

**DAVIDSON COUNTY  
LOCAL INTERAGENCY COORDINATING  
COUNCIL BYLAWS**

Approved On:  
6/2/11

**Article I. Name**

1. The name of this organization shall be the Davidson County Local Interagency Coordinating Council (DC/LICC).

**Article II. Purpose**

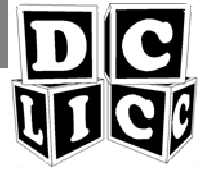
1. LICC strives to partner with families to link them to valuable information and resources for their children with special needs or developmental concerns.
2. The meeting of the officers and members of the DC/LICC shall be at a location designated by the officers and committee members.
3. Regular meetings of the LICC will be the first Thursday of each month (except July and August) at 12:00 noon or a time chosen by the officers for the convenience of the committee members.
4. The co-chairpersons shall reside at all meetings. In the absence of both co-chairs, a designee shall preside.
5. The member agencies shall receive advance notice of meetings.
6. Motions will be decided by a simple majority vote.

**Article III. Members**

1. Membership shall be open to professionals and parents of children ages birth to 5 years with special needs. Other persons sympathetic to the mission of the Council may also become members upon completing attendance at three meetings in a school year.
2. Each member shall have one vote for decisions being made by majority rule. Visitors shall refrain from making motions and voting.
3. Membership shall be confirmed upon attendance of three meetings in a school year.

**Article IV. Officers**

1. Officers of the LICC shall be two co-chairpersons, a secretary and a treasurer. Officers shall be elected to a two-year term each. Preferably, the terms will be staggered providing for one co-chair to remain in office allowing continuity in the office.
2. Officers shall be elected annually at the May meeting by a majority of LICC members present. Nominations will be made at the April meeting.
3. Vacancies in any office shall be filled by a majority vote of the LICC members present.
4. No person shall be elected to the same office for more than three consecutive years.



## **Article V. Duties of the Officers**

1. The duties of the co-chairpersons shall be to preside at all meetings of the LICC and to perform other duties that may relate to the office.
2. The secretary shall issue notice of all meetings, compile and keep accurate minutes of the meetings, maintain a roster of members, and shall perform such other duties as may be prescribed by the co-chairs and the LICC members. The secretary shall assure that a list is circulated at each meeting to document attendance of members.
3. The treasurer shall also be responsible for maintenance of an accurate record of financial affairs, the collection of all monies, and the disbursement of monies owed by the LICC by check or voucher.

## **Article VI. Compensation**

1. No part of the LICC monies shall be distributed to member or officers except as compensation for a reasonable amount of goods or services rendered to the LICC. Such compensations can be paid only by resolutions adopted by a majority vote of the total LICC members.
2. The LICC will pay a stipend to a parent representative of the LICC and its subcommittees of \$15.00 per meeting if they would like to be reimbursed for transportation costs and childcare, as funds are available. The stipend is not paid for a December meeting when there is no scheduled guest speaker. The parent must submit a reimbursement form to the treasurer.
3. The LICC will pay a \$25.00 stipend per meeting to a non-agency member parent who holds an office on the council (co-chair, secretary or treasurer).

## **Article VII. Books and Records**

1. The books and records of the Council shall be kept in the possession of the secretary or at any place designated by the co-chairpersons.
2. Any amendment to the Bylaws shall be made by a resolution adopted by a majority vote of the LICC.