



BYLAWS

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The West Virginia Governor's Early Intervention Interagency Coordinating Council has established Bylaws or rules from which to work. These rules are important for understanding the roles, responsibilities, and functions of the Council, as well as how the meetings are run. Please take time to review the Bylaws carefully and ask questions if you need clarification.

**WEST VIRGINIA GOVERNOR'S EARLY INTERVENTION
INTERAGENCY COORDINATING COUNCIL**

BYLAWS

ARTICLE 1: MISSION, SCOPE OF AUTHORITY, TARGET POPULATION AND VISION

Section 1: The mission of the West Virginia Governor's Early Intervention Interagency Coordinating Council here and after referred to as "Council" is: to optimize the health and development of young children with special needs and their families.

Section 2: The scope of authority of the Council is described in the following statements:

- (1) Existence and function of the Council is authorized under U.S.C.29 1482(a) through 1482(g) and 34 CFR, Part 303 for any state receiving financial assistance under that part.
- (2) In accordance with federal statute and regulation, the West Virginia Governor's Early Intervention Interagency Coordinating Council is authorized under WV Code in Chapter 16, Article 5K.

Section 3: Council members are appointed by the Governor to fulfill the functions as described in 34 CFR, Part 303.650 through 303.654. As described in federal regulations, the Council shall:

- (1) advise and assist the lead agency (Department of Health) in the development and implementation of the policies that constitute the statewide system;
- (2) assist the lead agency in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State;
- (3) assist the lead agency in the effective implementation of the statewide system, by establishing a process that includes (1) seeking information from service providers, service coordinators, parents and any Federal, state, or local policies that impede timely service delivery; and (2) taking steps to ensure that any policy problems identified under paragraph Article 1, Section 3, Number (1) of this section are resolved; and
- (4) to the extent appropriate, assist the lead agency in the resolution of disputes.
- (5) the Council may advise and assist the lead agency and the State education agency regarding the provision of appropriate services for children aged birth to five, inclusive.
- (6) 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.
- (7) the Council shall advise and assist the lead agency in the identification of sources of fiscal and other support for early intervention services under Part C, assignment of fiscal responsibility to the appropriate agencies, and promotion of interagency agreements.
- (8) the Council shall advise and assist the lead agency in the preparation of applications and amendments to the U.S. Department of Education under Part C.
- (9) the Council shall advise and assist the State educational agency regarding the transition of toddlers with disabilities to preschool and other appropriate services.
- (10) The Council:
 - (a) Shall prepare an annual report to the Governor and to the Secretary of the U.S. Department of Education on the status of early intervention programs operated within the State for children eligible under Part C and their families;
 - (b) May prepare a combined report with the lead agency, and
 - (c) Shall submit the report to the Governor and the U.S. Department of

Education by dates established by those entities.

- (11) Each annual report must contain the information required by the U.S. Department of Education for the year for which the report is made.

Section 4: In order to optimize the health and development of young children with special needs,

the Council believes that early intervention services should:

- (1) be family centered;
- (2) support and enhance the capacity of families to fully participate in their communities;
- (3) support and enhance the capacity of communities to include families;
- (4) have adequate and flexible resources and funding;
- (5) be accountable, responsive, and meaningful for families;
- (6) ensure an individualized, integrated and coordinated team approach to service planning and delivery;
- (7) ensure the development and retention of sufficient, qualified personnel; and,
- (8) be collaborative, seamless, and comprehensive in order to provide service options for children with special needs ages birth through five and their families in settings and activities which are available for their typical age peers in natural environments within their community.

ARTICLE 2: MEMBERSHIP/ORGANIZATION

Section 1: The total number of Governor-appointed members of the Council shall be, at least fifteen (15), State agency representatives are designated by the administrative head of that agency and appointed by the Governor.

Section 2: Membership of the Council shall conform with the requirements of the Individuals with Disabilities Education Act (IDEA), Part C, and the federal regulations pertaining thereto. The Council shall be composed as follows:

- (1) (i) Not less than 20 percent of the members must be parents, including minority parents, of infants or toddlers with disabilities or children with disabilities aged twelve (12) or younger, with knowledge of, or experience, with programs for infants and toddlers with disabilities.
(ii) Not less than one such member shall be parent of an infant or toddler with a disability or a child with a disability aged six (6) or younger.
- (2) Not less than 20 percent of the members must be public or private providers of early intervention services.
- (3) Not less than one member must be from State legislature.
- (4) Not less than one member must be involved in personnel preparation.
- (5) Not less than one member must be from each of the State agencies involved with the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families and who shall have sufficient authority to engage in policy planning and implementation on behalf of such agencies including:
 - (i) State educational agency (would have one representative knowledgeable to address the area of Preschool and one representative knowledgeable to address Education of Homeless Children and Youth)
 - (ii) State Medicaid program
 - (iii) State Head Start program
 - (iv) State agency responsible for child care
 - (v) Offices of the Insurance Commissioner
 - (vi) State agency responsible for child welfare and foster care

- (vii) State agency responsible for children's mental health.
- (6) Selected members-at-large who improve the Council's ability to effectively perform its' duties by allowing for specific community voices, or unique service areas complementing the federally mandated categories.
- (7) The Council may include other members as selected by the Governor, including a representative from the Bureau of Indian Affairs (BIA), or where there is no BIA operated or BIA funded school, from the Indian Health Service or the tribe or tribal council.

Section 3: Membership of the Council shall represent the broad diversity of the state.

Section 4: Members shall be appointed by the Governor to represent a specified membership category. The term of a member is three years beginning July 1. Members may be reappointed to serve three consecutive terms. Appointments should be staggered with the terms of office to ensure that new appointments do not exceed one-third of the membership expiring at one time.

- (1) Should a member of the Council experience a change in their role, they may reapply for a position on the Council when a seat is open in that membership category.
- (2) An individual having fulfilled their three-term limit may apply for membership in a different category if their role represents that category.
- (3) Individuals who are employed in a federally mandated state agency position may serve in their membership role throughout the extent of their employment with the state agency. (See Article 2, Section 2, item five)
- (4) Individuals serving the Council in the Member at Large category, bring unique perspectives not fully covered by mandated membership categories. Agencies holding seats in this category may be recognized as members the Council would need long term to ensure the Council remains connected to the needs of families and communities. Upon the annual review of membership, the membership committee will make recommendations to the Council regarding ongoing membership for entities in the Member-at-Large category based upon the current work/focus of the ICC.

Section 5: Members will renew their agreements to participate on the Council annually.

Section 6: A Council member's resignation must be in writing and shall be submitted to the Governor. Copies of the written resignation shall also be submitted to the Council Chairperson and the Council Director or designated staff person.

Section 7: When a vacancy occurs, the replacement shall be from the same category as the member being replaced. The Membership Committee shall conduct a search and provide recommendations to the Council for review. The Council shall recommend a replacement for the vacancy to the Governor within 90 days from the notice of the vacancy. The recommended individual(s) may serve as acting member(s) pending formal appointment. The individual appointed will assume the unexpired term for the exiting member, which will count toward fulfillment of a year of membership.

Section 8: Orientation to the Council is required for all new appointees and will be provided on an annual basis, and when new members begin with the Council. The Orientation will include an overview of the IDEA and ICC structure and function. Orientation may be provided in a virtual or in person format. Each new appointee may be provided an ICC Mentor to help them orient to their role and work of the Council.

Section 9: A Governor appointed Council member may name a designee.

- (1) Council Members unable to attend an ICC meeting may appoint a designee to represent them.
 - (i) The designee shall be authorized to act on behalf of the ICC member they are representing and shall exercise all rights and privileges of the member represented.
 - (ii) Members shall select designees who best represent their constituencies.
 - (iii) Selected designees need not be members of the ICC
- (2) Notice of the appointment of a designee shall be made in writing, via letter or email, to the ICC Staff prior to the meeting. Without prior written notification, a designee cannot vote on behalf of a member.
- (3) Members who send a designee shall be responsible for forwarding meeting documents to the designee, discussing the agenda, and informing the designee of how they are to vote.

Section 10: Completion of the Financial Disclosure Statement from the WV Ethics Commission

- (1) Any member of a state board, commission or agency who is appointed by the Governor must annually file a Financial Disclosure Statement (FDS).
- (2) The FDS must be submitted to the WV Ethics Commission by February 1 of each year.
 - (i) Information provided on the document covers the prior calendar year, except where otherwise indicated.
 - (ii) The FDS is posted on the WV Ethics Commission website at <https://ethics.wv.gov/Pages/FinancialDisclosure.aspx>.
- (3) New appointees must complete the Disclosure within 30 days of the date of appointment.

ARTICLE III: MEMBERSHIP REVIEW

Section 1: The Membership Committee of the Interagency Coordinating Council shall meet on at least a semi-annual basis to review Council membership compliance with the provisions of the Individuals with Disabilities Education Act (IDEA), Part C, and make recommendations regarding composition of the Council that would improve the ability to effectively perform required duties. The Committee shall report the findings and recommendations regarding composition of the Council semi-annually. Upon approval by the Council, recommendations will be forwarded to the Governor.

Section 2: Attendance by all Council members is critical to the function of the Council. All members are expected to actively participate (see definitions) in meetings based on the platform of the meeting (i.e., virtual or in person). In the instance of missed meetings:

- (1) Members who miss two meetings will be contacted by a Council Staff Member to provide support.
- (2) Members who miss three consecutive meetings may be recommended to the Governor's office for replacement.
- (3) Except in the event of exceptional circumstances as defined in Council Operational Procedures.

ARTICLE IV: OFFICERS

Section 1: The officers of the Council shall be the Chairperson and Vice Chairperson, at least one of which will be held by a parent representative. Each shall serve a two-year term beginning July 1.

Section 2: The Council shall submit a recommendation to the Governor for appointment of the

Chairperson. Any member of the Council who is a representative of the lead agency may not serve as Chairperson. The Vice Chairperson shall be elected by a vote of the Council.

Section 3: If the term of the Chairperson expires during their term in office, the Council shall recommend the Vice Chairperson fill the vacancy to the Governor within 90 days of the notice of the vacancy. If the Vice Chairperson is unavailable or unwilling to assume the Chairperson position, the Council shall recommend an individual to fill the vacancy to the Governor within 90 days from the notice of vacancy. If the term of the Vice Chairperson expires during their term in office the Council shall elect a new Vice Chairperson. The recommended individual(s) may serve as acting member(s) pending approval.

Section 4: Duties of the Chairperson shall be as follows:

- (1) To conduct the meetings of the ICC;
- (2) To work closely with the Vice Chairperson and Council Director or designated staff person in planning efforts; and
- (3) To appoint Chairpersons for committees.

Section 5: Duties of the Vice Chairperson shall be as follows:

- (1) To conduct meetings of the ICC in the absence or request of the Chairperson;
- (2) To collaborate with the Council Director or designated staff person and Chairperson in planning efforts; and
- (3) To serve as Council contact for committee chairpersons.

ARTICLE V: COMMITTEES

Section 1: The Chairperson shall establish such committees or task forces as is deemed necessary to fulfill the Council's responsibilities. Standing committees shall consist of:

- (1) The Executive Committee – the executive committee will oversee the work of the Council. In addition to the Chairperson, and Vice Chairperson, the Executive committee will be composed of three (3) additional ICC members elected by the Council. If the Immediate Past Chairperson of the Council is still a member, they will be a non-voting member of the Executive Committee. The Executive Committee will perform their duties in accordance with the Bylaws and Council policies. The Council Director or designated staff person shall serve as an ex-officio member of the committee. The Council Chairperson will facilitate committee meetings prior to each scheduled Council meeting and as needed to:
 - (i) Conduct business of the Council that arises between meetings;
 - (ii) Review committee and task group recommendations;
 - (iii) Collaborate with the Council Director and WV Birth to Three State Staff to develop the agenda for each Council Meeting;
 - (iv) Facilitate the nomination process for the Vice Chairperson; and,
 - (v) Collaborate with the Membership Committee to develop recommendations for submitting to the Governor for appointment.
- (2) The Membership Committee will oversee the nomination process for Council Members and Officers. The Membership Committee shall consist of the Council Chairperson and three (3) members of the Council, at least one of whom shall be a parent, approved by the Council for the duration of their current terms on the Council. The Council Director or designated staff person shall serve as an ex-officio member of the committee. The Membership Committee will perform their

duties in accordance with the Bylaws and Council policy. The Membership Committee will:

- (i) Solicit and review nominations for membership, based on information provided by the nominated individual and score on the Nomination Rubric;
- (ii) Present slate of new members to the Council for approval and submission to the Governor for appointment; and
- (iii) Present a slate for Chair and Vice Chair to be voted on by the Council.
- (iv) If a member of the Membership Committee believes a nominee would not be a good fit for the Council,
 - (a) The nomination is returned to the full committee for additional consideration and exploration of the reasoning for the recommendation.
 - (b) The committee will be provided specific and concrete reasons for the recommendation, including:
 - 1. What qualifications or requirements are missing?
 - 2. Are there concerns related to the Council's mission, bylaws, or current needs?
 - 3. Is the issue remediable (e.g., orientation, mentoring, clarification of expectations)?
 - ii. Following full membership committee review, a plan of action will be developed to gather additional information to assist the committee in committing to a final recommendation to the Council.
- (3) Additional committees or taskforces will be established as deemed necessary to conduct the work of the Council.
 - (i) There will be at least five ICC members on each committee/taskforce.
 - (ii) The Executive Committee will ensure that representation on committees encompasses the full extent of ICC membership so the voice of each stakeholder group is represented on each committee.

Section 2: Each committee shall be chaired or co-chaired by a parent. At least one chairperson of each committee shall be a Council member. If the term of the committee chair or co-chair expires during their tenure as committee leadership, the committee will choose another chair and/or co-chair from the committee membership to assume the role.

Section 3: Each member of the Council shall have the opportunity, and be welcomed, to participate on up to two committees concurrently.

Section 4: Committee chairpersons are responsible for submitting minutes of committee meetings to the Council Director or designated staff person immediately following committee meetings. Council Director or designated staff person shall distribute committee minutes to committee members, as well as the Council Chairperson and Vice Chairperson. Committee chairpersons will communicate updates on committee work during ICC meetings.

Section 5: Committees shall meet as needed for their purpose, via the most efficient method for meeting their needs (i.e., virtual, in person).

Section 6: Council Committees may choose to add non-Council members to committees and task groups as ad-hoc members, if such members have experience and knowledge which would be helpful to the deliberations of the committee. Ad-hoc members may not vote and have no official standing on the Council. The responsibilities of the ad-hoc committee member end when the business of the committee is completed.

Section 7: The responsibility of each committee, in relation to its subject area, shall be to:

- (1) Collect and analyze information regarding the needs of infants, toddlers and their families and the effectiveness of service programs in meeting those needs;
- (2) Recommend policies, positions, and initiatives to enhance the delivery of services and supports to the Council/WV Department of Health for consideration;
- (3) Solicit the opinions and participation of families of infants and toddlers regarding their subject area.
- (4) Ensure all information shared and the content of deliberations of the committee remain confidential.
- (5) At the conclusion of their work, each committee/task group will submit a final written report of recommendations to the Council.

ARTICLE VI: MEETINGS

Section 1: The Council shall meet, at a minimum, on a quarterly basis, and in such places as the Council deems necessary. Meetings shall be publicly announced, and, to the extent appropriate, open, and accessible to the public.

Section 2: Notification of the Council members of regular Council meetings shall be 30 days prior to the meeting date. In addition, public notification of regular Council meetings shall begin 15 days prior to the meeting and continue through that period.

Section 3: A quorum of the Council shall consist of 30 percent voting members. A quorum shall be required for the affirmative transaction of any business of the Council.

Section 4: Each Council member, apart from the Council Chairperson, is entitled to one vote on each matter submitted to a vote. A quorum vote, equaling one third of Council membership, is necessary to approve any action taken by the Council. Voting by proxy is not permitted. In the event of a tie vote, the Council Chairperson shall cast the deciding vote.

- (1) Notice of the appointment of a proxy shall be made in writing, via US Mail or electronically, to the Council Director prior to the meeting. Without prior written notification, a proxy may not represent a Council member.

Section 5: Emergency action may be taken during a special meeting of the Council called without public notification.

Section 6: Participation expectations for Council Members:

- (1) Virtual Meetings
 - (i) Members will actively participate (see definitions) in virtual meetings, mirroring participation you would use in person meetings. Camera's will be turned on for most of the meeting and microphones are muted unless you are speaking. If there is an exceptional circumstance that requires an ICC Member to turn their camera off, the circumstance shall be communicated to the Council Director or designated staff person.
 - (ii) Voting during virtual meetings will be conducted via polls on the virtual platform. Only Governor appointed Council members, or their designee, may vote.
- (2) In Person Meetings
 - (i) All Council members will actively participate (see definitions) live during in-person meetings; and,
 - (ii) Virtual options MAY be made available only during exceptional circumstances experienced by members who are Governor-appointed Council members or their designees.

Section 7: Public participation in ICC meetings

- (1) The Council adheres to the West Virginia Open Meetings Act, set forth in WV Code §§ 6-91-1 through 6-9A-12.
- (2) Guests are welcome to attend ICC meetings.
- (3) Guests attending in person ICC meetings will:
 - (i) Upon arrival at the meeting, guests will register on the guest sign in sheet, obtain a guest name tag and copy of the agenda.
 - (ii) Sit in the section of the room designated for members of the public.
 - (iii) Introduce themselves when invited by the Council Chairperson to do so.
 - (iv) Participate by listening to all discussions and deliberations. Comments must be held until time when the Council Chairperson invites guests to share comments and insights.
 - (v) If a vote is called for, voting is limited to Governor appointed Council members only.
 - (vi) Should assistance be needed during the ICC meeting, see the Council Director.
- (4) Guests attending virtual ICC meetings will:
 - (i) Request the link to participate in the virtual meeting at least 5 days prior to the scheduled meeting date.
 - (ii) Upon arrival at the meeting, guests will document their name, address, affiliation in the chat function of the virtual platform. They will also indicate their desire to provide public comment.
 - (iii) Introduce themselves when invited by the Council Chairperson to do so.
 - (iv) Participate by listening to all discussions and deliberations. Comments must be held until time when the Council Chairperson invites guests to share comments and insights.
 - (v) If a vote is called for, voting is limited to Governor appointed Council members only.
 - (vi) Should assistance be needed during the ICC meeting, message the Council Director.
- (5) The ICC will provide a public comment opportunity at each Council meeting. Public comment is an opportunity for guests to share celebrations, recognize community accomplishments, and share comments or concerns. Comments should be made in a constructive way and there should be no expectation of response at this meeting. These may be shared via verbal report by the individual or submitted in writing to the Council Chair, Vice-Chair or Council Director for public reading during the meeting. Documentation of the public comment will be made in the minutes of the meeting, and the Council will determine if the issues shared in public comment warrant time on the agenda of a future meeting.

ARTICLE VII: PROCEDURES

Section 1: Formal actions of the Council shall be conducted by "Roberts Rules of Order" (most recently revised edition). Additionally, the Council will comply with the following:

- (1) The council shall limit discussion to items on the proposed agenda. However, additional items may be submitted by a majority vote of the Council during the acceptance of the agenda at the beginning of each meeting.
- (2) The agenda items shall be transmitted by Council members to the Council Director or designated staff person and/or Council Chairperson at least fifteen (15) days prior to any scheduled meeting. The Council Director or designated staff person and the Council Chairperson shall then determine a tentative agenda.

- (3) People or organizations desiring to address the Council may be placed on the agenda by making such request in writing to the Council Chairperson and/or Council Director or designated staff fifteen (15) days prior to the Council meeting. A specified allotment of time may be assigned for the requested presentation.
- (4) Persons not scheduled as part of the proposed agenda may be heard by the Council during the portion of the agenda designated as "Public Comment". A specified allotment of time may be assigned for the requested presentation.
- (5) The Council will submit to a vote only those items on which there is modified consensus among the membership. The modified consensus rule is: Can we live with and publicly support the proposal? If not, what would we add to, delete from, or modify in the proposal so that we can live with and publicly support it? If a modified consensus cannot be obtained, a vote may be requested by the Council Chairperson.

Section 2: Interpreters for people who are deaf and other necessary services must be provided at Council meetings, both for Council members and participants.

Section 3: Copies of the minutes will be compiled and mailed within a reasonable time to Council members and individuals on the distribution list. Minutes will be made available in alternate formats as requested.

Section 4: Approved minutes of Council meetings shall be written and available for public inspection. Minutes will be made available in alternative formats.

ARTICLE VIII: CONFLICT OF INTEREST

Section 1: No member of the Council shall cast a vote on any matter, which would provide direct financial benefit to that member or their agency or otherwise give the appearance of a conflict of interest under State Law.

- (i) In the instance where a Council member is employed by an organization which is a recipient of financial support from the WV Birth to Three system, or a member would directly benefit financially from a funding award, that member shall disclose such potential conflict of interest and not participate in any deliberations, decisions, or vote which may determine the outcome of a potential funding award.

Section 2: In any instance where the appearance of conflict of interest is uncertain, any Council member can request clarification and determination of conflict-of-interest status from the Council.

ARTICLE IX: SUPPORT AND MANAGEMENT

Section 1: The Department of Health, as appointed by the Governor, will function as the lead agency and fiscal agent.

Section 2: The lead agency shall provide designated staff and services to the Council, or otherwise ensure the provision of these services, in accordance with the Individuals with Disabilities Education Act (IDEA), Part C.

Section 3: Members of the Council shall be reimbursed for travel and lodging expenses for attending Council meetings and performing Council duties under state guidelines. Parent representatives of the Council shall receive an honorarium and childcare costs. For further details on reimbursement of expenses, see Council Operational Procedures.

Section 4: Following an update of the Bylaws, the Council Operational Procedures will be reviewed and revised within 30 days of the Bylaw approval date.

ARTICLE X: AMENDMENTS

Section 1: These Bylaws may be amended or repealed, and new Bylaws may be adopted by formal action of the Council at any regular or special meeting of the Council. Proposed changes shall be submitted in writing to the Council Chairperson and/or Council Director or designated staff person. Proposed changes will be circulated to Council members at least fifteen (15) days prior to the scheduled meeting at which action is to be taken.

Section 2: Bylaws revisions will be presented to Council for review and approval. Upon approval of the revisions, the revised Bylaws will be implemented immediately.

Section 3: After adoption, a copy will be delivered to each current member and to individuals who are later appointed/designated as members of the Council. Bylaws will also be available on the Council website.

DEFINITIONS:

Active Participation – is the consistent and purposeful engagement of members in the meeting process of discussion, decision making, and collaboration. Active participation is demonstrated through fair and objective preparation, attentive listening, constructive contributions to discussion, respectful consideration of diverse perspectives, informed decision-making, and the assumption of responsibilities or actions that further the work of the Council. Someone who is actively participating and representing their defined stakeholder group:

- **Prepares ahead of time** by reviewing the agenda, background materials, and any issues up for discussion.
- **Contributes ideas, questions, or perspectives** that move the conversation forward.
- **Listens respectfully** to others and responds thoughtfully.
- **Engages in problem-solving** by offering suggestions or considering alternatives.
- **Supports group decisions** by voting, sharing consensus, or helping clarify next steps.
- **Takes responsibility** for follow-up actions or tasks assigned during the meeting.
- **Members may bring dependents** to meetings or ICC activities when necessary, due to scheduling, caregiving, or work-life balance considerations. Such attendance is permitted provided that the presence of dependents does not interfere with the orderly conduct of the meeting or activity.
 - Members who bring dependents are responsible for ensuring that distractions are minimized. If a dependent becomes disruptive, the member must promptly take appropriate action, which may include temporarily stepping out of the meeting or making alternative arrangements.
 - Repeated or significant disruptions may result in limitations on bringing dependents to future meetings, as determined by the Council Chairperson and/or Executive Committee.

Council Director or Designated Staff Person: refers to the staff person assigned by the lead agency to provide support and assistance to the Council in fulfilling its responsibilities.

Designee – refers to a person who has been officially authorized by a Governor appointed Council member to act on their behalf in the work of the Council. The designee's authority is limited to the scope granted by the Governor appointed member or Council.

Parent Representative: refers to a parent or primary caregiver who has no connection to the WV Birth to Three system other than having received or participated in services and supports for an enrolled child.

Proxy – refers to a person who has been designated by a member of the ICC to attend a meeting in their absence. When an SICC member is absent, the proxy will sit on the Council, participate in the discussion; however, the proxy may not vote in place of the SICC member. When the SICC member is present, proxies may participate as members of the public. Proxies have no rights or responsibilities of membership in the SICC, except to represent an absent SICC member on a specific occasion basis. Proxies may represent the member at no more than 50% of the SICC Meetings annually. Members who send proxies shall be responsible for forwarding meeting documents to the proxy and discussing the agenda.