

# Bylaws

## State Interagency Coordinating Council For Early Intervention and Early Childhood Special Education

### State of Oregon



Revised  
May 2025

## **Article I Name**

### **Section A - Name**

The name of the organization is the State Interagency Coordinating Council (SICC) for Early Intervention and Early Childhood Special Education (EI/ECSE), referred to in these bylaws as “the Council”.

### **Section B – Authority**

The State Interagency Coordinating Council exists by the Executive Order of the Governor of the State of Oregon, by the authority of IDEA (34 CFR 303.125), and by the authority of ORS 343.499.

## **Article II Purpose**

### **Section A – Mission, Vision, Values**

#### **Mission**

The mission of the State Interagency Coordinating Council is to support the ongoing development of quality statewide services for infants, toddlers and preschool children with a developmental delay and/or a disability and their families. The Council advises, assists and collaborates on state, local, and individual levels to maximize each child's unique potential and ability to participate in society according to each family's value system.

#### **Vision**

The vision of the SICC is to make a positive difference in the lives of every infant, toddler and preschool age child experiencing a developmental delay and/or a disability and their family who live in Oregon. This vision is realized through:

- Equitable and inclusive services and supports that are fully funded and stable
- Family centered and culturally responsive services which are seamless and accessible.
- Effective collaboration across agencies which supports policies and practices that removes systemic barriers.
- Clear and regular communication between state and local interagency councils to ensure that all families are fully informed and knowledgeable about EI/ECSE services.

## **Policy Statements / Values**

ORS 343.464 (C)(1)(a-j)(2) and written in simplified statements that reflect intent.

It is the policy of this state to respect the unique nature of each child, family and community with particular attention to cultural and linguistic diversity, and to support a **system of services for preschool children with a disability and their families that:**

- Is family centered and family driven.
- Identifies and serves children as early as possible.
- Includes and supports children in community services.
- Identifies and uses all available resources to provide services and supports.
- Coordinates services and supports efficiently for each child and family.
- Ensures equitable access to services and supports for which each child qualifies.
- Provides services as close to home as possible and with same age peers.
- Utilizes well trained and competent personnel to work with children and families.
- Evaluates the effectiveness of services and supports regularly and reports the results to decision makers.

All the agencies and programs serving EI/ECSE eligible children reflect these values and coordinate with each other.

## **Section B – Duties**

As stated in ORS 343.499 (5 a-I and 6) the required duties of the Council are:

(a) Advise the Superintendent of Public Instruction, the State Board of Education, the Director of the Department of Early Learning and Care and the Early Learning Council on unmet needs in the early childhood special education and early intervention programs for children with a disability, review and comment publicly on any rules proposed by the State Board of Education and the distribution of funds for the programs and assist the state in developing and reporting data on and evaluations of the programs and services.

(b) Advise and assist the represented public agencies regarding the services and programs they provide to children with a disability and their families, including public comments on any proposed rules affecting the target population and the distribution of funds for such services, and assist each agency in developing services that reflect the overall goals for the target population as adopted by the council.

(c) Advise the Department of Education, the Department of Early Learning and Care and other state agencies on the development and implementation of the policies that constitute the statewide system.

(d) Advise all appropriate public agencies on achieving the full participation, coordination and cooperation for implementation of a statewide system that includes but is not limited to:

(A) Seeking information from service providers, service coordinators, parents and others about any federal, state or local policies that impede timely service delivery; and

(B) Taking steps to ensure that any policy problems identified under subparagraph (A) of this paragraph are resolved.

(e) Advise the Superintendent of Public Instruction and the Director of the Department of Early Learning and Care on identifying the sources of fiscal and other support for early intervention and early childhood special education services, assigning financial responsibility to the appropriate agencies and ensuring that the provisions of interagency agreements under ORS 343.511 are carried out.

(f) Review and comment on each agency's services and policies regarding services for infants, toddlers and preschool children with a disability, or infants, toddlers and preschool children who are at risk of developing disabling conditions, and their families to the maximum extent possible to assure cost-effective and efficient use of resources.

(g) Advise the Department of Education and the Department of Early Learning and Care on the preparation of applications and amendments thereto.

(h) Advise the Superintendent of Public Instruction and the Director of the Department of Early Learning and Care regarding transitions of children with a disability, including transitions to kindergarten.

(i) Prepare and submit an annual report to the Governor, the Deputy Superintendent of Public Instruction, the Director of the Department of Early Learning Care, the Early Learning Council, the State Board of Education, the Legislative Assembly and the United States Secretary of Education on the status of early intervention and early childhood special education services provided within this state.

(6) The council may advise appropriate agencies about integration of services for preschool children with a disability and at-risk preschool children.

## Article III Membership

### Section A - Appointments

The State Interagency Coordinating Council consists of members appointed by the Governor from a list of eligible appointees provided by the Council and state agencies that have knowledge of and/or experience with programs or services for infants, toddlers or preschool age children with a disability and their family. The Governor shall ensure that the membership of the council reasonably represents the racial, ethnic, linguistic and geographic population of this state.

### Section B - Composition

The membership of the Council is composed as follows:

Required in ORS 343.499	Number of Members Required	Term	Other Information
PARENTS OF CHILDREN WITH A DISABILITY.	20% of the Council	Term is 3 years Maximum 2 terms	<p>The parents must have a child with a disability who is 12 years of age or younger at the time the council member is appointed.</p> <p>And at least 50 percent of the council members are parents of a child with a disability who is five years of age or younger at the time the council member is appointed.</p> <p>And at least 20 percent re parents of a child with a disability who is three years of age or younger at the time the council member is appointed; and</p>
SERVICE PROVIDERS-	20% of Council	Term is 3 years Maximum 2 terms	<ul style="list-style-type: none"><li>▪ Public or private providers of early intervention and early childhood special education services.</li><li>▪ Providers should represent a diversity of services and delivery areas.</li></ul>

Required in ORS 343.499	Number of Members Required	Term	Other Information
OREGON LEGISLATIVE ASSEMBLY-	One from Senate  One from House of Representatives	Both are non voting members and have no term limit	-Appointed by the President of the Senate  Appointed by the Speaker of the House
PERSONNEL PREPARATION-	At least one	Term is 3 years Maximum 2 terms	Member shall be involved in the training and preparation of personnel for employment in early intervention and early childhood special education.
DEPARTMENT OF CONSUMER AND BUSINESS SERVICES  Agency for Health Insurance	At least one  Expertise in state regulation of private health insurance	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.
EARLY LEARNING COUNCIL-	At least one from the committee that serves on the state advisory council to DELC as described in ORS 326.425 (3)	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the Early Learning Council.

DEPARTMENT OF HUMAN SERVICES-	At least two  One with expertise in self sufficiency  One with expertise in foster care	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.
MENTAL HEALTH AGENCY-	At least one	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.

<p>OREGON HEALTH AUTHORITY (OHA)</p>	<p>At least two members Below are some suggested areas of expertise:</p> <p>Division of Medical Assistance Programs, including Children's Health Insurance Program (Title XXI) and Medicaid (required)</p> <p>One that is associated with CCOs</p> <p>Office of Family Health</p> <p>Home visiting</p>	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	<p>This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.</p>
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DEPARTMENT OF EARLY LEARNING AND CARE (DELC)	<p>At least two members Below are some suggested areas of expertise:</p> <p>Expertise in child care and development fun- ( ERDC?)</p> <p>Inclusive child care and PreK</p> <p>Professional development</p> <p>Preschool Promise, OPK, Home visiting</p> <p>Home visiting</p>	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	<p>This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.</p>
DEPARTMENT OF EDUCATION	<p>At least one</p> <p>Responsible for the provision of and/or payment for early intervention and early childhood special education services.</p> <p>Responsible for providing preschool services to children with a disability</p>	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	<p>This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.</p>

DEPARTMENT OF EDUCATION HOMELESS EDUCATION CORDINATOR	At least one  Expertise in coordination of education of homeless children and youth.	<ul style="list-style-type: none"> <li>▪ No restrictions</li> <li>▪ Not required to reapply for additional terms.</li> </ul>	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.
STATE ADVISORY COUNCIL FOR SPECIAL EDUCATION (SACSE)	At least one	Term is one year.	"SACSE" refers to the Council created in ORS 343.287 (school age).
FEDERAL HEAD START or Early Head Start PROGRAM- ok	At least one	Term is 3 years Maximum 2 terms	This member may also represent any Head Start programs required in these Bylaws.
HOME BASED CHILD CARE	At least one		
CENTER BASED CHILD CARE	At least one		
TRIBAL AGENCY RESPONSIBLE FOR SUPPORTING YOUNG CHILDREN WITH ADEVELOPMENAL DISABILITY AND/OR A DELAY.  One of nine federally recognized tribes in Oregon including, but not limited to tribal members	At least one  From a tribal council or otherwise representing one or more tribes.  Could be from a Tribal Head Start Program	Term is 3 years Maximum 2 terms	-None-
At least one Council Member shall be from	See the list below for additional members that	<ul style="list-style-type: none"> <li>▪ No restrictions</li> </ul>	

each state agency involved in the provision of and/or payment for early intervention and early childhood special education services to infants and toddlers with a disability and their families	meet this definition in Oregon	Not required to reapply for additional terms.	
OTHER MEMBERS- (See current additions below)	The Council may include other members appointed by the Governor.	As determined by the Governor	As determined by the Governor
Migrant Head Start Agency	At least one	Term is 3 years Maximum 2 terms	
Child Development and Rehabilitation Center of the (CDRC) Oregon Health and Sciences University (OHSU)  (Below is a suggested area of expertise for the representative)  Title V Program for children with special health needs (OCCYSHN)	At least one	<ul style="list-style-type: none"> <li>No restrictions</li> </ul> Not required to reapply for additional terms.	This member shall have sufficient authority to engage in policy planning and implementation on behalf of the agency (s)he is representing consistent with the direction of his/her agency and the executive branch.
Services Provider for children with special health needs.	At least one	Term is 3 years Maximum 2 terms	-None-
A representative of a Tribal Head Start program	At least one	Term is 3 years Maximum 2 terms	-None-

A representative of a parent advocacy group such as FACT Oregon	A representative of a parent advocacy group such as FACT Oregon	Term is 3 years Maximum 2 terms	-None-
Ad Hoc members	Need determined by the SICC annually	Appointed by the Council annually	<ul style="list-style-type: none"> <li>▪ Fulfills a special function or represents a special content or interest area.</li> <li>▪ May not vote.</li> <li>▪ Cannot be included in the final count of members.</li> </ul>

## Section C – Terms of Membership

1. Terms of office for council members shall be three years, except that:

- a. The representative from the State Advisory Council for Special Education shall serve a one-year term; and
- b. The representatives from other state agencies and the representatives from the Legislative Assembly shall serve indefinite terms.

2. Terms of membership are staggered to ensure that new appointments do not exceed more than one-third of all non-agency members.

3. Members may be reappointed for a second term.

Compensation and Expense Reimbursement for Members (ORS 292.495)

To advance equity and reduce barriers to public participation in government, Oregon state law provides for certain “qualified” board and commission members to receive compensation for the performance of official duties. The SICCC is classified as an Oregon board or commission.

2. Qualified members for compensation:

To receive compensation for the performance of official duties, a committee member must be a “qualified member,” as defined by ORS 292.495. “Qualified members” are those committee members who:

- a. Are not employed in full-time public service with any public body.
- b. Have an adjusted gross income in the previous tax year of less than \$50,000 as reported on an income tax return other than a joint income tax return, or less than \$100,000 as reported on a joint return.

Amount of compensation:

Per state law, the amount of compensation paid to qualified members of board and commissions are equal to the per diem compensation received by members of the state legislature.

That amount is calculated using published federal per diem rates, which can be found here: [Per Diem Rates | GSA](#). The compensation may be taxable income and may impact eligibility for various benefit programs

To request compensation a formal request must be made at least 10 days prior to the meeting and emailed to the SICC Board Administrator. To be eligible for reimbursement, the SICC member must have completed the required attestation form for that year and they must attend the entire meeting. Final approval is done by the Oregon Department of Education payroll and can take up to 90 days to receive.

Other expenses paid:

Both qualified and non-qualified SICC members are eligible for reimbursement of actual and necessary expenses incurred in the performance of their official duties such as travel. These expenses must be approved by the SICC Board Administrator 10 days prior to the event.

## **Section D – Council Meetings**

1. The Council meets quarterly at a minimum.
2. The Executive Committee, with input from the Council, decides whether to hold meetings in person in an accessible location or virtually or hybrid. If there is a National Disaster that makes it unsafe for an in-person option, meetings will be held virtually
3. The meetings will be publicly announced and are open and accessible to the public.
4. Time will be allocated at meetings for public comment.
5. If you need assistance in order to participate in a meeting, please contact the Board Administrator at least 7 business days prior to the meeting. Assistance can include but is not limited to: Interpreters for people who speak a language other than English and interpreters and/or closed captions for persons who are deaf or hard or hearing will be provided upon request for all Council members and other participants. Translation of materials into another language. Visual support as needed. And other necessary accommodation as requested
6. The SICC Council meetings follow Oregon's Public Meetings Laws:  
[https://www.oregonlegislature.gov/bills\\_laws/ors/ors192.html](https://www.oregonlegislature.gov/bills_laws/ors/ors192.html) and  
<https://olis.oregonlegislature.gov/liz/2023R1/Downloads/MeasureDocument/HB2805/Enrolled>

## **Section E – Attendance**

1. Council members are encouraged to attend all meetings.
2. Absence
  - a. Excused absences
    - i. A member may request an excused absence from a Council meeting.
  - b. Unexcused absences. A member with two (2) unexcused absences in a year may be called for review by the Council for possible recommendations to the Governor for appointment of a different person to fill the position on the Council.
  - c. Extended absences and proxies
    - If a member anticipates an extended absence from the Council (more than 2 consecutive meetings) they may request the appointment of a proxy from the same agency in advance of that absence.
    - The member shall advise the Council Chair in advance of representation by proxy, including the anticipated length of the absence and the name of the proposed proxy.
    - The Chair shall approve all proxies and ensure that the approval is entered into the minutes of the next SICC meeting.
    - A proxy can serve up to six months. If there is a need to participate longer than six months the request is reviewed by the Council. They may grant the request or decide to make recommendations to the Governor for appointment of a different person to fill the position on the Council.

## **Article IV Leadership and Committees**

### **Section A - Council Chair**

1. Appointment of the Council Chair
  - a. The Governor designates one member of the Council to serve as the Council Chair.
  - b. If the Governor chooses not to name a Chair, the Council may elect one of its members to serve as Chair. The Chair is elected with a majority vote of those present at the last meeting of the fiscal year.
  - c. If possible, the Council Chair should be a parent member.
  - d. Any member of the Council who represents the Department of Education may not serve as the Council Chair.
2. The duties of the Chair shall include:
  - a. Calling and presiding over the Council meetings;
  - b. Chairing the Executive Committee;
  - c. Submitting reports, as necessary, to state or federal agencies;
  - d. Serving as official spokesperson for the Council;
  - e. Signing all documents on behalf of the Council.

### **Section B - Vice Chair**

1. The Council shall select one of its members to serve as the Vice Chair.
2. If the Chair of the Council is not the parent of a child with disabilities, then the Vice Chair must be a parent of a child with a disability.
3. The Vice Chair shall be elected by the membership with a majority vote of those present at the last meeting of the fiscal year.
4. The duties of the Vice Chair shall include:
  - a. Performing the duties of the Chair when (s)he is not available to do so;  
and
  - b. Participating on the Executive Committee.

### **Section C -- Executive Committee**

1. The Executive Committee shall engage in activities necessary for conduct of general Council meetings. These activities may include:

- a. Meetings in-between general Council meetings to plan and discuss appropriate business for the Council. Virtual meetings are acceptable.
  - b. Serving as the Budget committee for the Council.
  - c. Developing drafts of annual and other plans for Council activities.
  - d. Assisting with needed committees. At least one member of the Executive Committee shall serve on each Council committee.
  - e. Establishing and dissolving task force groups or committees.
  - f. Assisting with planning, arranging and conducting special events, such as forums or trainings.
  - g. Reviewing Bylaws and recommending revisions to full Council every two years.
  - h. Acting on behalf of the Council when needed, if it is not currently convened.
2. Executive Committee membership shall include:
- a. The Council Chair;
  - b. The Council Vice Chair;
  - c. The most recent past Council Chair. (If their term is over during this year, they can serve in this capacity for up to six months after the expiration.
  - d. A representative from each Council committee)
  - e. At least one Oregon Department of Education staff member from the Early Intervention and Early Childhood Special Education (EI/ECSE) Program.
3. The term of office for Executive Committee members shall be three years, August 1 to July 31. No officer shall serve more than 2 consecutive terms in the same office.

## **Section D - Committees and Task Forces**

1. Committees may be formed for the purpose of fulfilling the mission, duties, and goals of the SICC. A committee is:
  - a. Established by the Executive Committee;
  - b. Has at least one member of the Executive Committee on the committee.
2. A task force may be formed to study a specific issue and provide information and a recommendation to the Council. A task force is:
  - a. Established by the Executive Committee;
  - b. Time-limited;
  - c. Chaired by a Council Member;

3. Members appointed to a committee, or a task force may come from outside the SICC membership.

## **Article V Decision Making**

### **Section A – Quorum**

1. A quorum will be constituted by a simple majority (50% +1) of appointed voting members but must include at least two (2) parent members.
2. If a quorum is not met at a meeting where a vote must be taken, the Chair may accept a member's vote by e-mail during the meeting.

### **Section B – Consensus**

1. Actions by the Council will be by consensus of the voting members.
2. In the event that the Council concurs that a decision must be made, but it cannot reach a consensus on the issue, the Chair may call for a vote if there is a quorum present. A simple majority (50% +1) will carry the vote and the minority position will be recorded in the minutes.

### **Section C - Conflict of Interest**

1. No member of the Council shall cast a vote on any matter that is likely to provide a direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.

### **Section D – Proxies**

1. When a person is a proxy who has been approved by the Chair and the Council, they count towards a quorum, and they can vote.

## **Article VI Budget**

### **Section A - Use of Funds**

1. The function of the Council is supported through federal funds appropriated to the Council and may be used to :
  - a. Conduct hearings and forums;
  - b. Reimburse non-agency Council members pursuant to ORS 292.495 for costs associated with performing Council duties including but not limited to child care and mileage and parking reimbursement;
  - c. Pay compensation to a Council member is allowable if the member is not employed or if the member must forfeit wages from other employment when performing official Council business;
  - d. Hire staff; and
  - e. Obtain the services of such professional, technical, and clerical personnel as may be necessary to carry out its functions under this part, for example, provide for interpreters for persons who are deaf and other necessary services for Council members and participants.
2. The Council follows the laws governing Board and Commission member compensation in Chapter 627 in Oregon law and updated in HB 2992.
  - a. The per diem rate is an amount equal to the per diem compensation paid to members of the Legislative Assembly for each day or portion thereof which members spend time performing board or commission duties.
  - b. Per diem compensation and expenses for “qualified members,” defined as members who are (1) not in full-time public service, and (2) have an adjusted gross income for the previous tax year of less than \$50,000, or less than \$100,000 reported on a joint income tax return. The only exception to the requirement is if the qualified member declines compensation.
  - c. Members employed full-time in public service are not eligible to receive per diem compensation but may receive expense reimbursement.
  - d. Compensation is in addition to travel reimbursement.

3. Oregon Department of Education and the Executive Committee shall annually prepare a Council budget for approval by the Council and submission to the Department of Education for inclusion in the application for federal funds.
4. The Oregon Department of Education shall provide clerical and administrative support, including staff, to the Council to carry out the performance of the Council's functions.

**Article VII**  
**SICC Liaison Role with Local Interagency Coordinating Councils (LICCs)**

1. The Council shall maintain a liaison role with LICCs for the purpose of facilitating communication and sharing of information.
2. The nature and details of that relationship will be determined by needs expressed from LICCs

**Article VIII**  
**Amendments**

These Bylaws may be amended or repealed by the Council as follows:

1. A Council member may submit a proposed amendment, in writing, to the Council Chair at any time for discussion on a future SICC agenda.
2. Approval of amendments to these Bylaws will be determined by the procedure laid out in Article V, Section A (Quorum).
3. The Executive Committee will review SICC Bylaws biannually and make recommendations for revisions (if needed) to the Council.
4. Bylaw revisions will be reviewed by the Governor's Office to ensure consistency with policies of that office.