



KANSAS SICC POLICY STATEMENT

DECISION PROCESS BETWEEN SCHEDULED MEETINGS

DECISION PROCESS FOR CRITICAL ISSUES OCCURRING BETWEEN REGULARLY SCHEDULED MEETINGS OF THE KANSAS SICC

The following process has been developed for those occasions that require action on the part of the Kansas SICC (Council) between regularly scheduled meetings. The Council, through its bylaws, has made accommodations for a decision process to be utilized when time dictates a quick response on the part of the Council. However, the Council reaffirms that on those occasions when time allows, the full Council should be involved in any and all decisions. This is based on the position that decisions made by the full Council take into account and respect the positions and opinions of all Council Members.

When any individual, organization, agency, or Council member makes a request for action on the part of the Council in relationship to its mission and responsibilities and action is required before the next scheduled meeting of the full Council, the procedure outlined below will be utilized for decision-making.

It is realized that with short notice some members of the Executive Committee or full Council may not be able to attend called meetings but efforts will be made to include as many members of the Executive Committee and/or Council when time allows.



The Chair of the Council is responsible for ensuring that this process is followed and may direct the Council staff to facilitate and/or coordinate the following steps:

- A. If Council action is requested with less than 96 hours (4 days) prior to the action needing to be taken – Article V (A)(1) of the by-laws will be the course of action taken.

In reference to the Executive Committee [By Laws - Article V (A)(1) Have such powers as are conferred upon it by the Council. It may take interim action on behalf of the full Council, only when such affairs are of an urgent nature and require immediate attention between officially scheduled meetings. Any action taken by the Executive Committee shall be reported at the next regularly scheduled Council meeting and ratified by the Council.]

Procedure:

1. As soon as possible following a request, the Executive Committee will be notified. This notice will contain information as to the issue/request to be discussed, date, time, and means of meeting (in person or conducted by conference call or other means of electronic communication/meeting).
2. Following this meeting, communication will be provided to the full Council in a timely manner. All members of the Council will be notified the reason for the meeting and the outcome and any decision(s) made at the meeting.
3. Should the Executive Committee determine that they would prefer additional input from the full Council, Article V (A)(3) will be utilized. All members of the Council will be contacted. This notice will contain information as to the issue/request to be discussed, date, time, and means of meeting (in person or conducted by conference call or other means of electronic communication/meeting). Following this meeting, as soon as possible, all members of the Council will be notified the reason for the meeting and outcome/decision(s) made at the meeting.



In reference to the Executive Committee [By Laws - Article V (A)(3) Should the Executive Committee determine that the full Council should be consulted concerning matters brought before the Executive Committee, it may utilize electronic communication to communicate with the full Council. If e-mail communication is used, any action would require a motion from any member of the Executive committee, followed by a second from any Council member. After a reasonable discussion period, the chair would call for a vote to be limited in time duration.]

4. Should the full Council be contacted and meet via email, it will be consider that the requirements of a quorum are met. Should the Executive Committee request a meeting of the full Council with a specific date and time, requirements of a quorum will need to be met. If the quorum requirement is not met, only a recommendation back to the Executive Committee can be a result of the meeting. The Executive Committee will then act on behalf of the Council.
5. The Chair of the Council shall ensure performance of any decision(s), as a result of a meeting(s) of the Executive Committee or full Council prior to the deadline for the needed action.
6. It will be the responsibility of the Executive Committee to submit minutes of any and all specially called meetings to the full Council as a part of Committee Reports at the next regularly scheduled meeting.

- B. If an action is requested with more than 96 hours (4 days) prior to the action needing to be taken the above procedure can be followed. However, it is recommend that the full Council be consulted and Article V (A)(3) be utilized. If it is deemed by the Chair as not feasible to call the full Council together, Article V (A)(1) will be utilized.



Procedure:

1. If it is determined that Article V (A)(1) will be utilized the process above will be followed.
2. If it is determined that Article V (A)(3) will be utilized, as soon as possible following the request, a meeting of the full Council will be called. This notice will contain information as to the issue/request to be discussed, date, time, and means of meeting (in person or conducted by conference call or other means of electronic communication/meeting). Following this meeting as soon as possible, all members of the Council will be notified the outcome/decision of the meeting.
3. When the full Council is contacted and meets via email it will be considered that the requirements of a quorum are met. Should a meeting with a specific date and time be held the requirements of a quorum will need to be met. If the quorum requirement is not met, only a recommendation back to the Executive Committee can be a result of the meeting. The Executive Committee will then act on behalf of the Council.
4. The Chair of the Council shall ensure performance of any decision(s), as a result of a meeting(s) of the Executive Committee or full Council prior to the deadline for the needed action.
5. It will be the responsibility of the Executive Committee to submit minutes of any and all specially called meetings to the full Council as a part of Committee Reports at the next regularly scheduled meeting.

*KANSAS COORDINATING COUNCIL ON EARLY
CHILDHOOD DEVELOPMENTAL SERVICES*

Adopted - September 2014