

**BYLAWS  
OF  
MICHIGAN INTERAGENCY COORDINATING COUNCIL FOR INFANTS AND  
TODDLERS WITH DEVELOPMENTAL DISABILITIES**

**ARTICLE I**

**NAME**

The name of this organization is the MICHIGAN INTERAGENCY COORDINATING COUNCIL FOR INFANTS AND TODDLERS WITH DEVELOPMENTAL DISABILITIES, formerly the State Interagency Coordinating Council, now to be referred to as the Michigan Interagency Coordinating Council (the Council).

**ARTICLE II**

**ESTABLISHMENT OF ORGANIZATION**

Each state is required to have an Interagency Coordinating Council (ICC) to advise and assist the lead agency around matters related to Part C of Individuals with Disabilities Education Act (IDEA). The ICC is mandated through the federal IDEA law. The State Interagency Coordinating Council in Michigan has been in effect since 1992. The most recent Executive Order, 2007-43, effective on November 19, 2007, declared the name to be the Michigan Interagency Coordinating Council. A copy of such Executive Order shall be attached to these Bylaws as Exhibit 1 and made a permanent part hereof.

**ARTICLE III**

**PURPOSES AND POWERS**

- A. The Council shall act in an advisory capacity and shall do all of the following:
1. Advise and assist the Department of Education with all of the following:
    - a. The performance of responsibilities under Section 635 (a)(10) of the Individuals with Disabilities Education Act (IDEA), 20 USC 1435(a)(10), particularly, identification of sources of fiscal and other support services for early intervention programs, the assignment of financial responsibility to appropriate agencies and the promotion of interagency agreements.
  2. Advise and assist the Department of Education in the preparation of agreements for financial and other assistance and amendments to the application.
  3. Advise and assist the Department of Education regarding the transition of toddlers with disabilities to preschool and other appropriate services.

- B. The Council may advise and assist the Department of Education regarding provisions of appropriate early intervention services for children age birth to three.
- C. The Council may advise state departments and agencies and other appropriate agencies regarding provisions of 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. As used in this paragraph, "at-risk infants or toddlers" means an individual under three years of age at risk of experiencing a substantial developmental delay if early intervention services are not provided to the individual.
- D. The Council shall prepare and submit an annual report to the Governor and the United States Secretary of Education on the status of early intervention programs operated within this state for infants and toddlers with disabilities and their families.
- E. The Council shall provide other information or advice as directed by the Governor.

## **ARTICLE IV**

### **MEMBERSHIP OF THE COUNCIL**

Section 4.1. Number. The Council shall consist of 21 members.

Section 4.2. Membership. The Council shall consist of:

1. The following members appointed by the Governor:
  - a. Five parents of infants or toddlers with disabilities or children with disabilities less than 13 years old at the time of appointment whose child/children received services from *Early On*, the state early intervention program for infants and toddlers with disabilities. Not less than one of the members appointed under this paragraph shall be a parent of an infant or toddler with a disability or a child with a disability less than seven years old at the time of appointment.
  - b. Five individuals representing public or private providers of early intervention services. As used in this paragraph, "early intervention services" means that phrase as defined under Section 632(4) of IDEA, 20 USC 1432(4).
  - c. One individual representing the Michigan legislature.
  - d. One individual representing Head Start programs.

- e. One individual representing individuals involved in personnel preparation. As used in this paragraph, "personnel preparation" means that phrase as used in the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 20 USC 1400-1444.
  - f. Three other individuals selected by the Governor. A member appointed under this paragraph may include a representative of a tribal government located within this state.
2. The State Superintendent, or the designee from within the Department of Education.
  3. The Director of the Department of Health and Human Services, or the designee from within the Department of Health and Human Services.
  4. The Executive Director of the Michigan Children's Services Agency, or the designee within the Department of Health and Human Services.
  5. The Director of the Department of Insurance and Financial Services, or the designee from within the Department of Insurance and Financial Services.
  6. The Director of the Office of the Coordinator of Education for Homeless Children and Youth within the Department, or the designee from within the Office of the Coordinator of Education for Homeless Children and Youth.

Section 4.3. Terms of Appointment. Of the members initially appointed by the Governor under Article IV, Section 4.2, four members shall be appointed for a term expiring on October 31, 2008, four members shall be appointed for a term expiring on October 31, 2009, and four members shall be appointed for a term expiring on October 31, 2010, and four members shall be appointed for a term expiring on October 31, 2011. After the initial appointments under this paragraph, members shall be appointed for a term of four years.

A member of the Council shall continue to serve until a successor is appointed and qualified. A vacancy on the Council occurring other than by expiration of a term shall be filled by the Governor in the same manner as the original appointment for the balance of the unexpired term.

## **ARTICLE V**

### **COUNCIL MEETINGS**

Section 5.1. Regular Meetings. The Council shall meet not less than once every three months and at the call of the Chairperson, according to procedures adopted by the Council.

Section 5.2. Conduct of Meetings. The Council shall conduct its business in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. The council will operate under the current edition of *Robert's Rules of Order Newly Revised*.

Section 5.3. Quorum. A majority of the members of the Council serving constitutes a quorum for the transaction of the Council's business. The Council shall act by a majority vote of its serving members.

Section 5.4. Voting Rights. As required under Section 641(f) of IDEA, 20 USC 1441(f), a member of the Council shall not cast a vote on any matter that is likely to provide a direct financial benefit to the member or otherwise create the appearance of a conflict of interest under Michigan law.

## **ARTICLE VI**

### **OFFICERS**

Section 6.1. Appointment. The Council shall be staffed and assisted by personnel from the Department. Any budgeting, procurement, and related management functions of the Council shall be performed under the direction and supervision of the State Superintendent.

The Governor shall designate a member of the Council other than the State Superintendent to serve as its chairperson at the pleasure of the Governor.

Section 6.2. Term. Each officer shall serve at the pleasure of the governor.

Section 6.3. Chairperson. The chairperson of Council shall preside when present at all meetings of Council members. The chairperson shall have such other duties and have such powers as the Governor specifies.

Section 6.4. Vice-Chairperson. The Council may select from among its members a vice-chairperson. The vice-chairperson shall assume the duties of the chairperson in his/her absence or at the chairperson's discretion. If the governor-appointed chairperson is not a parent representative, then the vice-chairperson shall be a parent member.

Section 6.5. Other Officers. The Council shall select from among its members a Secretary. Council staff shall assist the Secretary with recordkeeping responsibilities.

## **ARTICLE VII**

### **COMMITTEES**

Section 7.1. Executive Committee. The Executive Committee of the Council shall consist of all officers of Council, the designated state coordinator of Part C of IDEA,

chairpersons of all Council Standing Committees, and two members at large. The Executive Committee shall act on behalf of the Council between Council meetings. All actions of the Executive Committee shall be approved by the full Council at the next regular Council meeting following such action. Executive Committee meetings may be called by the chairperson and one other member of the Executive Committee.

Section 7.2. Standing Committees. The Council may appoint one or more Standing Committees which will consist of those members of Council designated by Council and shall perform those duties designated by Council. Council shall appoint one member of each such committee as the chairperson of such committee. The chairperson must be an MICC member. Standing Committee meetings may be called by the chairperson of such committee. If additional membership is needed, the chairperson of the committee must approve the members.

Section 7.3. Ad hoc Committees. The chairperson of the Council may appoint, from time to time, one or more Ad hoc Committees. Each Ad hoc Committee shall consist of those members of Council designated by the chairperson of Council and shall perform those duties designated by the chairperson of Council. The chairperson of Council shall appoint one member of each such committee as the chairperson of such committee. Ad hoc Committee meetings may be called by the chairperson of such committee.

## **ARTICLE VIII**

### **AMENDMENTS**

Section 8.1. Procedure. These Bylaws may be amended in the following manner:

1. The Council may amend or revise these Bylaws by vote of a majority of Council members entitled to vote at any regular meeting.
2. Proposed amendment(s) shall be presented to all members as an action item by the Executive Committee.

Section 8.2. Automatic Amendment. Any subsequent required state or federal legislative and/or regulatory changes shall automatically modify appropriate matters contained herein.

Section 8.3. Bylaws Review. The Executive Committee will ensure that the MICC Bylaws are reviewed every three years.

I certify that these Bylaws were amended by the Council at a meeting of the Council on February 4, 2021.

  
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Melissa Epstein, Chairperson