

Early Childhood Council of Kern

Planning for quality early care and education.

DATE: October 5, 2026

TO: Clerk of the Board
Kern County Board of Supervisors
1115 Truxtun Avenue
Bakersfield, CA 93301

FROM: Early Childhood Council of Kern
1300 17th Street
Bakersfield, CA 93301

RE: Submission of Bylaws for Approval

Dear Clerk of the Board,

On behalf of the Early Childhood Council of Kern, I would like to submit the enclosed bylaws for the October 13, 2026 consent agenda. No formal presentation is requested at this time. A copy of the changes to review for comparison is included along with the fully revised copies for signature. Once approved, all copies should be signed by the Chairman with one copy to be kept by the Clerk of the Board. The remaining copies should be returned to the Early Childhood Council of Kern. I will pick them up when they are ready, I will then submit the information to CDSS.

Please contact me should any questions arise.

Sincerely,



Amanda Cruz-Ardoin
Project Specialist - Early Learning Services
Early Childhood Council of Kern

Early Childhood Council of Kern

Planning for quality early care and education.

BYLAWS

Revised September 9, 2026

Mission Statement

The Early Childhood Council of Kern is dedicated to promoting and supporting a community-wide effort that results in a high-quality early learning, child development and care system that meets the needs of all Kern County children and families.

Quality Statement

The Early Childhood Council of Kern believes that a high-quality early learning, child development and care setting promotes:

- Child development
 - Physical, social, emotional, creative and intellectual development with respect to a child's ability and culture;
 - Frequent, positive, warm interactions appropriate to a child's age and development;
 - A variety of planned learning activities appropriate to a child's age and development;
- Health and Safety
 - Healthy, safe and nurturing environments;
 - Nutritious meals and snacks;
 - A sufficient number of knowledgeable and skilled providers to respond to the needs of each child;
- Program administration
 - On-going communication with families and opportunities for meaningful family involvement;
 - An opportunity for training and support for providers;
 - An effective program administration which includes an on-going, systematic evaluation process.

Article I. Purpose

In accordance with AB 1542, enacted January 1, 1998, the formation of the Kern County Child Care and Development Planning Council was approved by the Kern County Board of Supervisors and the Kern County Superintendent of Schools for the purpose of providing a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities. As of December 3, 2009 this planning council shall be named the Early Childhood Council of Kern and future referenced in this document as Council. The Council shall operate on the fiscal year of July 1 to June 30.

Article II. Governance

Pursuant to AB 1542 (~~revisions to Ed. Code Sections 8499.3 and 8499.5~~ as per Welfare and Institutions Code (WIC) Sections 10485 and 10486), the Kern County Board of Supervisors (KCBOS) and the Kern County Superintendent of Schools (KCSOS) are mandated to be involved in the local child care planning process.

The KCBOS and KCSOS are directed to fulfill specified responsibilities including appointing members to the Local Planning Council (LPC) known as the Early Childhood Council of Kern (the Council) according to the guidelines prescribed in AB 1542.

The Council receives its authority and responsibility jointly and equally from the KCBOS and the KCSOS, and is directly accountable to these bodies.

The Council is an advisory body to the KCBOS and the KCSOS. The Council is required to accomplish specified activities that support the local planning process pursuant to AB 1542.

The statute further describes the composition of the Council and how appointments are made by the KCBOS and the KCSOS in reference to specific categories of representation.

The authority to oversee Council decisions and appoint council members remains equally divided between the KCBOS and KCSOS.

The State of California provides funding, as specified in AB 1542 (1997), to the Council through the Local Planning Grant (LPG) contract. The KCSOS, as the Local Education Agency, has been identified as the legal entity to serve as the fiscal agent and LPG contract administrator for the Council.

The LPG contract outlines specific responsibilities described in AB 1542 for the KCBOS, KCSOS and the Council, and contract reporting requirements for the legal entity the California Department of Social Services (CDSS), and future referenced in this document as CDSS.

The Council defines the scope of work and activities of the Council to meet the LPG contract mandates.

The LPC is required to adhere to the requirements in the Ralph M. Brown Act, Government Code, sections 54950-54963, in the conduct and public notification of LPC meetings scheduled.

As legal entity, the KCSOS has additional fiduciary responsibilities to manage the fiscal and personnel resources of the Council, to maximize the effectiveness of the funding to fulfill the contract mandates and scope of work as defined by the Council. The administration of Council funding by the KCSOS is done with the recommendations and input of the Council subject to contract mandates and funding terms and conditions, in accordance with school accounting practices.

As identified in the Council Bylaws, the KCSOS provides staff and administrative support to the Council with funding as specified in AB 1542 (1997) to support the Council's plan of work.

The KCSOS, in serving as the fiscal agent for the Council, assumes all the rights and responsibilities concomitant with that of an employer. The KCSOS is responsible to hire, supervise, evaluate, manage, coordinate and direct staff to support the plan of work as defined by the Council within the funding resources available to the Council.

The Executive Committee of the Council is responsible to provide leadership, financial awareness, and policy recommendations to the Council.

The Executive Committee, as representative of the Council, ~~is~~ provide an advisory capacity to the KCSOS in matters relating to the allocation of staff responsibilities and management of resources as specified in the Local Planning Grant (LPG) contract, as well as additional local funding resources.

All legal matters are referred to County Counsel and Schools Legal Service.

Article III. Duties

As specified by ~~Education Code Section 8499.5~~ WIC Sections 10485 and 10486, the Early Childhood Council of Kern shall:

1. Elect a chairperson.
2. Employ, through KCSOS, a staff person to serve as an LPC Coordinator as funding permits. The staff shall assist the Council in meeting the mandates set forth in Title 1, Division 1, Part 6, Chapter 2.3 of the Education Code.
3. Conduct an assessment of child care needs at least once every five years as funding permits. The needs assessment shall meet the requirements as specified in ~~Education Code Section 8499.5~~ WIC Section 10486 (b).
4. Document information gathered during the needs assessment which 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.
5. Submit the results of the needs assessment and the local priorities identified by the Council to the KCBOS and KCSOS for approval before submitting them to ~~the California Department of Education~~ CDSS.
6. Prepare a comprehensive, countywide, child care plan designed to mobilize public and private resources to address identified needs.
7. 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.
8. Conduct a periodic review of child care programs funded by ~~CDE and the California Department of Social Services (CDSS)~~ CDSS and the California Department of Education (CDE) to determine if identified priorities are being met.
9. Collaborate with all interested parties, including, but not be limited to subsidized and non-subsidized child care providers, county welfare departments, human services 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 disabilities, and local child care resource and referral programs, to foster partnerships designed to meet local child care needs.
10. Facilitate community-based efforts to coordinate part-day programs, including State Preschool and Head Start, with other child care to provide full-day child care and development services based on guidelines and funding models approved by state and federal agencies.
11. Develop and implement a training plan to provide increased efficiency, productivity and facilitation of local planning council meetings.
12. Report significant activities and challenges annually and complete an annual self-review by November 15, and submit reports and the annual review to ~~the LPC contract holder~~ CDSS.
13. Actively participate in local Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium per Education Code 8203.1(b) (2).
14. Conduct other duties as determined by the ~~local planning~~ Council.

Article IV. Nomination, Appointment and Term of Members

Section 1. Composition of the Early Childhood Council of Kern. The Council membership shall be limited to 30 members and be representative of the following categories:

- a. Twenty percent child care consumers – a parent or person who receives, or who has received child care services within the past 36 months.
- b. Twenty percent child care providers – a person who provides child care services and represents the diversity of the types of child care providers in the county
- c. Twenty percent public agency representatives – a person who represents a city, county, city and county, or local education agency and who funds, regulates, or monitors the delivery of child care services.
- d. Twenty percent community representatives – a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider and does not represent an agency that contracts with the CDE to provide child care and development services.
- e. Twenty percent jointly appointed from any of the four above categories at the discretion of the appointing agencies.

Membership is conferred upon individuals, not agencies or organizations.

Section 2. Selection of Members. The KCBOS and the KCSOS shall each appoint one-half of the members from each category. The KCBOS and the KCSOS shall make every effort to ensure that the ethnic, racial and geographic composition of the Council is generally reflective of the ethnic, racial and geographic distribution of the population of the county. The KCBOS and the KCSOS shall accept applications for membership on a continual basis. All members must be residents of Kern County.

Section 3. Appointment of Members. The process to become a member is as follows; attend at least one council meeting, complete a membership preapproval form that will be sent to the LPC Coordinator who will submit it to the Executive Committee for approval. If approved, The LPC Coordinator sends the application form to the prospective member. Once completed and returned, the LPC Coordinator submits it for final approval to either the Board of Supervisors or the Superintendent of Schools. Upon approval, membership will be granted.

Section 4. Term of Early Childhood Council of Kern Members. All Council members shall serve three-year terms, at the pleasure of, and be removed at any time without cause, by the appointing entity. There shall be no limit of the number of consecutive terms a member may serve. It is the responsibility of the member to request reappointment by the appointing entity prior to the end of the term.

Section 5. Resignation. Any member of the Council may resign by giving written notice to the Chair of the Council. The notice will then be forwarded to the appropriate appointing authority requesting a replacement for the remainder of the un-expired term.

Section 6. Vacancies. When a position becomes vacant, due to a resignation or other extenuating circumstances, the LPC Coordinator shall notify the appointing authority and a notice of vacancy will be publicized by the appointing entity pursuant to the "Maddy Local Appointive List Act of 1975". An individual appointed to fill a vacancy shall complete the

unexpired portion of the term of their predecessor.

Section 7. In order to maintain the mandated composition of the Council, any member who no longer represents the category of their initial appointment will be referred to the appointing entity with a request by the Council for replacement.

Section 8. Attendance. Any Council member who fails to be in attendance at more than a total of three (3) general meetings within the year, shall be referred to the appointing authority with a request from the Council for a replacement. Member attendance may be in person, or by ~~teleconference or videoconference~~ or teleconference, as allowed by the Council's governing entities. A member may formally request a leave of absence for up to five (5) months due to health or work-related issues. A written request must be submitted to the Executive Committee with the matter being reviewed at the end of the specified leave.

Section 9. Alternates. A Council member may designate an Alternate to attend in the member's place at general and subcommittee meetings and assume voting rights if the Alternate's name is on file with the Council office. A member may not designate more than two (2) concurrent Alternates within the year. An Alternate may not attend a general meeting in place of the corresponding member more than three (3) times within the year or more than five (5) times for a member on official "Leave". An Alternate may not attend a committee meeting in place of the corresponding member more than three (3) times within the year or more than five (5) times for a member on official "Leave".

Section 10. Termination. Council members and staff to the Council have the right to be treated in a respectful and courteous manner. Disruptive or aggressive behavior towards Council members or staff to the Council may result in removal from the Council. If the actions of a Council member appear to be in conflict with the mission and goals of the Council, the complaint will be brought to the Executive Committee for review and referral to the Council, as needed, for possible action including a recommendation that the member be removed from the Council.

Section 11. Ethics Training. As mandated by AB 1234, all Council members are required to obtain two (2) hours of Ethics Training once every two (2) years. The Council shall provide members with information on accessible, approved Ethics training opportunities. Training information will be provided every other year and as new members are appointed. Proof of participation for each member shall be kept on file in the Council office.

Article V. Committees.

Section 1. The Council shall establish committees, on either a permanent or ad hoc basis, to address child care issues and concerns. Committees may also include persons not on the Council. Council members shall be encouraged to actively serve on at least one standing or ad hoc committee. Alternates may attend committee meetings in the member's absence. Member attendance may be in person, or by teleconference or videoconference as allowed by the Council's governing entities.

Section 2. A chairperson may be selected for each committee from the membership of the Council. Chairpersons of each committee may be selected at the beginning of each fiscal year, or as the committee is formed and may be invited to attend the Executive Committee meetings.

Section 3. Independently Funded Projects (IFP) are Council projects that have their own funding stream. IFPs will adhere to the Council's bylaws and guidelines. However, IFPs may have Standing Rules which are unique to that IFP. In those instances, the Council must abide by those Standing Rules.

Article VI. Meetings.

Section 1. Regular Meetings. The Council shall meet a minimum of eight times annually. The meeting date, place and time will be established at the beginning of each fiscal year and may be changed as needed. The KCBOS and the KCSOS will be notified of meeting times, dates and locations.

Section 2. Committee Meetings. The Chairperson of a committee shall call meetings as necessary to accomplish set tasks. Each member of the committee will be given adequate notice of such meetings.

Section 3. Special Meetings. The Chairperson of the Council may call special meetings at any time. Each member of the Council will be given at least 24 hours' notice of such meetings.

Section 4. Executive Committee Meetings. The Chairperson of the Council may call a meeting of the Executive Committee at any time. Each member of the Executive Committee will be given adequate notice of such meetings.

Section 5. Public Access to Meetings. All meetings of the Council shall be called noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, as amended (commencing with section 54950 of the Government Code of the State of California).

Article VII. Voting.

Section 1. Quorum. One half plus one of the current seated Council membership shall constitute a quorum for official business attending in a single physical location.

- a. ~~Members participating via videoconference or teleconference, as allowed by the Council's governing entities, shall sign in and be considered part of the quorum.~~

Section 2. Voting.

- a. Each member of the Council, including the Chairperson, shall have one vote whether in person, or via videoconference or teleconference, as allowed by the Council's governing entities.
- b. For official business, a majority vote of the quorum is needed to pass a motion.
- c. Voting shall be conducted by a roll call of members.
- d. Designated alternates shall count in a quorum and will have voting rights when representing their designated Council member as specified in Article II, Section 7 Article IV, Section 8.
- e. As per the Council's Funding Terms and Conditions from CDSS, no member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.

Article VIII. Officers

Section 1. Chairperson

- a. To be eligible, a nominee for Chairperson must have one year **of** active Council participation by the beginning of the new term and have met all attendance requirements.
- b. The Council shall elect one member as Chairperson ~~at~~ **prior to** the last meeting ~~prior to the conclusion~~ of the current Chairperson's term.
- c. The Chairperson shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.
- d. The Chairperson shall preside over all regular meetings and may call special and Executive Committee meetings, if necessary. Other responsibilities include reports to the KCBOS and the KCSOS, representing the Council at public functions and appointing committee chairpersons as needed.
- e. At the conclusion of term, the immediate past Chairperson shall be invited to participate for one additional year on the Executive Committee in an advisory capacity.

Section 2. Vice-Chair

- a. The Council shall elect one member as Vice Chairperson **prior to** the last meeting ~~prior to the conclusion~~ of the current Vice Chairperson's term.
- b. To be eligible, a nominee for Vice Chairperson must have met all attendance requirements.
- c. The Vice Chairperson shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.
- d. The Vice Chairperson shall assume the responsibilities of the Chair, Secretary or Treasurer in her/his absence.

Section 3. Secretary

- a. The Council shall elect one member as Secretary **prior to** the last meeting ~~prior to the conclusion~~ of the current Secretary's term.
- b. To be eligible, a nominee for Secretary must have met all attendance requirements.
- c. The Secretary shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.
- d. The Secretary shall be responsible for the minutes of regular Council and Executive Committee meetings and assume the responsibility of the Chairperson in the absence of the Chairperson and Vice Chairperson.

Section 4. Treasurer

- a. The Council shall elect one member as Treasurer **prior to** the last meeting ~~prior to the conclusion~~ of the current Treasurer's term.
- b. To be eligible, a nominee for Treasurer must have met all attendance requirements.
- c. The Treasurer shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.

Section 5. Executive Committee

- a. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer.
- b. Executive Committee meetings shall be open to all Committee Chairpersons

and all other LPC members.

Section 6. Officer Election Process

- a. A nomination committee shall be formed in the spring of every other year to identify Council members interested in serving as an officer.
- b. The slate of candidates shall be introduced at a spring general meeting. Additional nominations shall be called for from the floor.
- c. Officers shall be elected by a majority of the vote of the seated Council members present at the meeting at which the slate is presented for vote.

Section 7. Vacancy of Office. If the office of Chairperson becomes vacant, the Vice Chairperson will be installed as the Chairperson to complete the unfinished term. If any other officer's position becomes vacant, the Executive Committee shall recommend a candidate for the remainder of the term for Council approval.

Section 8. Removal of From Office. A Council officer may be removed from office by a two-thirds vote of the Council.

Section 9. Formation of Nomination Committee. The nominating committee shall consist of five (5) Council members chosen by lottery/volunteer process with all appointed Council members eligible to serve as committee members. However, any member interested in being placed on the election slate will not be eligible to serve on the nominating committee.

Article IX. Designated Liaison Department

The KCBOS shall designate a County department to serve as liaison between the Council and Kern County. This Department shall also provide staff support to the Council in regards to County operations.

Article X. Reports

Section 1. Quarterly Reports. The Council shall file quarterly reports with the KCBOS, KCSOS and the LPC contract holder CDSS, summarizing the Council's activities and recommendations.

Section 2. Special Reports. The Council will provide special reports to the KCBOS, KCSOS and the LPC contract holder CDSS as the need for such reporting is determined by the Council, the KCBOS, KCSOS or and the LPC contract holder CDSS.

Section 3. Committee Reports. When applicable, each committee shall present a report to the Council at each Council meeting.

Section 4. All required Council reports shall be submitted to the KCBOS, KCSOS and the LPC contract holder CDSS.

Article XI. Financial Support

Compensation of Council members: Council members shall serve without compensation except for the reimbursement of approved actual and necessary expenditures, providing funds are available.

Article XII. Procedures

The Council shall establish its own procedures and rules, although such rules and procedures shall be subject to change by joint order of the KCBOS and the KCSOS. The Council constitutes a public agency and shall comply with the legal requirements in accordance with the Ralph M. Brown Act relating to the operations of public agencies. The Council shall be governed in its parliamentary actions by Robert's Rules of Order.

Article XIII. Personnel Oversight

Serving as the fiscal agent for the Council, the KCSOS shall serve as the employer of the Council staff. Therefore, Council staff shall be subject to the rules of the Kern County Superintendent of Schools Personnel Commission and other rules and regulations of the KCSOS and any relevant collective bargaining agreements of KCSOS. KCSOS shall be responsible for conducting periodic personnel evaluations of Council staff, with input from an advisory evaluation provided by the Council Executive Committee.

Article XIV. Budget Oversight

The Council shall operate on a July 1 to June 30 fiscal year. The KCSOS, via the Council staff, shall provide a monthly Treasurer's report containing income and expenses for all funding sources at each general Council meeting. The Executive Committee or designated ad hoc committee shall present the next year's project allocations at a spring general meeting for review. As fiscal agent, the KCSOS shall conduct an annual audit of finances.

Article XV. Public Policy

- a. Since the Council receives state and federal funds, the Council is not permitted to take an official position on any state or federal legislation. However, the Council may educate the legislature and the community about early learning, child development and care needs.

Article XVI. Amendment of Bylaws

- a. These bylaws will be reviewed, as needed, by an ad hoc committee formed of Council members and participants. Proposed modifications will be presented at the May general meeting and to the KCBOS and the KCSOS in June for implementation July 1.
- b. These bylaws may be amended or repealed and new bylaws adopted by the vote of a majority of the members of the Council at any regular or special meeting, subject to the approval of the KCBOS and the KCSOS. Revised bylaws shall be submitted to the LPC contract holder within 30 days of approval.

Article XVII. Certificate of Secretary

I certify that I am the duly elected and acting Secretary of the Early Childhood Council of Kern and that the above bylaws, consisting of nine (9) pages, are the bylaws of the Council as adopted by the Council members on ~~(date)~~ September 9, 2026, and that they have not been amended or modified since that date.

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Section 5. Resignation. Any member of the Council may resign by giving written notice to the Chair of the Council. The notice will then be forwarded to the appropriate appointing authority requesting a replacement for the remainder of the un-expired term.

Section 6. Vacancies. When a position becomes vacant, due to a resignation or other extenuating circumstances, the LPC Coordinator shall notify the appointing authority and a notice of vacancy will be publicized by the appointing entity pursuant to the "Maddy Local Appointive List Act of 1975". An individual appointed to fill a vacancy shall complete the unexpired portion of the term of their predecessor.

Section 7. In order to maintain the mandated composition of the Council, any member who no longer represents the category of their initial appointment will be referred to the

appointing entity with a request by the Council for replacement.

Section 8. Attendance. Any Council member who fails to be in attendance at more than a total of three (3) general meetings within the year shall be referred to the appointing authority with a request from the Council for a replacement. Member attendance may be in person, or by videoconference or teleconference, as allowed by the Council's governing entities. A member may formally request a leave of absence for up to five (5) months due to health or work-related issues. A written request must be submitted to the Executive Committee with the matter being reviewed at the end of the specified leave.

Section 9. Alternates. A Council member may designate an Alternate to attend in the member's place at general and subcommittee meetings and assume voting rights if the Alternate's name is on file with the Council office. A member may not designate more than two (2) concurrent Alternates within the year. An Alternate may not attend a general meeting in place of the corresponding member more than three (3) times within the year or more than five (5) times for a member on official "Leave". An Alternate may not attend a committee meeting in place of the corresponding member more than three (3) times within the year or more than five (5) times for a member on official "Leave".

Section 10. Termination. Council members and staff to the Council have the right to be treated in a respectful and courteous manner. Disruptive or aggressive behavior towards Council members or staff to the Council may result in removal from the Council. If the actions of a Council member appear to be in conflict with the mission and goals of the Council, the complaint will be brought to the Executive Committee for review and referral to the Council, as needed, for possible action including a recommendation that the member be removed from the Council.

Section 11. Ethics Training. As mandated by AB 1234, all Council members are required to obtain two (2) hours of Ethics Training once every two (2) years. The Council shall provide members with information on accessible, approved Ethics training opportunities. Training information will be provided every other year and as new members are appointed. Proof of participation for each member shall be kept on file in the Council office.

Article V. Committees.

Section 1. The Council shall establish committees, on either a permanent or ad hoc basis, to address child care issues and concerns. Committees may also include persons not on the Council. Council members shall be encouraged to actively serve on at least one standing or ad hoc committee. Alternates may attend committee meetings in the member's absence. Member attendance may be in person, or by teleconference or videoconference as allowed by the Council's governing entities.

Section 2. A chairperson may be selected for each committee from the membership of the Council. Chairpersons of each committee may be selected at the beginning of each fiscal year, or as the committee is formed and may be invited to attend the Executive Committee meetings.

Section 3. Independently Funded Projects (IFP) are Council projects that have their own funding stream. IFPs will adhere to the Council's bylaws and guidelines. However, IFPs may have Standing Rules which are unique to that IFP. In those instances, the Council must abide by those

Standing Rules.

Article VI. Meetings.

Section 1. Regular Meetings. The Council shall meet a minimum of eight times annually. The meeting date, place and time will be established at the beginning of each fiscal year and may be changed as needed. The KCBOS and the KCSOS will be notified of meeting times, dates and locations.

Section 2. Committee Meetings. The Chairperson of a committee shall call meetings as necessary to accomplish set tasks. Each member of the committee will be given adequate notice of such meetings.

Section 3. Special Meetings. The Chairperson of the Council may call special meetings at any time. Each member of the Council will be given at least 24 hours' notice of such meetings.

Section 4. Executive Committee Meetings. The Chairperson of the Council may call a meeting of the Executive Committee at any time. Each member of the Executive Committee will be given adequate notice of such meetings.

Section 5. Public Access to Meetings. All meetings of the Council shall be called noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, as amended (commencing with section 54950 of the Government Code of the State of California).

Article VII. Voting.

Section 1. Quorum. One half plus one of the current seated Council membership shall constitute a quorum for official business attending in a single physical location.

Section 2. Voting.

- a. Each member of the Council, including the Chairperson, shall have one vote whether in person, or via videoconference or teleconference, as allowed by the Council's governing entities.
- b. For official business, a majority vote of the quorum is needed to pass a motion.
- c. Voting shall be conducted by a roll call of members.
- d. Designated alternates shall count in a quorum and will have voting rights when representing their designated Council member as specified in Article IV, Section 8.
- e. As per the Council's Funding Terms and Conditions from CDSS, no member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.

Article VIII. Officers

Section 1. Chairperson

- a. To be eligible, a nominee for Chairperson must have one year of active Council participation by the beginning of the new term and have met all attendance requirements.
- b. The Council shall elect one member as Chairperson prior to the last meeting of the current Chairperson's term.
- c. The Chairperson shall serve a term of two (2) years and shall be limited to two (2)

- consecutive terms.
- d. The Chairperson shall preside over all regular meetings and may call special and Executive Committee meetings, if necessary. Other responsibilities include reports to the KCBOS and the KCSOS, representing the Council at public functions and appointing committee chairpersons as needed.
 - e. At the conclusion of term, the immediate past Chairperson shall be invited to participate for one additional year on the Executive Committee in an advisory capacity.

Section 2. Vice-Chair

- a. The Council shall elect one member as Vice Chairperson prior to the last meeting of the current Vice Chairperson's term.
- b. To be eligible, a nominee for Vice Chairperson must have met all attendance requirements.
- c. The Vice Chairperson shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.
- d. The Vice Chairperson shall assume the responsibilities of the Chair, Secretary or Treasurer in her/his absence.

Section 3. Secretary

- a. The Council shall elect one member as Secretary prior to the last meeting of the current Secretary's term.
- b. To be eligible, a nominee for Secretary must have met all attendance requirements.
- c. The Secretary shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.
- d. The Secretary shall be responsible for the minutes of regular Council and Executive Committee meetings and assume the responsibility of the Chairperson in the absence of the Chairperson and Vice Chairperson.

Section 4. Treasurer

- a. The Council shall elect one member as Treasurer prior to the last meeting of the current Treasurer's term.
- b. To be eligible, a nominee for Treasurer must have met all attendance requirements.
- c. The Treasurer shall serve a term of two (2) years and shall be limited to two (2) consecutive terms.

Section 5. Executive Committee

- a. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, and Treasurer.
- b. Executive Committee meetings shall be open to all Committee Chairpersons and all other LPC members.

Section 6. Officer Election Process

- a. A nomination committee shall be formed in the spring of every other year to identify Council members interested in serving as an officer.
- b. The slate of candidates shall be introduced at a spring general meeting.

Additional nominations shall be called for from the floor.

- c. Officers shall be elected by a majority of the vote of the seated Council members present at the meeting at which the slate is presented for vote.

Section 7. Vacancy of Office. If the office of Chairperson becomes vacant, the Vice Chairperson will be installed as the Chairperson to complete the unfinished term. If any other officer's position becomes vacant, the Executive Committee shall recommend a candidate for the remainder of the term for Council approval.

Section 8. Removal From Office. A Council officer may be removed from office by a two-thirds vote of the Council.

Section 9. Formation of Nomination Committee. The nominating committee shall consist of five (5) Council members chosen by lottery/volunteer process with all appointed Council members eligible to serve as committee members. However, any member interested in being placed on the election slate will not be eligible to serve on the nominating committee.

Article IX. Designated Liaison Department

The KCBOS shall designate a County department to serve as liaison between the Council and Kern County. This Department shall also provide staff support to the Council in regards to County operations.

Article X. Reports

Section 1. Quarterly Reports. The Council shall file quarterly reports with the KCBOS, KCSOS and CDSS, summarizing the Council's activities and recommendations.

Section 2. Special Reports. The Council will provide special reports to the KCBOS, KCSOS and CDSS as the need for such reporting is determined by the Council, the KCBOS, KCSOS or and CDSS.

Section 3. Committee Reports. When applicable, each committee shall present a report to the Council at each Council meeting.

Section 4. All required Council reports shall be submitted to the KCBOS, KCSOS and CDSS.

Article XI. Financial Support

Compensation of Council members: Council members shall serve without compensation except for the reimbursement of approved actual and necessary expenditures, providing funds are available.

Article XII. Procedures

The Council shall establish its own procedures and rules, although such rules and procedures shall be subject to change by joint order of the KCBOS and the KCSOS. The Council constitutes a public agency and shall comply with the legal requirements in accordance with the Ralph M. Brown Act relating to the operations of public agencies. The Council shall be governed in its parliamentary actions by Robert's Rules of Order.

Article XIII. Personnel Oversight

Serving as the fiscal agent for the Council, the KCSOS shall serve as the employer of the Council staff. Therefore, Council staff shall be subject to the rules of the Kern County Superintendent of Schools Personnel Commission and other rules and regulations of the KCSOS and any relevant collective bargaining agreements of KCSOS. KCSOS shall be responsible for conducting periodic personnel evaluations of Council staff, with input from an advisory evaluation provided by the Council Executive Committee.

Article XIV. Budget Oversight

The Council shall operate on a July 1 to June 30 fiscal year. The KCSOS, via the Council staff, shall provide a monthly Treasurer's report containing income and expenses for all funding sources at each general Council meeting. The Executive Committee or designated ad hoc committee shall present the next year's project allocations at a spring general meeting for review. As fiscal agent, the KCSOS shall conduct an annual audit of finances.

Article XV. Public Policy

- a. Since the Council receives state and federal funds, the Council is not permitted to take an official position on any state or federal legislation. However, the Council may educate the legislature and the community about early learning, child development and care needs.

Article XVI. Amendment of Bylaws

- a. These bylaws will be reviewed, as needed, by an ad hoc committee formed of Council members and participants. Proposed modifications will be presented at the May general meeting and to the KCBOS and the KCSOS in June for implementation July 1.
- b. These bylaws may be amended or repealed and new bylaws adopted by the vote of a majority of the members of the Council at any regular or special meeting, subject to the approval of the KCBOS and the KCSOS. Revised bylaws shall be submitted to the LPC contract holder within 30 days of approval.

Article XVII. Certificate of Secretary

I certify that I am the duly elected and acting Secretary of the Early Childhood Council of Kern and that the above bylaws, consisting of nine (9) pages, are the bylaws of the Council as adopted by the Council members on September 9, 2026, and that they have not been amended or modified since that date.

Executed on September 9, 2026, in Bakersfield, California.

C. Michael Bledsoe, Secretary
Early Childhood Council of Kern

Approval granted:

Phillip Peters, Chairman of the Board
Kern County Board of Supervisors

Date _____

9/28/26

Steven Sampson, Assistant Superintendent
Kern County Superintendent of Schools

Date _____