

State of Vermont
Statement of By-Laws

Vermont Interagency Coordinating Council for Children’s Integrated Services

Adopted - 1/7/98, Amended – 6/1/00, Amended – 6/18/03, Amended - 5/1/2012, Amended - 09/15/17,
Amended – 01/25/18

Article I: Authorizing Statues

The Individuals with Disabilities Education Act (IDEA), §303.600 requires each State “that desires to receive financial assistance under part C of the Act must establish a State Interagency Coordinating Council (SICC) as defined in §303.8.” IDEA, §303.601 establishes the minimum membership requirements for each State’s Interagency Coordinating Council (SICC), and §303.604 lists the duties IDEA requires for each State’s ICC.

Additionally, VT’s State Special Education statute, Title I/C, in section 641 includes state-specific requirements for VT’s Interagency Coordinating Council, including the purpose, membership, terms, duties, and meetings. The requirements in section 641 comply with the IDEA, and also reflect the Council’s mission of meeting the unique needs of Vermont’s children with disabilities and families within the state’s special education system.

Article II: Name

The name of the Vermont’s Interagency Coordinating Council shall be the Vermont Interagency Coordinating Council for Children’s Integrated Services, hereafter in these rules called "Vermont Interagency Coordinating Council" or "VICC".

Article III: Purpose & Core Statement

The purpose of the Vermont Interagency Coordinating Council, as described in Title I/C/641, Section E-2, in accordance with the provisions of 20 U.S.C. 1441(e)(1) is to advise and assist the Agency of Human Services and Vermont Agency of Education, as co-lead agencies, regarding the “provision of appropriate services for children from birth through age 5. The council may advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, *regardless* of whether at-risk infants and toddlers are eligible for early intervention services in the State.”

Additionally, the VICC will advise Children’s Integrated Services in Vermont with respect to the integration of services for pregnant and postpartum women and children through age 5 and their families regardless of the child’s eligibility for special education services.

The core statement of the VICC is:

“We are the Vermont Interagency Coordinating Council. We believe in all children reaching their developmental potential. We advise and assist Children’s Integrated Services. When children and families thrive, Vermont thrives.”

Article IV: Membership

Vermont's membership requirements for the Vermont Interagency Coordinating Council comply with the requirements in IDEA, §303.601, which states in (b), "The Governor may appoint one member to represent more than one program or agency listed in paragraphs (a)(7) through (a)(13) of this section." Membership consists of representatives from the public and private sector who by virtue of their position, interest, experience, and training contribute to the quality of services and supports that help ensure the healthy development and well-being of children and families, pre-birth through age 5. Membership on the Council should include individuals representing minority populations, typically underserved populations, as well as different geographic areas of the State.

The composition of the VICC as provided in 20 U.S.C. 1231d, 1441(b), 1441(f) and Title I/C, Section 641:B-1:

In general—The Council shall be composed as follows:

- (A) Parents - Not less than 20 percent of the members shall be parents of infants or toddlers with disabilities or children with disabilities aged 12 or younger, with knowledge of, or experience with, programs for infants and toddlers with disabilities. Not less than 1 such member shall be a parent of an infant or toddler with a disability or a child with a disability aged 6 or younger.
 - (B) Service Providers - Not less than 20 percent of the members shall be public or private providers of early intervention services. Some examples are Program Directors, Speech Language Pathologists, Physical Therapists or Early Interventionists.
 - (C) State Legislature - Not less than 1 member shall be from the State legislature.
 - (D) Personnel Preparation - Not less than 1 member shall be involved in personnel preparation.
 - (E) Agency For Early Intervention Services - Not less than 1 member shall be from each of the State agencies involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families and shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies.
 - (F) Agency For Preschool Services - Not less than 1 member shall be from the State educational agency responsible for preschool services to children with disabilities and shall have sufficient authority to engage in policy planning and implementation on behalf of such agency. In Vermont this is known as Early Childhood Special Education Services.
 - (G) State Medicaid Agency - Not less than 1 member shall be from the agency responsible for the State Medicaid program. [IDEA additionally suggests the CHIP program]
 - (H) Head Start Agency - Not less than 1 member shall be a representative from a Head Start agency or program in the State. [IDEA specifically suggests Early Head Start]
 - (I) Child Care Agency - Not less than 1 member shall be a representative from a State agency responsible for child care.
 - (J) Agency For Health Insurance - Not less than 1 member shall be from the agency responsible for the State regulation of health insurance.
 - (K) Office of the Coordinator of Education of Homeless Children and Youth - Not less than 1 member shall be a representative designated by the Office of Coordinator for Education of Homeless Children and Youths.
 - (L) State Foster Care Representative - Not less than 1 member shall be a representative from the State child welfare agency responsible for foster care.
 - (M) Mental Health Agency - Not less than 1 member shall be a representative from the State agency responsible for children's mental health.
- (2) Other members - The council may include other members selected by the Governor. Some examples would include child health care providers, Building Bright Futures Regional Coordinators, and representation from the Vermont Refugee Resettlement Program.

Vermont Interagency Coordinating Council members serve staggered 2-year terms without compensation, but IDEA §303.603 establishes that the Council must reimburse the members for reasonable and necessary expenses for attending meetings, such as travel reimbursement. Reimbursement for attendance at work group or quarterly Council meetings for members who are self-employed or members appointed as family representatives will be \$12.50 per hour (including travel time). Additionally, reasonable expenses for child care, and mileage will be provided for family representatives. Reimbursement for family co-chair(s) may also include a monthly stipend, based on council work that is above and beyond the regular VICC work.

Openings on the VICC occur each year as members' terms expire or they are no longer able to serve. VICC members recruit and nominate members to fill vacancies. Additionally, individuals interested in being nominated for membership on the Vermont Interagency Coordinating Council may contact the Children's Integrated Services Administrative Support staff or one of the Co-Chairpersons of the Interagency Coordinating Council. VICC requests that prospective members identify the legislatively mandated membership category they are seeking to fill. As deemed necessary by the VICC Co-Chairs, a membership workgroup may be formed to solicit recommendations for individuals to fill vacant positions on the VICC, and develop materials and an orientation process for new members.

VICC requests that prospective nominees attend a minimum of one VICC meeting before deciding whether they wish to be nominated. Prospective members must provide a copy of their resume to the Children's Integrated Services Administrative Support staff prior to being nominated. If the individual remains interested, he/she may then be nominated at the following VICC meeting. After being nominated, prospective members complete an *Application for Gubernatorial Appointment* to be forwarded to the Governor for appointment. The Children's Integrated Services Administrative Support staff shall submit nominations to the Governor's office and track/follow-up on appointments and membership status. Each prospective member whose nomination has been approved by the Governor will receive a letter from the Governor's office notifying them that they have been appointed to the VICC by the Governor. The VICC Co-Chairs and the Children's Integrated Services Administrative Support staff shall also be notified of the member's appointment.

The VICC Co-Chairs and Children's Integrated Services Administrative Support staff will meet with new members to provide them with an overview of the VICC's duties, responsibilities, and procedures. Additionally the VICC Co-Chairs and Children's Integrated Services Administrative Support staff will provide new members with an orientation booklet that includes a welcome letter, VICC by-laws, and other materials as determined by the VICC. VICC will offer in-person, video, or web-based trainings and/or orientations at the discretion of the VICC Co-Chairs, based on input by the VICC membership.

Attendance – Attendance at VICC meetings is one of the important responsibilities of VICC members. Attendance includes in-person attendance at meetings, or if the option is made available, participation in the meeting through audio- or video-conferencing.

The VICC depends on the active participation of its membership in order to carry out our duties (described in the legislation) and activities related to the priorities identified by members; without a quorum of members, VICC cannot effectively fulfill its duties and responsibilities. Additionally, many members represent a specific stakeholder group. When a member is not in attendance, that stakeholder group is deprived of a voice on VICC.

If a VICC member has an unavoidable absence, he/she is responsible to notify a VICC Co-Chair or the Children's Integrated Services Administrative Support staff, unless the emergency nature of the absence prevents such notification. The notification may be made in-person, by telephone, or through electronic means (i.e. text or e-mail). Any absence related to a member's illness, a family or work obligation, or if a VICC member contacts a VICC Co-Chair or the Children's Integrated Services Administrative Support staff to request an excused absence, the member's absence shall be considered to be an excused absence. All other absences shall be considered to be unexcused absences.

Three consecutive unexcused absences shall be considered to be “excessive absences.” When a member has excessive absences, the VICC Co-Chair shall send the member a letter thanking him/her for his/her service, reminding the VICC member that attendance is an essential component of the VICC functioning effectively, and asking the VICC member to please advise the VICC whether they will be able to attend future meetings, or if their other responsibilities now make it necessary for them to resign from VICC. A sample resignation letter (see below) may be included as a resource to a member who determines that he/she needs to resign.

If a VICC member who represents an organization or agency, has excessive absences, the VICC Co-Chair retains the right to notify the organization/agency and request that they recommend a representative to the VICC who is able to commit the necessary time to serve on VICC.

VICC recognizes that VICC members who represent the House or Senate committees have responsibilities related to their general court duties that may impede their ability to attend some VICC meetings, and they are therefore not subject to these “excessive absence” procedures.

Resignation – A VICC member who decides to resign is responsible to submit their resignation in writing. A brief letter (see sample below) may be sent by e-mail, with “attention VICC Chair” in the subject line, to: heather.case@partner.vermont.gov or by mail to the Children’s Integrated Services Administrative Support staff to:

Vermont Child Development Division
Children’s Integrated Services Unit
ATTN: Heather Case
280 State Drive NOB 2 North
Waterbury, VT 05676

Sample resignation letter: Dear VICC Chair, I am currently unable to commit the necessary time to serve on the Vermont Interagency Coordinating Council. I understand that VICC depends on the active participation of its membership in order to carry out its duties and priorities. I am, therefore, tendering my resignation, effective upon receipt of this letter and am requesting that a replacement be appointed to the VICC. Sincerely, [your name]

The Children’s Integrated Services Administrative Support staff shall forward the resignation to the Governor’s office as notification of the Council vacancy.

Article V: Leadership

In accordance with Title I/C, Section 641:A-3: The Governor shall designate a member of the council to serve as a co-chairperson (one family representative and one practitioner representative) of the council, or shall require the council to so designate such a member. Any member of the council who is a representative of the lead agency designated under section 635(a)(10) may not serve as the chairperson of the council. Terms shall be for two years, with the terms staggered.

The Co-Chairpersons shall preside at all meetings, plan and organize meetings with the assistance of the Children’s Integrated Services Administrative Support staff, including preparing the agenda and reviewing draft minutes prior to their transmittal to the full VICC membership, and signing all official correspondence/documents on behalf of the VICC.

Article VI: Duties & Responsibilities

The duties of the VICC are listed in Title I/C, Section 641:E-1:

(1) Duties – The Council shall

(A) Advise and assist the lead agency designated or established under section 635(a)(10) in the

performance of the responsibilities set forth in such section, particularly the identification of the sources of fiscal and other support for services for early intervention programs, assignment of financial responsibility to the appropriate agency, and the promotion of the interagency agreements;

(B) Advise and assist the lead agency in the preparation of applications and amendments thereto;

(C) Advise and assist the State educational agency regarding the transition of toddlers with disabilities to preschool and other appropriate services; and

(D) Prepare and submit an annual report to the Governor and to the Secretary on the status of early intervention programs for infants and toddlers with disabilities and their families operated within the State.

To fulfill additional statutory requirements that involve VICC, the VICC will:

- Advise and assist the lead agency and the State educational agency regarding the provision of appropriate services for children from birth through age 5 in accordance with Title I/C, Section 641:E-2.
- Advise appropriate agencies in the State with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers and their families, regardless of whether at-risk infants and toddlers are eligible for early intervention services in the State in accordance with Title I/C, Section 641:E-2.
- Coordinate and collaborate with the Vermont Agency of Education's State Advisory Council, as described in section 642B(b)(1)(A)(i) of the Head Start Act, 42 U.S.C. 9837b(b)(1)(A)(i), if applicable, and other State interagency early learning initiatives, as appropriate.

Additional member specific duties and responsibilities are listed in the orientation booklet document titled *Responsibilities and Expectations of Members*.

Article VII: Children's Integrated Services Support to VICC

Administrative support is provided to the Vermont Interagency Coordinating Council by the Child Development Division, Children's Integrated Services Unit. Minutes of each VICC meeting are prepared and published in accordance with timeliness under State law. Minutes are first sent to the VICC Co-Chairs for initial review, and then sent to all VICC members at least one week in advance of each regular meeting, along with the agenda that has been provided by the VICC Co-Chairs. Minutes and agendas may be sent electronically and/or by mail. Minutes are approved by the VICC prior to publication on the Council's website. VICC minutes are available to the public.

The Administrative Support staff member shall assist in organizing the VICC meetings under the direction of the VICC Co-Chairs, prepare minutes for review and distribution, notify members of meeting times and locations, disseminate minutes and other official documents to members, process/forward nominations and resignations of VICC members to the Governor upon the request of the VICC Co-Chairs, and carry out other duties necessary for the efficient operation of the Council, as requested by the VICC Co-Chairs.

The Children's Integrated Services Program Director and/or Part C Program Administrator shall provide the VICC with updates at meetings, relevant information at and between meetings, arrange for or facilitate presenters from the Vermont Agency of Education or Vermont Child Development Division or Children's Integrated Services Unit on requested topics, and assist the VICC in being well-informed on issues related to their duties and responsibilities. While the VICC appreciates the support it receives from the Children's Integrated Services staff, the VICC operates as an independent entity with its composition and responsibilities mandated by statute. Children's Integrated Services staff is available to clarify the integrated services approach; explain programs and/or initiatives; provide technical assistance, administrative support, statistical data, and other background information and documentation requested

by the VICC.

Article VIII: Committees / Committee Structure

Vermont's Interagency Coordinating Council is comprised of members who meet Federal and State statutory requirements. Co-Chairs are elected and serve two year terms. Additional information may be found in Article V: Leadership.

As determined by the VICC Co-Chairs, utilizing input from the VICC membership, subcommittees or workgroups may be established to focus on priority areas that have been identified by the VICC, or to address short-term needs, such as membership. Subcommittees or workgroups that are formed shall have a stated purpose, duration, and potential outcomes. When subcommittees or workgroups are formed, each subcommittee or workgroup shall appoint a Chair and shall identify a member to take notes at meetings and to report back to the full VICC. Any subcommittee or workgroup may invite members of the general public to participate in subcommittee or workgroup meetings. Subcommittee or workgroup meetings, as with all VICC meetings, are public meetings, and open to the general public. Subcommittee or workgroup Chairs are responsible for providing meeting minutes and a summary of the work of the subcommittee or work group to the VICC Co-Chairs.

Article IX: Meetings & Procedures

The Vermont Interagency Coordinating Council meets at least quarterly, as required by IDEA. Meetings shall be convened by the co-chairs and conducted by an identified facilitator following a collaborative teaming model. Meeting notices are posted on the Vermont Children's Integrated Services partner website on VICC's dedicated webpage at <http://cispartners.vermont.gov/icc>. Additionally notices are published on the Children's Integrated Services Blog and the House and Senate legislative calendars during the legislative session. The schedule for VICC meetings and minutes for previous meetings are posted on the Vermont Children's Integrated Services' partner website. Information may also be obtained by contacting the Children's Integrated Services Administrative Support staff at (802) 241-0527.

The September meeting of the Interagency Coordinating Council is held in the form of a Council Orientation Experience. Aside from the Council Orientation Experience, regular meetings of the VICC are held from 9:30am – 2:30pm, unless otherwise noted.

All meetings are open to the general public, and are held at The Waterbury State Office Complex, unless otherwise noted. The location in which a VICC meeting is held shall be an accessible site.

Accommodations for persons with disabilities shall be provided by Children's Integrated Services upon request. Requests for accommodations may be directed to the VICC Co-Chairs or Children's Integrated Services Administrative Support staff. A minimum 14-day notice is requested if a VICC member, guest, or member of the general public who will be attending a VICC meeting requests an interpreter.

Meeting agendas for regular VICC meetings include:

- Welcome and introductions of members and guests;
- Review and adoption of minutes from the prior meeting;
- Public participation of non-members;
- Announcement and correspondence to the VICC;
- Current events and new or emerging issues;
- An update/report from the Children's Integrated Services Administrative Support staff and/or Part C Program
- Presentations by Children's Integrated Services or other invited guests, as requested by VICC members to assist the Council in the fulfillment of its responsibilities;
- Old business and new business; and
- As applicable, meetings of and/or reports from subcommittees or workgroups.

Public Participation of Non-Members – The VICC appreciates the input the general public provides by

commenting on the council's priorities and/or other issues they wish to bring to the council's attention. In addition to speaking at a VICC meeting during the part of each VICC meeting set aside for public participation of non-members, interested persons may also provide written input into the VICC, either by letter or e-mail. Telephone messages may be relayed through the Children's Integrated Services Administrative Support staff. The Vermont Interagency Coordinating Council respectfully requests that persons wishing to comment publicly at a VICC meeting please follow the guidelines below:

- Be factual and objective; please do not mention a child and/or practitioner by name; and
- Limit comments to no more than five (5) minutes. For issues needing more extensive discussion, requests may be made to add it to the agenda at a subsequent VICC meeting.
- The VICC appreciates hearing about positive experiences, "success stories", and best practices, as well as concerns with the status of the services of children with a disability or developmental delay, new or emerging needs, or situations that may warrant further consideration;
- Please note that the VICC is not able to intervene in situations having to do with individual infants or toddlers, but to the extent these issues may have broad implications for infants and toddlers with disabilities or developmental delays (even if limited to a specific age or disability group, geographic area, or topic), the VICC appreciates the public's assistance in making the VICC aware of the issue(s).

Persons or organizations requesting to publicly participate as a non-member or a share a presentation that exceeds the five (5) minute limit for public participation of non-members are directed to make a written request to the VICC Co-Chairs at least 14-days in advance of the VICC meeting at which they wish to comment/present. The request should include a brief description of the topic on which the individual/organization plans to present, and the amount of time being requested. The VICC Co-Chairs has the authority to determine whether the request is related to a topic/issue that is consistent with the duties and responsibilities of VICC.

If the Co-Chairs agree that is appropriate to provide an extended period for the individual/ organization to give public comment or a presentation, an additional ten (10) minutes for public comment time may be provided to the individual or organization. If the request for extended time is not granted, the individual/organization may provide public comment in accordance with the guidelines VICC has established for public comment (see above).

Quorum - Attendance by a simple majority of the VICC membership shall constitute a quorum. A quorum must be present for regular meetings for the transaction of business. In accordance with Article IV of these by-laws, VICC members who are representing the House and Senate committees shall not be considered in determining a quorum for conducting VICC business.

Votes - VICC will attempt to reach consensus on agenda items and other issues raised by members. Each member will have the opportunity to participate in discussions and to share information and resources to inform the VICC on any issue.

Any action or recommendation taken by VICC shall be based on majority vote of VICC members in attendance. VICC members may only vote on issues at VICC meetings in person, or if the option is available, by audio- or video-conferencing during the meeting. Voting by proxy is not allowed. Motions may be made by any VICC member. A motion must be seconded by another VICC member, after which the floor will be opened to discussion. A Co-Chair will then direct the VICC to vote on the motion, with each VICC member having one vote. The motion and the results of the vote will be included in the minutes of the meeting. Whenever possible, members will be notified of an issue that will lead to a vote, and provided with relevant supporting documentation, prior to the VICC meeting at which the vote will be held. Voting shall be done by a secret ballot upon request of any VICC member.

In accordance with Title I/C, Section 641:F: No member of the VICC shall cast a vote on any matter that would provide direct financial benefit to that member or that would otherwise give the appearance of a conflict of interest.

E-mail Votes - For an e-mail message to be part of a meeting, it must be sent to *all* members (with the exception of returned ballots) by the Co-Chairs or Administrative Support staff person. For a vote to be valid in the context of an e-mail, a quorum of ballots must be returned. Unless otherwise provided for, this quorum is one half. An e-mail meeting is called to order with a message from the chair or administrative support staff person containing a "subject" (or equivalent) line stating, "Call To Order" and a body beginning with "The e-mail meeting will come to order." Minutes will consist of the full transcript of the e-mail, comprising all of the respondent messages that were part of it. To conduct an e-mail vote, a ballot is sent to the voting membership stating exactly what is to be voted on and containing at the beginning a clearly designated place for the member to mark a vote. The subject line (or equivalent) should contain the term "ballot."

The simplest kind of vote is the *consensus vote*. The ballot will specify that only nay votes need be returned. No nay votes mean the measure is approved, so no vote quorum applies.

If a vote is to be counted, the ballot will clearly designate the choices (see samples below).

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| <p><i>I vote _____ (fill in "yes," "no," or leave blank).</i></p> <p><i>I vote for _____ (fill in "Jones," "Miller," "Wang," or leave blank).</i></p> |
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Meeting Minutes - Taken at each VICC meeting; after being reviewed by the VICC Co-Chairs or Vice Chair minutes are distributed in draft form by e-mail to each VICC member and approved at the next meeting. Hard copies of draft minutes are provided at the VICC meeting. Approved minutes are posted on the Vermont Children's Integrated Services' partner website on VICC's dedicated webpage. Hard copies of the approved minutes are available from Children's Integrated Services upon request.

When VICC utilizes subcommittees or workgroups to fulfill its duties and to focus on identified priority areas, each VICC member is expected to serve on one subcommittee or workgroup, based on their interests, expertise and concerns. VICC members who represent House and Senate committees, who contribute substantial amounts of time in service to the State of Vermont as members of the General Court are not required to serve on a subcommittee or workgroup. Instead, all VICC members rely on information provided by our members from the general Court to inform their work on the subcommittees or workgroups.

At the end of each VICC meeting in which subcommittees or workgroups have met, a representative selected by the subcommittee or workgroup "reports out", providing an opportunity for the full VICC to ask questions and offer ideas or resources. At the end of each year, subcommittees or workgroups are asked to submit a written report of the status of the subcommittee or work group's work and recommendations.

When a subcommittee or workgroup recommends the VICC to take action, the action may take the form of:

- Further study and research by a subcommittee or workgroup;
- Discussion and analysis by the full council;
- Requests for additional data from Children's Integrated Services, the Vermont Agency of Education, or other state departments, agencies and/or organizations;
- Solicitation of public comment (could be through a forum, survey or other format); or
- Written communication, which may include an inquiry, request or recommendations, to Children's Integrated Services or to the Deputy Commissioner of the Child Development Division.

In addition to subcommittees or workgroups, Vermont Interagency Coordinating Council members serve as liaisons between the VICC and other advisory groups, upon request by the Children's Integrated Services Unit or as determined by the VICC Co-Chairs.

Members of the Vermont Interagency Coordinating Council bring feedback, issues, and concerns from

the stakeholder groups they represent to the VICC. The council is then able to discern if the issue is one that falls under the VICC's purview, or if there may be another, more appropriate agency/organization to which the individual/group raising the issue may be referred. If the council decides that the issue is relevant to VICC's statutory responsibilities and the priorities that have been identified for the year, a follow-up plan may be developed.

The VICC relies on data, including the IDEA Determination letter and VT's State Performance Plan (SPP) and Annual Performance Reports (APR), to inform its understanding of the current status of early intervention programs for infants and toddlers with disabilities and their families to aid the VICC in its selection of priorities. A summary of the APR and a copy of the Determination Letter are provided to VICC each year.

A standing agenda item is an "update/report from the Children's Integrated Services Administrative Support staff and/or Part C Program" where the Part C Program Administrator or other staff as designated, depending upon the topic, provide an update on relevant projects, programs, grants, initiatives, reports, proposed rules or other items related to VICC's responsibilities, at each VICC meeting. Annually, Children's Integrated Services will report to VICC, as part of its update, or as separate presentations, on topics, including:

- VT's SPP/APR and the State's Determination letter, and
- Federal Monitoring Reports.

Article X: Annual Report

Each year, the VICC develops and provides an annual performance report to the Governor and the State legislature on the status of early intervention programs for infants and toddlers with disabilities and their families in Vermont. The annual performance report outlines the activities and any recommendations made by the VICC during the previous operating year.

The annual performance report is drafted by the Part C Program Administrator, utilizing input from the VICC Co-Chairs, and VICC members, following the January meeting. The report includes:

- Purpose, duties and responsibilities of the VICC;
- Status of early intervention programs for infants and toddlers with disabilities and their families in VT, including the State Performance Plan (SPP); and
- Handouts and supporting documentation.

The draft annual report is sent electronically to members prior to the VICC meeting where the membership votes whether to accept it. Once the VICC membership votes to accept the annual report, it shall be sent, in accordance with VT Statute, to the Governor and State Legislature. A listing of Council members with contact information, the membership category each represents, and attendance information along with an overview of the VICC activities, accomplishments and recommendations for the period covered by the report are included in the report's appendices. A copy shall also be provided to the Commissioner of the VT Department For Children and Families and the Deputy Commissioner of the VT Department for Children and Families, Child Development Division. The VICC annual performance report is made available to the public on the VICC's dedicated webpage on the Vermont Children's Integrated Services' partner website. Each VICC annual performance report, as well as meeting minutes and agendas, shall be maintained on the Vermont Children's Integrated Services' partner website for a period of no less than 1 year.

Article XI: Miscellaneous Provisions

Amendments and Operative Date of By-Laws: These by-laws may be amended at a regular VICC meeting by a majority vote of the VICC membership. Proposed revisions shall be submitted in writing to the VICC Co-Chairs at least thirty (30) days before the revisions may be placed on the agenda for a regular VICC meeting. Proposed revisions shall be transmitted electronically, or through the mail to any VICC member who does not have access to e-mail with, or prior to the sending of the agenda for the meeting at which the proposed revisions shall be discussed and voted upon. At the discretion of the

VICC Chair, or at the request of the majority of the VICC members in attendance at the meeting, the proposed revision(s) to the by-laws may be discussed at the meeting, but final discussions and the formal vote to amend the by-laws may be deferred to the next VICC regular meeting.

These by-laws, and any amendments to the by-laws, shall go into effect immediately after their adoption by the VICC.

These by-laws and any subsequent amendments to the by-laws shall be posted on the Vermont Children's Integrated Services' partner website.