriate committee or may place the item on the agenda.
- Action items to be placed on the agenda are submitted to the LPC Coordinator ten (10) days prior to the regular scheduled LPC meeting. Back-up information on the agenda item must be made available to members prior to the Executive Committee meeting and distributed with the agenda to ensure that each member may make a reasoned decision on any action. Any exceptions to them must be approved by the Council Chair.
- Items that require immediate action by the LPC, which are considered urgent or time-sensitive that were brought to the LPC's attention after the agenda was posted, may be added to the agenda if approved by a vote of two-thirds (2/3) of LPC membership. If less than two-thirds (2/3) of total members are in attendance, then all members present must approve of the addition of the items.

COMMITTEES

General Description of Committees

Committees are created by the LPC to accomplish the work of the Council as set forth by state mandate and identified in Strategic Plan. Committees study and debate the issues charged to them and make.

recommendations to the LPC on policy and action to be taken by the LPC. Council members make a commitment to actively participate on at least one LPC committee.

A standing committee is a permanent committee that manages ongoing responsibilities such as oversight, policy implementation, and strategic guidance. Standing committee meetings are open to the public and held on a regular schedule to ensure meaningful public access to local committee decisions. Standing committee chairs are selected at the first possible regularly scheduled LPC meeting of each fiscal year; and the role of the chair starts at the beginning of each calendar year. An example of an LPC standing committee would be the Governance Committee.

An ad-hoc committee is a short-term committee with a specific task, with no continuing subject matter jurisdiction. Ad-hoc committees are made up of as many members as necessary to effectively carry out the work of the committee. Ad-hoc committees shall remain below a quorum of LPC members.

Ad hoc committees are informal and open to the public. The committee reports its activities at the regular LPC meeting.

Once the committee's task is finished and it has reported its findings or recommendations to the LPC the committee is dissolved. Ad-hoc committees are held on a regular basis and are open to the public

Ad-hoc committee and meeting minutes are shared with the ad-hoc committee members and follow less stringent requirements than standing committees.

All committees must:

- Relate to the LPC's vision, mission and goals (determined by the Strategic Plan);
- Have a clearly defined charge by the LPC as to their purpose;

- Develop clear goals, objectives, responsibility assignments, and timelines;
- Not exceed quorum of full LPC;

The LPC Coordinator and/or the committee chair is responsible for facilitating ad-hoc committees which include setting the time, date, and place of ad-hoc meetings.

Procedures for Establishing Committees

- Committees are established by the LPC upon the recommendation of the Executive Committee.
- Committees can be established to carry out the goals of the LPC Strategic Plan.
- Committees may also be established by the LPC if requested by another committee of the LPC. The LPC may refer this request to the Executive Committee for further review.
- Any action establishing a committee defines the LPC's charge, the purpose and scope of work, and the type and category of the committee.
- An Ad-Hoc Committee can be formed at the discretion of the Executive Committee with input from the LPC.

Descriptions of Standing Committees

The **Executive Committee** shall consist of the LPC Chair, CO-Chair, Parliamentarian, Board Liaison, Superintendent Liaison, and LPC Coordinator. The immediate past Chair and/or Co-Chair may also if he/she are current LPC members. They may participate on the Executive Committee in ex-officio (non-voting) capacity. The Chair of the LPC in consultation with the Executive Committee may approve up to three (3) current LPC members in good standing to participate as ad-hoc members of the Executive Committee.

The Executive Committee meets monthly or a minimum of four times

a year (at least one week prior to LPC Meeting). Executive Committee meeting times and locations shall be determined by the Chair of the Executive Committee. The Executive Committee provides leadership and continuity to the Council and Council Committees.

Responsibilities include:

- Recommending to the LPC the continuation, elimination, addition of any committee
- Monitoring and handling any issues of ethics or conflict of interest which may arise on the LPC
- Set an agenda for the LPC regular meetings. Review and approve time sensitive requests, such as letters of support.

The Executive Committee reviews fiscal information related to LPC and may make recommendations to CELS regarding the proposed budget and expenditure priorities.

Responsibilities include:

- Reviewing the annual budget and fiscal reports prepared by CELS for LPC;
- Receiving and reviewing expenditures from each committee of the LPC. Note: This is for information and recommendation only, not as a substitute for CELS or State's formal fiscal control. Work with each committee to prioritize requests.

The Executive Committee may identify and recommend potential funding opportunities to CELS and the authorizing agencies to support the work of the LPC. Any applications or agreements are submitted by CELS or other authorized entities, not on LPC itself.

The Executive Committee may recommend broad policy positions related to early care and education for consideration by the full LPC. Any recommended positions are only advisory to the Board of Supervisors and the County Superintendent of Schools and must be

consistent with their legislative platforms and guidelines. The LPC does not independently advocate on legislation that conflicts with Riverside County or RCOE policy. Any specific advocacy that is external is to be routed through Board and Superintendent legislative protocols not directly by LPC.

Responsibilities include:

- Ensuring that legislative positions are consistent with the vision and mission established by the LPC;
- Ensuring that legislative positions are directed toward supporting the LPC's Comprehensive Child Care Plan;
- Developing strategies to collaborate with other organizations and agencies to address child care capacity issues in the county;
- Ensuring positions are formerly approved by those Board and Superintendent.

The Executive Committee ensures that the LPC has a robust slate of nominations of officers for the program year.

Responsibilities include:

- Working collaboratively with Nominating Committee, to identify potential LPC officers.
- Working with the Nominating Committee, develop a ballot of officers to be presented to the full LPC at the first meeting of the new year.
- Ensuring that nominees have served at least one year on the LPC.

The Executive Committee is responsible for the recruitment of a diverse membership in accordance with the mandates of WIC 10486.

Responsibilities include:

- Determine which LPC members are eligible and interested in remaining on the LPC;
- Soliciting nominations for consideration from appointing authorities, allied organizations and agencies, and the general public, including parents and consumers of child care through direct letters of solicitation, posted announcements and the press.
- Developing community interest in the mission and goals of the LPC and actively recruit new members.

Descriptions of Ad Hoc Committees

The **Needs Assessment and Strategic Plan (NASP) Committee** reviews data on county-wide topics surrounding child care and development. Committee members review Riverside County LPC objectives and state mandates for the Needs Assessment and Strategic Plan. The committee works with CELS conducting the assessment to establish information required to complete the state required Exhibit E and create an effective five-year strategic plan for Riverside County.

Responsibilities include:

- Developing and maintaining of the comprehensive, county-wide child care plan that is broad in scope and meets the needs of Riverside County.
- Works with LPC Coordinator to create an action plan and oversee the implementation.
- Works with the LPC Coordinator to develop a tool for performance tracking.

- Works with the LPC Coordinator to regularly review and adjust the action plan for continuous performance.

The **Public Policy Committee** provides information and possible action to affect local legislative change that affects children, families and the early care and education workforce.

Responsibilities include:

- Researching, reviewing, and analyzing state and federal legislation, including the state budget, that affects all aspects of early care and education in Riverside County.
- Informing the LPC members about upcoming legislative bills, the state budget, and legislative issues.
- Collaborating with other local agencies and organizations to share information on current legislative issues.

This committee should meet periodically to review performance tracking. Additional meetings may be added to meet project needs. Dates and times are determined by the committee chair.

Zip Code Priorities Committee

To inform state departments making funding decisions for state and federal programs (General Child Care & Development or California State Preschool Programs, etc.) LPCs submit to CDSS-CCDD and CDE annually their Zip Code Priorities Report, per WIC that ranks geographic areas (zip codes) based on unmet need for subsidized child care, identifying high priority zones (Priority 1,2,3). The Zip Code Priorities Committee analyzes data to set priorities that have been defined. The Zip Code Committee makes priority recommendations to the full LPC. The Zip Code Priorities report is

then submitted to the Board and Superintendent for approval prior to submission by May 30th.

Dates and times are determined by the committee chair.

Nominating Committee ensures that nominees for LPC officers have served as an active participant on at least one LPC Committee.

Members of the Nominating Committee are selected at the March LPC meeting and is comprised of three (3) to five (5) members of the LPC, at least two (2) of whom should have been members of the LPC for two (2) or more years and at least (1) of whom should have previously served on the Nominating Committee.

The Nominating Committee is responsible for the development of a ballot of officers to submit to the LPC membership on an annual basis. Responsibilities include:

- Understanding the LPC's vision, mission and goals
- Reviewing and recommending job qualifications, duties, and descriptions of officers.

BYLAWS

Development of Bylaws

Bylaws are a type of governing document that contains the rules adopted by the organization to manage operations. Bylaws typically govern matters such as meetings, election of directors, officer responsibilities, and procedures for dissolution. For LPC's, bylaws are based on the authority of the California Education Code, as well as the County Board of Supervisors and Superintendent of Schools. Bylaws, including amendments to them, require approval of the LPC and then submitted to the Board of Supervisors and Superintendent of Schools for approval, consistent with County process. Upon approval, they are forwarded to the California Department of Education, Early Learning and Care Division.

Content of Riverside County Bylaws

The content of the LPC's bylaws are not mandated by the State of California, but typically may include:

- The official name of the organization, Riverside County Local Child Care and Development Planning Council.
- The governing authority of the council, as established in the Welfare in Institution Code.
- LPC purpose and responsibilities.
- Membership composition, term of membership, meeting attendance requirements, and member training.
- Duties, elections, and terms of officers including Chair and Co-Chair
- Council committees and duties.
- Meetings, parliamentary authority, public access, and quorum.

Appendices-WIC, Brown Act, Robert's Rules, Acronyms

The following summaries are provided for reference only and do not replace the full text of the statute or County policy.

SUMMARY OF WELFARE AND INSTITUTIONS CODE - WIC

DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18999.98]

(Division 9 added by Stats. 1965, Ch. 1784)

PART 1.8. Child Care and Development Services Act [10207 - 10492.2]

(Part 1.8 added by Stats. 2021, Ch. 116, Sec. 260.)

CHAPTER 31. Local Planning Councils [10480 - 10487]

(Chapter 31 added by Stats. 2021, Ch. 116, Sec. 260.)

ARTICLE 2. Membership and Funding of Local Child Care Development Planning Councils [10485 - 10487]

(Article 2 added by Stats. 2021, Ch. 116, Sec. 260.)

Definitions

For purposes of these program requirements, the following definitions shall apply (WIC 10480):

“Block grant” means the block grant contained in Title VI of the Child Care and Development Fund, as established by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

“Childcare” means all licensed childcare and development services and license-exempt childcare, including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 12 years of age, including children with exceptional needs and children from all linguistic and cultural backgrounds.

“Childcare provider” means a person who provides childcare services or represents persons who provide childcare services.

“Community representative” means a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the department to provide childcare and development services.

“Consumer” means a parent or person who receives, or who has received within the past 36 months, childcare services.

“Department” means the State Department of Social Services.

“Local planning council” means a local childcare and development planning council as described in WIC 10485.

“Public agency representative” means a person who represents a city, county, city and county, or local educational agency.

10485.

(a) It is the intent of the Legislature that local child care and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.

(b) The county board of supervisors and the county superintendent of schools shall do both of the following:

(1) Select the members of the local planning council. Before making selections pursuant to this subdivision, the board of supervisors and the county superintendent of schools shall publicize their intention to select the

members and shall invite local organizations to submit nominations. In

counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent.

(2) Establish the term of appointment for the members of the local planning council.

(c) (1) The local planning council shall be comprised as follows:

(A) Twenty percent of the membership shall be consumers.

(B) Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county.

(C) Twenty percent of the membership shall be public agency representatives.

(D) Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.

(E) The remaining 20 percent shall be appointed at the discretion of the appointing agencies.

(c)(2) The board of supervisors and the county superintendent of schools shall each appoint one-half of the members. In the case of uneven membership, both appointing entities shall agree on the odd numbered appointee.

(d) Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.

(e) The board of supervisors and county superintendent of schools may designate an existing child care planning council or coordinated child and family services council as the local planning council, as long as it has or can achieve the representation set forth in this section.

(f) Upon establishment of a local planning council, the local planning council shall elect a chair and select a staff.

(g) Each local planning council shall develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings. This may include developing a training manual,

hiring facilitators, and identifying strategies to meet the objectives of the council.

(h) No member of a local planning council shall participate in a vote if the member has a proprietary interest in the outcome of the matter being voted upon. (Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)

10486.

(a) The department shall allocate child care funding pursuant to this part based on the amount of state and federal funding that is available.

(b) By May 30 of each year, upon approval by the county board of supervisors and the county superintendent of schools, a local planning council shall submit to the department and the State Department of

Education the local priorities it has identified that reflect all child care needs in the county. To accomplish this, a local planning council shall do all of the following:

(1) Conduct an assessment of child care needs in the county no less frequently than once every five years. The department shall define and prescribe data elements to be included in the needs assessment and shall specify the format for the data reporting. The needs assessment shall also include all factors deemed appropriate by the local planning council in order to obtain an accurate picture of the comprehensive child care needs in the county. The factors include, but are not limited to, all of the following:

(A) The needs of families eligible for subsidized child care.

(B) The needs of families not eligible for subsidized child care.

(C) The waiting lists for programs funded by the department.

(D) The need for child care for children determined by the child protective services agency to be neglected, abused, or exploited, or at risk of being neglected, abused, or exploited.

(E) The number of children in families receiving public assistance, including Cal Fresh benefits, housing support, and Medi-Cal, and Assistance from the Healthy Families Program and the Temporary Assistance for Needy

Families (TANF) program.

(F) Family income among families with preschool or school age children.

(G) The number of children in migrant agricultural families who move from place to place for work or who are currently dependent for their income on agricultural employment in accordance with subdivision (a) of, and paragraphs (1) and (2) of subdivision (b) of, Section 10236.

H) The number of children who have been determined by a regional center to require services pursuant to an individualized family service plan, or by a local educational agency to require services pursuant to an individualized education program or an individualized family service plan.

(I) The number of children in the county by primary language spoken pursuant to the department's language survey.

(J) Special needs based on geographic considerations, including rural areas.

(K) The number of children needing child care services by age cohort.

(2) Document information gathered during the needs assessment that shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of child care in the county.

(3) Encourage public input in the development of the priorities.

Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.

(4) Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.

(5) Conduct a periodic review of child care programs funded by the department to determine if identified priorities are being met.

(6) Collaborate with subsidized and nonsubsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local child care resource and referral programs, and other interested parties to foster partnerships designed to meet local child care needs.

(7) Design a system to consolidate local child care waiting lists if a centralized eligibility list is not already in existence.

(8) Coordinate part-day programs, including state preschool and Head Start, with other child care and development services to provide full-day child care.

(9) Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent of schools for approval before submitting them to the department.

(10) Identify at least one, but not more than two, members to serve as part of the department team that reviews and scores proposals for the provision of services funded through contracts with the department. Local planning council representatives may not review and score proposals from the geographic area covered by their own local planning council. The department shall notify each local planning council whenever this opportunity is available.

(c) The needs assessment data shall be made available to counties implementing individualized county child care subsidy plans pursuant to Chapter 18 (commencing with Section 10340).

(d) The department shall, in conjunction with all appropriate statewide agencies and associations, develop guidelines for use by local planning councils to assist them in conducting needs assessments that are reliable and accurate. The guidelines shall include acceptable sources of demographic and child care data, and methodologies for assessing child care supply and demand.

(e) The department shall allocate funding within each county in accordance with the priorities identified by the local planning council of that county and submitted to the department pursuant to this section unless the priorities do not meet the requirements of state or federal law. (Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)

10487.

It is the intent of the Legislature that any additional conditions imposed upon local planning councils shall be funded from available federal funds to the greatest extent legally possible.

(Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)

CDSS CONTACT INFORMATION If you have questions regarding these program requirements, please contact the Childcare and Development Division at: LPC@dss.ca.gov.

SUMMARY OF BROWN ACT

Prior to Regular Meeting:

- 72 hours posting (§54954.2 (a) (1))
 - At least 72 hours before a regular meeting, the board shall post an agenda containing a brief general description of each item of business to be transacted at that meeting including items for a closed session.
 - No action or discussion shall be undertaken on any item not posted on the agenda 72 hours before the regular meeting.

Except the following:

Exception #1: Upon the determination by a majority vote that an emergency exists.

Exception #2: Upon determination by a 2/3 vote (if less than 2/3 of the members are present, a unanimous vote is necessary) that there is a need to take immediate action, and that the need of the action came to the attention of the board after the posting of the agenda.

Exception #3: The item was posted for a prior meeting that occurred not more than 5 days before and the prior

meeting was continued to the current meeting.

- Agenda packet (§54954.1) a. Any person may request in writing that a copy of the agenda, or a copy of all the documents constituting the agenda packet, be mailed to that person for a fee.

During the Regular Meeting:

- Public need not identify self (§54953.3)
 - A member of the public shall not be required as a condition of attendance to register or to supply any identification.
 - If a sign in sheet is used, it shall clearly state that signing in is strictly voluntary.
- Public may address the board (§54954.3 (a))
 - Every agenda shall provide the public an opportunity to directly address the board.
 - This is allowed before or during the board's consideration of an item.
 - The public may speak on any topic that is within the subject matter jurisdiction of the board.
 - However, the public need not be afforded an opportunity to speak on topics already discussed openly at a committee meeting where the public had an opportunity to speak.
- Time limits (§54954.3 (b))
 - The board may adopt regulations to limit the total amount of time allocated for an issue and for each speaker as included on the posted agenda.
- Public speaking prohibitions (§54954.3 (c))
 - The board may not prohibit public criticism of policies, procedures, programs, services or acts of omissions. This is how the Brown Act makes the meeting an Open Meeting.
 - The Brown Act does not confer any privilege or protection for expression beyond that otherwise provided by law.
- Secret ballot (§54953 (c))
 - No action shall be decided by secret ballot.

- Section 54953 (c) (2) – Every member's vote must indicate for/against/abstain.
- Teleconference (§54953 (b))
 - The board may use teleconference for the benefit of the public in connection with any meeting or proceeding authorized by law. However, the association's bylaws need to authorize the board to use teleconference.
 - Teleconference devices may be used for all purposes within the subject matter jurisdiction.
 - All votes shall be taken by roll call.
 - The board shall post the agenda at each teleconference site.
 - Each teleconference site shall be ADA accessible to the public.
- Public may record (§54953.5 (a))
 - Any person shall have the right to record the proceedings with audio or video or both.
 - The recording cannot disrupt the meeting with noise, illumination, or obstruction.
 - If the board records the meeting, the board shall allow the public to inspect it on the board's equipment for up to 30 days.
- Closed session (§54954.5)
 - Closed sessions are prohibited by the Brown Act except for 17 situations related to real property or labor negotiators, litigation, liability claims, employee (appointment, evaluation, or discipline), trade secrets, etc. (Notice that attorney-client privileges are limited.)
 - Report from closed session (§54957.7) The board shall report any action taken in closed session and the vote by each member.
- Willful interruption (§54957.9)
 - If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of the problem individuals, the board may order the room cleared and continue the meeting.
 - The board shall allow the press and individuals not causing

the disturbance to reenter the meeting room.

After the Meeting

- Approved minutes from previous meeting are posted on website.
- Standing committees (§54952 (b))
 - Regardless of composition, if it has a continuing subject matter jurisdiction, or a fixed meeting schedule by formal action, a standing committee falls under the Brown Act.
- Conference fees (§54952.2 (c) (2))
 - The public does not have free admission to a conference which the organizer has required other participants to pay fees as a condition of attendance.
- Public may broadcast (§54953.6)
 - Any person shall have the right to broadcast the proceedings (audio and/or video.)
 - The broadcast cannot disrupt the meeting with noise, illumination, or obstruction.
- Courts (§54960.5)
 - A court may award court costs and reasonable attorney fees to the plaintiff (the board) if it finds that the board has violated the Brown Act.
 - Similarly, for the defendant (the public) where the court finds the action brought to the court was clearly frivolous and totally lacking in merit.

Types of Brown Act Meetings

Meeting Type	Notice	Ordered By
Regular (§ 54954.2)	Post at least 72 hours before the meeting. Notice mailed to those on a list for a minimal fee.	Ordered per bylaw or motion.
Adjourned (§ 54955)	Post at least 24 hours after adjournment of original meeting that set the adjourned meeting. Posted near the door. If the hour is omitted, the hour is that of the regular meeting. Notice in same manner as in Special Meeting.	Ordered by majority vote at regular meeting, adjourned meeting, or special meeting. Quorum is not required to set an adjourned meeting. If all members are absent, clerk or secretary may declare adjournment and set the adjourned meeting.
Special (§ 54956)	Post at least 24 hours before the meeting. Written notice to each member and media (that requested it) at least 24 hours before the special meeting. Written notice is dispensed with if member waives it or attends meeting. May be called to discuss budget but not salaries.	Ordered by presiding officer or majority of the members.
Emergency (§ 54956.5)	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of work stoppage, crippling activity, impaired public health or safety.
Dire Emergency (§ 54956.5)	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of crippling disaster, mass destruction, terrorist act, endangered public health or safety.

SUMMARY OF ROBERT'S RULE OF ORDER

<https://robertsrules.com/>

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations, and other groups. It's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership act on or a stand on an issue. Individual members can call to order, move a motion, second motions, debate motions, and vote on motions.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

There are Four Basic Types of Motions:

- **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.

- **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

Procedure to Present a Motion

- **Obtaining the floor**
 - Wait until the last speaker has finished.
 - Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President". Wait until the Chairman recognizes you.
- **Make the Motion**
 - Speak in a clear and concise manner.
 - Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - Avoid personalities and stay on your subject.
- **Wait for Someone to Second Your Motion**
- **Another member will second your motion or the Chairman will call for a second.**
- **If there is no second to your motion, it is lost.**
- **The Chairman States Your Motion**
 - The Chairman will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
 - The membership then either debates your motion or may move directly to a vote.
 - Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.

- Expanding on Your Motion
 - The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - The mover is always allowed to speak first.
 - All comments and debate must be directed to the chairman.
 - Keep to the time limit for speaking that has been established.
 - The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
- Putting the Question to the Membership a. The Chairman asks, "Are you ready to vote on the question."
 - The Chair asks, "are you ready to vote on the questions?"
 - If there is no more discussion, a vote is taken.

Voting on a Motion

The method of vote on any motion depends on the situation and the bylaws of policy of your organization. There are five methods used to vote by most organizations.

- By Voice -- the Chairman asks those in favor to say, "Aye", those opposed to say "No". Any member may move for an exact count.
- By Roll Call -- Each member answers "Yes" or "No" as his name is called. This method is used when a record of each person's vote is required.
- By General Consent -- When a motion is not likely to be opposed, the Chairman says, "If there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

- By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Other Motions

There are two other motions that are commonly used that relate to voting:

- Motion to Table-- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Child Care Related Acronyms

Acronym	Title
AB	Assembly Bill
ACF	Administration for Children and Families (Federal)
ACL	All County Letter (notification from State departments)
ADA	American with Disabilities Act
ADA	Average Daily Attendance
AFDC	Aid to Families with Disabilities (replaced by TANF)
AMI	Area Median Income
APE	Adaptive Physical Education
API	Academic Performance Index
APP	Alternative Payment Program
ARC	Association for Retarded Citizens
ASES/ASESP	After Education and Safety Program
ASQ	Ages and Stages Questionnaire
ASQSE	Ages and Stages Questionnaire: Social Emotional
AWG	Advisory Working Group
BCC	Building Child Care
BCP	Budget Change Proposal
BOS	Board of Supervisors (County)
CAA	Community Action Agency
CACFP	Child and Adult Care Program
CAEYC	California Association for the Education of Young Children
CAPERS	California Public Employees Retirement System
CalSAC	California School Age Consortium
Cal-SAFE	California School Age Families Education
CalWorks	California Work Opportunity and Responsibility to Kids (state name for TANF)
CAO	Count Administrators Office
CAP	Community Action Partnership (Riverside County)
CAPP	California Alternative Payment Program (CDE-CDD)
CAPPA	California Alternative Payment Program Association
CARES	Comprehensive Approached to Raising Educational Standards
CASA	Court Appointed Special Associate

Acronym	Title
CASH	California's Coalition for Adequate Housing
CBO	Community Based Organization
CCAP	Child Care Administration Project
CCCCA	California Child Care Coordinator's Association
CCCR & RN	California Resource and Referral Network (Often
CCDBG	Child Care and Development Grant
CCDF	Child Care and Development Fund
CCHP	California Child Care Health Program
CCIP	Child Care Initiative Project
CCL	Community Care Licensing
CCLC	Child Care Law Center
CCPC	Child Care Planning Council (some counties use this instead of LPC)
CCPU	Child Care Providers United (California)
CCRC	Child Care Resource Center (San Bernardino)
CCR	Contract Compliance Review, California Code of Regulations
CCR&R	Child Care Resource and Referral
CCS	California Children's Services
CCTC/CTC	California Commission on Teaching Credentialing
CCTR	California Center-Based (General, full day) Program contract through CDE-CDD
CDA	Child Development Associate
CDBG	Community Development Block Grant
CDC	Child Development Center
CDC	Center for Disease Control and Prevention
CDD	Child Development Division (of the CA Dept of Education)
CDE	California Department of Education
CDF	Children's Defense Fund
CDPI	Child Development Policy Institute
CDSS	California Department of Social Services
CDTC	Child Development Training Consortium
CEL	Central Eligibility List

CELS	Consortium for Early Learning Services (Riverside County)
CEQA	California Environment Quality Act
CFDP	California Full Day State Preschool (contract through CDE-CDD)
CHAN	California Handicapped Program contract (through CDE-CDD)
CHIS	California Health Information Survey
CLRN	California Learning Resource Network (often pronounced Cal Learn)
CLTK	California Latchkey School -Age Child Care contract (through CDE-CDD)
CMA	California Medical Association
CMIG	California Migrant Program contract (through CDE-CDD)
CMR	Contract Monitoring Review by CA Dept of Education
COE	County Office of Education
COLA	Cost-of-Living Adjustment
CP	Cerebral Palsy
CPEI	Center for Prevention & Early Intervention (West Ed)
CPI	Consumer Price Index
CPIN/CalPIN	California Preschool Instructional Network
CPKP	California Prekindergarten and Family Literacy Program (part-day contract through CDE-CDD; AKA PKFLP or Pre-KFLP)
CPRE	California Preschool (half day) contract through CDE-CDD
CPS	Child Protective Services
CSOC	Children's System of Care
CTC	Commission on Teacher Credentialing
CUP	Conditional Use Permit
CW/SW	Case Worker/Social Worker
CWDA	California Welfare Director's Association
CWS	Child Welfare Services (State/county) formerly Child Protective Services
DAP	Developmentally Appropriate Practices
DD	Developmental Disability
DDS	Department of Developmental Services (state)

DHHS	Department of Health and Human Services (federal)
DIS	Designated Instructional Services
DMH	Department of Mental Health
DOE	Department of Education (federal)
DOF	Department of Finance (federal)
DOJ	Department of Justice (federal)
DOYC	Day of the Young Child
DPH	Department of Public Health (State/county)
DRDP-R	Desired Results Developmental Profile-Revised
DREDF	Disability Rights Education & Defense Fund (federal)
DSS-CCL	Department of Social Services-Community Care Licensing
ECE	Early Care & Education/Early Childhood Education
ECSP	Early Childhood Special Education
ECERS	Early Childhood Environmental Rating Scale (also known as Harms Scales)
ECMH	Early Childhood Mental Health
ED	Executive Director
EDD	Employment Development Department
EHS	Early Head Start
EIR	Economic Impact Report
EIR	Environmental Impact Report
ELL	English Language Learners (previously known as LEP-Limited English Proficient)
ELOA	Early Learning Opportunities Act
ELOP	Expanded Learning Opportunities Program (state)
EPSDT	Early Periodic Screening Diagnosis Treatment
FAPE	Free Appropriate Public Education (state)
FAQ	Frequently Asked Questions
FCC	Family Child Care
FCCERS-R	Family Child Care Environmental Rating Scale-Revised
FCCH	Family Child Care Home
FECCHN	Family Child Care Home Network
FPL	Federal Poverty Level
FRC	Family Resource Center
FRN	Family Resource Network

FSA	Family Services Association
FSAC	Family Services Association of California
FT&C	Funding Terms and Conditions (state)
GAIN	Greater Avenues to Independence (CA's welfare to work program pre-dating federal TANF)
GAL	Guardian and Litem
GSA	General Service Agency (federal)
GSA	General Service Administration (federal)
GTQ	Gateway to Quality
HHS	Health and Human Services
HS	Head Start
HIPPA	Health Insurance Portability and Accountability Act
HUD	Housing and Urban Development (federal)
ICC	Interagency Coordinating Council
ICPC	Interstate Compact on the Placement of Children
IDEA	Individuals with Disabilities Education Act
IECC	Inland Empire Community Collaborative
IEP	Individual Education Plan
IFSP	Individual Family Service Plan
IHSS	In Home Support Services
ITERS	Infant/Toddler Environmental Scale
JEP	Joint Education Partnership
JPA	Joint Powers Authority
LAO	Legislative Analyst Office (county, state, federal)
LAUP	Los Angeles Universal Preschool
LD	Learning Disabled
LEA	Local Educational Agency
LIIF	Low Income Investment Fund
LINCC	Local Investment in Child Care
LPA	Local Planning Area
LPC	Local Child Care and Development Planning Council (local)
LRE	Least Restrictive Environment
MCH	Maternal and Child Health
MDO	Minimum Days of Operation
MFT	Marriage and Family Therapist

MHAB	Mental Health Advisory Board
MHB	Mental Health Board
MIS	Management Information System
MSW	Masters in Social Work
NACCRRRA	National Association of Child Care Resource & Referral Agencies
NAEYC	National Association for the Education of Young Children
NAFCC	National Association for Family Child Care
NCCIC	National Child Care Information Center
NCLP	No Child Left Behind
NCLR	National Council of La Raza
NEDLC	National Economic Development Law Center
NGO	Non-Governmental Organization
NLCI	National Latino Children's Institute
NWLC	National Women's Law Center
OSERS	Office of Special Education and Rehabilitative Services
OT	Occupational Therapy
OTCD	On the Capital Doorstep
PACE	Professional Association for Childhood Education- policy analysis of California
PACE AP	Professional Association for Childhood Education- Alternative Payment Program
PACT	People Acting in Community Together
PAI/P&A	Protection & Advocacy
PERS	Public Employees Retirement System
PFA	Preschool For All
PHP	Parents Helping Parents
PIC	Private Industry Council
PITC	Program for Infant/Toddler Caregivers
POS	Purchase Service Agreement
Pre-KFLP	CA Preschool Family Literacy Program (contract through CDE-CDD)
Prop 10	Proposition implementing tobacco tax & California Child and Families Commission
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act

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