

## **BYLAWS**

For the

### **GOVERNOR'S EARLY CHILDHOOD COORDINATING COUNCIL**

**November 2006**

Update May 2007

Update and Approved September 2012

Update and Approved November 2013

#### **ARTICLE I - LEGAL AUTHORITY AND SCOPE**

Statutory authority for creation and organization of an Early Childhood Coordinating Council to plan and provide oversight as the designated Council for early childhood learning and care in Idaho, and for early intervention services and these bylaws is granted pursuant to Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1; and coordination of early childhood resources per Executive Order No. 2011-15.

#### **ARTICLE II - TITLE AND SCOPE**

Council proceedings, activities, and organization are governed by these bylaws and by the Council's own policies and procedures which shall be referred to generally as the bylaws and as Council Policy, respectively, for the Governor's Early Childhood Coordinating Council.

#### **ARTICLE III - PURPOSE**

The Council shall advise and assist the IDEA, Part C lead agency, the Department of Health and Welfare, and all other appropriate agencies in ensuring the joint development and maintenance of a sustainable statewide system of coordinated, comprehensive, multidisciplinary, interagency programs and partnerships providing prevention, promotion, identification and early intervention services to all infants, toddlers, and young children and their families, including those with disabilities. The Council may advise and assist the state educational agency, and other agencies engaged in planning, arranging, or providing appropriate services for children from birth through age 5; the Council shall advise appropriate agencies in the state with respect to the integration of services for young children and their families; the Council shall report annually to the governor, legislature and IDEA, Part C lead agency on the status of early childhood efforts in prevention, promotion, identification and early intervention services with recommendations; the Council shall assist in public awareness programs, assist in identifying needs for service statewide, and all other specific duties outlined in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1; and Executive Order No. 2011-15.

## **ARTICLE IV - MEMBERSHIP AND COMPOSITION**

The following requirements shall be met pursuant to Executive Order No. 2011-15.

### **Section 1 - Size**

The Council shall be composed of members with consideration given to the geographic areas of the state and specifications for representation defined in Idaho Code, Title 16, Chapter 1, Executive Order No.2011-15 and Federal Statute. Physical number of Council members shall not be determined, however dual roles by Council members are recommended.

### **Section 2 - Appointment and Term**

Members shall be appointed by the Governor and shall serve for a term of three years. Members may be appointed for additional terms with a recommendation by the Council at the discretion of the Governor. If, for any reason, the appointments are not made in time for adequate notice before the first meeting of the year, outgoing members may serve as voting members and officers may continue service at this meeting.

### **Section 3 - Composition**

Council membership shall be composed of those individuals specified in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1; and Executive Order No. 2011-15. Membership shall consist of at least:

- A. The individuals necessary to meet federal requirements for IDEA, Part C and integration of Council membership representing geographical, cultural, political, professional and family diversity including but not limited to:
  - i) At least 20% parents of young children with special needs who have knowledge of or experience with programs for young children with special needs, and not less than one such member shall be a parent of a young child with special needs who is age five years or younger
  - ii) At least 20% shall be private providers of early intervention services
  - iii) At least one member of the state legislature
  - iv) At least one person involved in personnel preparation (higher education)
  - v) The superintendent of public instruction, or designee
  - vi) A physician or health care professional skilled in early intervention
  - vii) A representative of the Council on Developmental Disabilities
  - viii) A representative of the state Department of Health and Welfare who is responsible for the state Medicaid plan
  - ix) A representative of the state Department of Health and Welfare who is responsible for foster care services
  - x) A representative of the state Department of Health and Welfare who is responsible for child mental health services
  - xi) A representative of the state Department of Health and Welfare who is responsible for maternal and child health services
  - xii) A representative for the state Department of Health and Welfare who is responsible for child care services

- xiii) A representative of the state Department of Insurance
- xiv) A representative of the state coordinator for homeless education
- xv) A representative of the Idaho Community Council or of the Migrant and Seasonal Head Start Program
- xvi) A representative of a Head Start Association
- xvii) A representative of the Head Start Collaboration Office
- xviii) A representative of the Idaho Infant Toddler Program
- xix) A representative of the regional early childhood committees
- xx) Other persons at the discretion of the governor

#### Section 4 - Responsibility

Each member shall perform those duties outlined in Individuals With Disabilities Education Act (IDEA), Part C; Idaho Code, Title 16, Chapter 1; and Executive Order No. 2011-15.

#### Section 5 - Vacancies

A vacancy in membership shall be filled by the Governor for the unexpired portion of the vacated term.

#### Section 6 - Removal

Members shall be terminated from Council membership by the Governor for lack of participation or malfeasance in office as outlined in any Council policy and/or state law. Members shall be terminated who have more than three (3) unexcused\* absences from regular meetings.

\*Unexcused absence is constituted by absences that are not communicated to the Council staff prior to the missed meeting.

## **ARTICLE V - MEETINGS**

### **Section 1 - Frequency**

The Council shall meet at least quarterly in each year in accordance with the state fiscal year which begins on July 1.

### **Section 2 - Notice**

Written or electronic notice of meetings shall be provided to all Council members and shall include time and place of meetings.

### **Section 3 - Special Meetings**

Special meetings of the Council may be called by the Chair with the approval of the Governance Committee, or upon the request of two thirds of the Council's membership.

### **Section 4 - Quorum**

Business transactions may be conducted by those present or on conference call but must include no fewer than 30% membership. Voting by proxy or electronic means shall be considered on a case by case basis and pre-approved by the Governance Committee.

### **Section 5 - Procedure**

All meetings shall be held in accordance with open meeting laws codified in Section 67-2340 through 67-2347, Idaho Code, and conducted in accordance with Roberts Rules of Order, Revised.

### **Section 6 - Minutes**

A written record of all Council meetings shall be kept and made available to the full Council within 30 days of the meeting.

## **ARTICLE VI - COUNCIL ORGANIZATION**

### **Section 1 - Council Officers Appointment and Term**

The Council officers shall be Co-Chairs. They shall be appointed by the Governor and shall serve for a term of two years. The appointments shall be made with one Co-Chair appointed on each alternate year. The Council officers shall serve for terms of two years and may serve consecutive terms. If, for any reason, the appointments are not made in time for adequate notice before the first meeting of the State fiscal year, outgoing Co-Chairs may serve as voting members and officers at this meeting. There shall be a strong preference that at least one parent be identified as a nominee to be recommended for this leadership position.

### **Section 2 - Duties of the Officers**

The Co-Chairs shall serve as Chief Executive Officers of the Council, call and preside over all Council meetings, appoint membership of all Council committees, represent the Council in all coordinating activities, give leadership in general policy making, and carry out directions of the full Council.

### **Section 3 - Vacancies**

Any vacancy in office shall be filled for the unexpired portion of the term in accordance with the composition criteria listed above.

## **ARTICLE VII - COMMITTEES**

The Council shall establish standing committees for the conduct of business and may establish special committees as deemed necessary to carry out the function of the Council.

### **Section 1 - Standing Committees**

The standing committees shall include Governance, Communication and Marketing, Data and Resources, Infant Toddler Program, Head Start, Education and Child Care, and Home Visiting and Parent Education. All committee business and recommendations are first reported to the Governance Committee, through chair appointment to the Governance Committee, and then forwarded to the full Council. Each committee shall work in depth on issues as approved by the Council without duplication of existing agencies, organizations, councils or committees that may otherwise be charged with the responsibilities.

All standing committees and their chairs shall be appointed by the Council Co-Chairs at the beginning of each State fiscal year for a term of two years.

Membership on any committee will be restricted to eight (8) members, including the chair of the committee. Any committee openings will be filled within 90 days of vacancy.

Non-Council members may be appointed by the Council Co-Chairs to serve on standing committees at the request of the respective committee chairs, after the completion of an application process. The application process for non-council members shall include a self-declaration as defined by IDAPA 16.05.06.016. Applications may be submitted to Council staff at any time; however, appointment to any committee will be at the discretion of the Council Co-Chairs.

### **Section 2 – Committee Meetings**

Any of the committees may meet in person or conduct their business by telephone conference call, or other electronic means following adequate notice of the time and details of the meeting, on a monthly basis or as needed.

### **Section 3 - Governance Committee**

The Governance Committee shall be composed of the Co-Chairs of the Council, chairs of each respective standing committee, and shall include at least one parent member of the Council.

The Governance Committee shall be responsible for the administrative, policy and coordinating functions of the Council including policy recommendations, annual plan review and status reporting, and coordination of all committee activities.

The Governance Committee shall be responsible for the recruitment, retention and training of Council membership and leadership. They will also make recommendation for member termination to the Governor when necessary.

The Governance Committee shall be responsible for identifying and sharing information about resources. The Committee will review RECC budgets. The Committee will forward the budgets with comments, to the Council and Council staff.

The Governance Committee shall be responsible for all Council activities related to the promulgation of rules and regulations, public comment, local, state and federal legislation and the specific duties of coordination and communication with the Part C lead agency and Office of the Governor.

#### Section 4 - Communication and Marketing Committee

The Communication and Marketing Committee shall be responsible for all Council activities related to outreach and the strategic communication plan, public awareness, and periodic reports as required by statute.

#### Section 5- Data and Resources Committee

The Data and Resources Committee shall be responsible for requesting, reviewing, interpreting and reporting on all data gathered in reference to issues dealing with early childhood. The Committee shall then provide a summary of their findings to the Governance Committee with a recommendation for action in response to data.

The Committee shall seek expert assistance, when needed in interpreting available data; Data shall be used to inform Council and stakeholders and to inform decision making. This Committee shall also participate in the generation of funds and other resource development.

#### Section 6- Infant Toddler Program Committee

The Infant Toddler Program Committee shall be responsible for receiving information and data from the Policy and Field Managers for the Infant Toddler Program and providing guidance for action steps for any concerns. The Committee shall be responsible for assisting the Infant Toddler Program with any reports obligated to provide. The committee shall develop recommendations and report to the Council quarterly.

#### Section 7- Head Start Committee

The Head Start Committee shall be responsible for identifying issues pertaining to Head Start and Early Head Start in the state. The Head Start Committee shall be responsible for receiving information from the Head Start Collaboration office and the Head Start Association office and offering suggested guidance for any issues or concerns. The committee will provide feedback for any obligated reports. The committee will bring issues to the attention of the Council and recommended next steps.

#### Section 8- Education and Child Care Committee

The Education and Child Care Committee shall be responsible for reviewing, recommending, and coordinating professional standards, and standardized education curriculum for early care and learning in Idaho, in partnership with the State Department of Education and other germane partnerships. The curriculum shall be in line with school readiness, as defined by the State Department of Education.

## Section 9- Home Visiting and Parent Education Committee

The Home Visiting and Parent Education committee shall be responsible for supporting the development of statewide systems and resources for the provision of home visitation and parent education services throughout the state. The committee shall make recommendations for common statewide data and outcomes; the Committee shall, inform the council on evidence based and best practices and review effective models; develop strategic plan and/or build awareness for home visiting and parent education; and assist home visiting programs in the identification and engagement of stakeholders through the state who can support the system.\*Membership for this committee shall be for three years and shall fit the remaining criteria for membership as stated in Article VII; section 1 paragraph 3.

### **ARTICLE VIII - COMPENSATION**

Members of the Council shall serve with no salary or benefits but will receive reimbursement for travel and authorized expenses consistent with State law and Council policy including child care reimbursement for parent representatives.

### **ARTICLE IX - AMENDMENTS**

Any modification of these bylaws shall be reviewed by the Governance Committee and presented to the full Council within a reasonable time prior to a meeting in which action on the bylaws shall be taken. All amendments must be approved by at least two-thirds of the current Council membership.

### **ARTICLE X - SEVERABILITY**

These bylaws are severable and, if any bylaw or part thereof or the application of such bylaw to any member or circumstance is declared invalid, then it does not affect the validity of the rest of the bylaws.