

# Dakota County Community Transition Interagency Committee

## COMMITTEE BYLAWS

(Adopted 6/12/02, Re-Adopted 4/10/06, Revised 9/14/09)

### ARTICLE I

#### Section 1

*Authority:* The Dakota County Community Transition Interagency Committee (CTIC) is established in order to fulfill the requirements of Minnesota Statute Chapter 120.17, Subdivision 16. The responsibility for the establishment rests with a District or group of Districts or a Special Education Cooperative in cooperation with the County or Counties in which the District or Districts are located. The Districts are:

- 1) South St. Paul--District 06
- 2) Burnsville, Eagan, Savage--District 191
- 3) Farmington--District 192
- 4) Lakeville--District 194
- 5) Randolph--District 195
- 6) Rosemount, Apple Valley, Eagan--District 196
- 7) West St. Paul, Mendota Heights, Eagan--District 197
- 8) Inver Grove Heights--District 199
- 9) Hastings--District 200
- 10) Intermediate School District 917

The county is: Dakota

#### Section 2

*Mission:* The mission of the Dakota County CTIC is to promote effective transition services through community collaboration for youth that will prepare them for adult life.

#### Section 3

*Responsibilities:* As specified in Minnesota Statutes, Chapter 120.17, Subdivision 16, the responsibilities of the committee are as follows:

- 1) Identify current services, programs, and funding sources provided within the community for secondary and post-secondary aged youth with disabilities and their families;
- 2) Facilitate the development of multi-agency teams to address present and future transition needs of individual students on their individual education plans;
- 3) Develop a community plan to include mission, goals, and objectives and an implementation plan to assure that transition needs of youth with disabilities are met;
- 4) Recommend changes or improvements in the community system of transition services;

- 5) Exchange agency information such as appropriate data, effectiveness studies, special projects, exemplary programs, and creative funding of programs; and
- 6) Prepare a yearly summary assessing the progress of transition services in the community and disseminate it to all adult service agencies involved in the planning and to the Commissioner of Education by September 1 of each year.

## **ARTICLE II**

### Section 1

*Structure of Membership:* Based on the number of school districts served and the geographical range, a multi-level CTIC is established consisting of:

- 1) A Governing CTIC, whose membership is comprised of administrators, supervisors, managers and others who will have the authority to establish policy and ensure that the responsibilities identified in Article 1 are fulfilled and implemented. The representatives for this governing CTIC will include:
  - a. 2 Directors of Special Education
  - b. 2 County Social Services Supervisors
  - c. 2 Rehabilitation Services Managers
  - d. 2 Parents
  - e. 2 Consumers
  - f. 1 Community Education Coordinator
  - g. 1 Postsecondary Education Coordinator
  - h. 1 Adult Service Provider Supervisor
  - i. 1 Advocacy Agency

Parent and consumer representatives will be appointed by the Dakota County Special Education Directors.

- 2) In order to include additional stakeholders who are critical members of transition planning, local transition subcommittees or task force groups will be established to carry out the goals and responsibilities listed in Article 1 and as directed by the Governing CTIC body. Representatives for these groups will include some or all of the following:
  - a. Support Service Coordinator
  - b. Business and industry representatives
  - c. County social services case managers
  - d. Rehabilitation Services counselor
  - e. Agency and program providers/vendors
  - f. Transportation representatives
  - g. Parents and students
  - h. Advocacy representatives
  - i. General education teachers
  - j. Government representatives

## Section 2

*Term:* Members will notify the committee if they are unable to continue serving on the Governing CTIC and a replacement will be appointed from their respective constituent group. Efforts will be made to provide a two-year rotation of constituent group members as appropriate.

## Section 3

*Communication:* The Governing CTIC members and all sub-committee members agree to communicate with the constituents they represent and will in turn provide feedback to the CTIC committee from those same groups. Communication efforts may include written reports, newsletters, surveys, verbal reports and e-mail.

## **ARTICLE III**

### Section 1

*Meetings:* The Dakota County Governing CTIC shall meet on a regular (or at least quarterly) basis. Work groups and subcommittees will meet as needed or as directed by the Governing CTIC. All meetings will be open to others who have an interest in the CTIC.

### Section 2

*Notification:* Committee members will be notified of all meetings. Members are expected to attend and participate in all meetings. Members who cannot attend a meeting are encouraged to send a representative, who may participate in discussion, but may not vote.

### Section 3

*Voting:* Each member of the Governing CTIC committee will be entitled to one vote on each matter submitted. A simple majority of the membership shall constitute a quorum. A quorum shall be necessary to take action. Decisions are determined by consensus whenever possible or by a vote of a simple majority.

## **ARTICLE IV**

### Section 1

*Officers:* The Dakota County CTIC will have a Chairperson and a Vice-chairperson. The officers will be elected by the members and serve for two years.

## Section 2

*Facilitator:* The Dakota County CTIC will have a facilitator provided by the school districts in collaboration with the County.

## Section 3

*Duties:* The Chairperson will work with the committee to develop the agenda, convene/facilitate the CTIC meetings and assume the role of spokesperson for the CTIC. The Vice-chairperson will assist the Chair when appropriate and preside at the meetings in the absence of the Chair. The Facilitator will prepare the agenda and minutes, maintain membership roster, complete all communications, facilitate in the maintenance of the web site, submit required reports, collect data, assist in development of work plan, assist subcommittees as needed and other duties as assigned.

## **ARTICLE V**

These bylaws may be altered, by a vote of two thirds of the Governing CTIC quorum providing that written notice of the proposed action is provided to all members at least five days in advance of the meeting.

Bylaws approved:	6/12/02
Bylaws re-adopted:	4/10/06
Bylaws revised:	9/14/09