

**BY-LAWS OF  
CHILD CARE ADVISORY COMMITTEE**

**Section I – Name**

The name of this group shall be the Child Care Advisory Committee (CCAC) and shall be referred to hereinafter as “the Committee.”

**Section II – Authority**

The Committee is formed by the Division with the desire to work collaboratively with the Child Care Provider Industry. The recommendations of the Committee are advisory only and shall be reported to the Bureau Chief or Designee to the Administrator of the Division.

**Section III – Mission**

The mission of the Committee shall be to examine, consider, and make recommendations about the following issues:

- A) Educational strategies for providers of Child Care Facilities;
- B) Revision of the regulations for Child Care Facilities;
- C) Complaint process of the Child Care Facilities;
- D) Fine/Fee methodologies; and structure
- E) Other issues impacting Child Care Facilities.

## **Section IV – Members**

Subsection A. Composition. The Committee shall consist of no more than 11 members with a quorum consisting of a majority of the members. The members of the Committee must be Representatives of a licensed Child Care Facility in full compliance with the Division during the past two years prior to appointment. The Committee should try to include in its membership but not restricted to the following:

- 1) A Center Care provider from Southern Nevada (for profit)
- 2) A Center Care provider from Southern Nevada (non-profit)
- 3) A Center Care Provider from Northern Nevada (for profit)
- 4) A Center Care Provider from Northern Nevada (non-profit)
- 5) A Group Care/Family Care Provider from Southern Nevada
- 6) A Group Care/Family Care Provider from the Northern Nevada
- 7) A Child Care Provider from the Rural Area
- 8) An Accommodation Provider
- 9) A Special Events Provider
- 10) A Child Care Institution Provider
- 11) Parks & Recreation Program Provider

Subsection B. Term of Membership. Each Member shall serve a term of two years or three years. Members may serve two consecutive terms, if elected by a quorum of members. Members' terms should be staggered so that the entire membership will not be replaced at any one time. In the event of a vacancy, nominations will be solicited and members will be selected by a vote of the majority of the Committee.

Subsection C. Compensation. Each member of the Committee is responsible for their own expenses for travel and other costs related to membership.

Subsection D. Staffing. Staff will be provided by the Division for purposes of arranging the meetings, preparing agendas, and research needs within the availability of the Division's resources.

Subsection E. Voting. Only members of the Committee shall be entitled to one vote on all business requiring action by the Committee. Members may not vote in absentia, but may vote via phone.

Subsection F. Termination. Committee members, who fall out of substantial health and/or safety compliance and/or suspension or revocation of license, shall be terminated from Committee membership. Members who are absent from two consecutive meetings, and who do not notify a Chairperson in advance of their expected absence or send an alternate, shall be terminated from Committee membership.

### **Section V – Officers**

Subsection A. Composition. There shall be the following officers of the Committee: Northern Co-Chairperson, Southern Co-Chairperson.

Subsection B. Duties of Officer. The Co-Chairpersons shall conduct the meetings of the Committee and assign the permanent recorder duties of taking the minutes to a member of the Committee at each meeting. The presiding Co-Chairperson may at his/her discretion appoint any member present to take charge of the meeting. The Co-Chairpersons shall appoint subcommittees and assign tasks to the members as necessary to fulfill the purposes of the Committee.

Subsection C. Term of Office. A Co-Chairperson may serve two or three years or until a successor is elected by a quorum majority of the members. Co-Chairperson can serve two consecutive terms if elected by quorum of the members.

## **Section VI – Meetings**

Subsection A. Regular. The Committee shall meet as necessary; but, not less than once each quarter.

Subsection B. Special. The Division or either Co-Chairperson may call for a Special Meeting with at least two weeks' notice should the necessity arise. The meeting, however, may only be held if a quorum is present.

Subsection C. Open Meeting Requirements. Meetings shall be conducted in accordance with NRS 241, known as “Nevada’s Open Meeting Law.”

Subsection D. Subcommittees. Standing or special subcommittees may be appointed by either Chairperson

Subsection E. Parliamentary Procedure. The Simplified Robert’s Rules of Order shall govern the functions of the Committee.

## **Section VII – Amendment of the Bylaws**

The bylaws may be amended as approved by a majority vote of the Committee.