



By-Laws for the Early Childhood Steering Committee of Mesa County serving Grand Junction, CO and surrounding areas

Article I:

- **NAME:**

The name of this committee shall be the Early Childhood Steering Committee of Mesa County (ECSC) and will become the representative committee of the Mesa County Valley School District 51 Preschool Program Council (CPP), the Local Interagency Coordinating Council for Early Intervention Colorado of Mesa County (LICC), and the Mesa County Partnership for Children and Families (PCF), the state designated Early Childhood Council of Mesa County.

Article II:

- **PURPOSE:**

To serve the above mentioned entities by integrating the required councils to better serve the early childhood community in Mesa County. By combining the CPP, LICC and PCF boards, the goal is to bring these organizations closer to improve the services available to the community as well as enhance the communication between each entity. ECSC shall work to perform all state mandated expectations of CPP, LICC and PCF by meeting all requirements and performing duties established by each organization.

The goals of the committee will be two-fold:

- 1. Create, coordinate, and sustain, a resource rich inclusive community so that children reach their full potential in safe and optimally nurturing environments.**
- 2. To provide opportunities for all young children and their families to successfully engage in quality early learning development and experiences in their communities.**

Article III:

- **MEMBERS:**

ECSC will consist of legislatively mandated representatives from CPP, LICC and PCF including but not limited to early childhood professionals, government agencies, non-profit organizations, preschools (public and private, CPP funded and non-CPP funded), and any additional members who want to aid these organizations.

A. Specific Representation

ECSC must have a minimum of ten (10) members and must include the CPP, LICC and PCF coordinators, a representative from public health, a representative from the department of human services, representatives from both public and private early childcare/education facilities, representatives from each of the agencies mentioned above, including support staff, and other individuals willing to commit to service on the committee.

CPP membership requirements: For CPP, district preschool advisory council members are appointed by the superintendent for two-year terms and may be reappointed. Council should meet a minimum of six times per year with the election of a chairperson who will serve a one-year term and may be re-elected for a second year. Council members will consist of the following representatives:

- Two parents of children currently attending a district preschool program.
- Two members of the business community.
- Representatives from the following:
 1. County or district health department
 2. Department of social services
 3. County agency involved in job services and training
 4. Publicly funded early childhood education agency located in the school district
 5. Privately funded child care center located in the school district
 6. Charter school located in district that has a preschool program

Local Interagency Coordinating Council membership requirements (LICC): Each Community Centered Board shall have a Local Interagency Coordinating Council that meets at least quarterly to assure that federal, state, local and private resources are well-coordinated in local communities to assist families to meet the needs of their infants or toddlers with developmental delays or disabilities.

- Membership of a Local Interagency Coordinating Council shall include, at a minimum:
 1. At least one (1) member who is a parent with a child twelve (12) years of age or younger and at least one (1) member who is a parent of a child six (6) years of age or younger, both of whom have knowledge of, or experience with, early intervention services; and,
 2. A representative of a local education agency an administrative unit; and,
 3. A representative of a county department of public health; and,
 4. A representative of a county department of social/human services; and,
 5. Members who are public or private providers of early intervention services; and,
 6. Other members of the community at large who are interested in early intervention services or are involved in the provision of, or payment for, early intervention services.

- The purpose of a Local Interagency Coordinating Council is to advise a Community Centered Board regarding:
 1. The planning, delivery, and evaluation of early intervention services, including methods to identify and correct gaps in services; and,
 2. The coordination of services and funding resources; and, c. The collection and use of child and family outcomes and program data to inform early intervention policies and practices within the designated service area.

Early Childhood Council membership requirements: For PCF, the state designated Early Childhood Council in Mesa County, there are seven (7) mandated partners, per legislation:

1. Early Care and Education
2. Family Support and Parent Education
3. Health Care Entity including Early Intervention and/or Child Find Part B and C
4. Local Government
5. Parent of Young Child Five (5) years or younger
6. Mental Health Care
7. Resource and Referral Agency

All entities that serve as mandated or non-mandated stakeholders must reside in the Council service area (Mesa County). Each mandated stakeholder shall sign a Memorandum of Understanding on behalf of the organization he/she represents to participate in and collaborate on the work of the PCF. All mandated vacancies must be filled within 90 days of a position being available. No one person/agency may represent more than one mandated slot.

In addition, non-mandated stakeholders for PCF include the following but not limited to: Child Care Association, Medical Practice, Dental Practice, School District Parent Organization, Head Start Policy Council, Chamber of Commerce, Local Business, Faith-based Organization, Non-profit Organization, Higher Education Institution and the Library.

B. Resignations

Any member may resign by filing a written resignation with the Chair, Vice Chair or Secretary.

C. Member Termination

ECSC by affirmative vote of two-thirds of all the members, may suspend or may expel a member, and may, by the majority vote or those present at any regularly constituted meeting, terminate the membership of any member.

D. Terms

ECSC recommends that each member commit to a two-year term, in order to develop a full understanding of the workings of the ECSC.

F. Quorum and the Voting Process

Each organization and/or mandated partner will have one vote regardless of representation. Each organization will be required to sign a Memorandum of Understanding at the beginning of each fiscal year. Open discussion and consensus will determine ECSC's decisions. The chair of the ECSC has the responsibility to determine if a quorum is present for a vote to take place. A quorum is defined by having at least 51% of the voting ECSC members with a signed MOU located on the roster present at a meeting for business transactions to take place and motions to pass. Any ECSC member must abstain from voting on any matter that would provide a direct financial benefit to that member or their agency/organization and/or for any vote that would give the appearance of a conflict of interest.

G. Responsibilities of Members

1. Recognize unified and collective goals of the ECSC.
2. Attend and participate in ECSC meetings.
3. Meet the needs of the committee, which may include commitments that must be accommodated outside the regular meeting time.
4. Provide informed recommendations and guidance to School District 51's board of education on the following topics:
 - Studying and assessing the need for CPP.
 - Identifying and locating supporting research, and recommend eligibility factors applicable to the community.
 - Advising in the development of a plan for identifying eligible children.
 - Recommending to the local school board whether the program should be provided by the district or by publicly or privately funded providers or a combination.
 - At least every two years, developing and distributing requests for proposals to local publicly funded early childhood education agencies and privately funded centers to determine who will provide program services and recommend qualified providers to the local school board.
 - Participating in the development of proposals to CDE requesting participation in CPP or in the preparation of expansion requests.
 - Providing information and data to CDE for reports on the program.
 - Developing a comprehensive plan for the delivery of services addressing the areas of program quality, staff development, family development, family support services and program evaluation as part of the Annual Reporting process.
 - Visiting all settings providing CPP enrollment at least twice a year to identify strengths and areas for growth.
 - Developing written policies to document and reflect the decisions made by the council.
5. Review ECSC by-laws and update by-laws annually as needed to represent any policy changes within CPP, LICC or PCF.
6. Maintain professional and ethical conduct in activities which includes representing ECSC in the community at large. Towards this end, ECSC members, executive committee members and staff will adhere to The ECSC Code of Ethics and Communications:

ECSC Officers, Committee Chairs and Partnership Coordinator will address internal and external

concerns, as needed.

H. Vacancies

Any vacancy occurring on the ECSC will be filled by vote of the remaining committee members. If a vacancy occurs in a mandated role as stated in paragraph A, the person filling that vacancy must be a representative of that role.

I. Absences

ESCS officers shall, on an annual basis, consider for removal any mandated partner who misses three (3) consecutive unexcused absences. (For the purpose of this section, “unexcused” is defined as an absence without prior ECSC officer notification). ESCS will notify any officer if they are unable to attend ESCS meetings.

J. Subcommittees

Special subcommittees, task forces, and other groups may be appointed or convened as the need arises. Subcommittee members shall appoint a Chair. Such subcommittees shall be evaluated as needed for continued necessity. The duties of the subcommittee shall consist of researching the assignment and bringing a recommendation back to the ECSC.

- **OFFICERS AND DUTIES:**

- A. Officers and Terms**

The officers of ECSC shall consist of a Chair, Vice Chair and Secretary. Chair and Vice Chair shall be elected by members of the committee at the first meeting of every other school year. The immediate past chair will guide and mentor new officers. The PCF Coordinator shall retain the duties of the Secretary position, unless otherwise noted.

- B. Duties**

The committee shall be run by a Chair and a Vice Chair. Officer Roles and Responsibilities:

- **Chair**

1. Preside at all meetings (including the PCF Executive Committee), enforce observance of the bylaws, appoint committees, and call special meetings.
2. Set agenda with PCF Coordinator and facilitate meetings.
3. Sign contracts.
4. Supervise PCF Coordinator.
5. Acts as a spokesperson for the Steering Committee.
6. Ensure activities of the organization meet the mission and vision.

- **Vice Chair**

1. In the absence of the Chair, the Vice Chair shall assume all the duties of the Chair.

➤ **Secretary (PCF Staff)**

1. Keeping of records of all meetings of the Steering Committee.
2. Notice is provided to members of all regular and special meetings.
3. Keeping a record of all officers of the Steering Committee and their addresses. Minutes of each meeting of the ECSC shall be distributed to all members prior to each ECSC meeting and are available to the public during regular business hours.
4. If the Chair and Vice Chair shall be absent from any meeting, the Secretary shall call the meeting to order.

C. Support/Paid Staff:

ECSC may hire any paid staff they deem proper and necessary for PCF operations specifically the PCF Coordinator position. This will be done in conjunction with the PCF's fiscal and human resources agent.

Article IV

A. AUTHORITY AND DUTIES OF PCF EXECUTIVE MEMBERS Authority of Executive Members.

The Executive Committee is the policy-making body and will serve as the central planning group for the council and will provide advice and oversight to the Early Childhood Council Coordinator as defined in the PCF Executive Committee Roles and Responsibilities. It also will have full authority to act for the council in managing the affairs of the council during the intervals between meetings of the council, subject to the direction and control of the ECSC.

B. Number, Selection, and Tenure.

The Executive Committee shall consist of not more than eleven (11) members and not less than five (5) members. The executive committee will be made up of the chair and vice chair as well as the PCF Council Coordinator (non-voting member), CPP Coordinator, LICC Coordinator and at least 3 of the 7 mandated partners per Early Childhood Council Rules Section: 7.717.4 elected by the ECSC. Each member shall hold office for a term of a minimum of two (2) years. Half (50%) of the Executive Committee Members elected in the 2018 election will hold two (2) year terms while half (50%) will hold one (1) year terms for the initial term. Every term thereafter will be two (2) years. Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of his/her term shall be filled by a majority vote of the remaining Members. In the event of a tie vote, the Chair shall choose the succeeding member. Members will elect their successors. A member elected to fill a vacancy shall be elected for the unexpired term of that member's predecessor in office.

C. Resignation.

Resignations are effective upon receipt by the Secretary of the Executive Committee of written notification.

D. Regular Meetings.

The Executive Committee shall hold at least four (4) regular meetings per calendar year. Meetings shall be at such dates, times and places as the Executive Committee shall determine.

E. Special Meetings.

Meetings shall be at such dates, times and places as the Executive Committee shall determine.

F. Notice.

Meetings may be called by the Chairperson or at the request of any two (2) Members by notice emailed, mailed, telephoned, or telegraphed to each member of the Executive Committee not less than forty-eight (48) hours before such meeting.

G. Quorum.

A quorum shall consist of a majority (51%) of the Executive Committee members. A quorum must be present before business can be transacted or motions made or passed. Partnership staff will not be calculated in the quorum and may not vote.

H. Action Without a Meeting.

Any action required or permitted to be taken at a meeting of the Executive Committee (including amendment of these Bylaws) or of any committee may be taken without a meeting if all the members of the Executive Committee or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Executive Committee or of the committee as the case may be.

I. Committees.

The Executive Committee may, by resolution adopted by a majority of the Members in office, establish committees of the Executive Committee composed of at least two (2) persons which, except for an Executive Committee, may include non-Executive Committee members. The Executive Committee may make such provisions for appointment of the chair of such committees, establish such procedures to govern their activities, and delegate thereto such authority as may be necessary or desirable for the efficient management of the property, affairs, business, activities of the Partnership.

J. Nominating Committee.

There shall be a Nominating Committee, composed of the Chair and at least two (2) other members of the Executive Committee. Each member of the committee shall have one (1) vote and decision shall be made by the majority.

K. Reimbursement.

Members shall serve without compensation with the exception that expenses incurred in the furtherance of the Partnership's business are allowed to be reimbursed with documentation and prior approval. In addition, Members serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

L. Voting Members.

Each approved Executive Committee Member will hold one (1) vote at the Executive Committee. Committee members may vote by proxy, if in writing, or send a designee representative.

M. Executive Committee Meetings.

Executive Committee Meetings are open to anyone with an interest in the business of the

Partnership. Only approved members of the Executive Committee shall have a vote.

Article V:

• **MEETINGS:**

A. Regular Meetings

The committee must meet a minimum of six times a year to satisfy existing by-laws. Location, date, and times will be determined by the Chair with the input of the remaining members. All ECSC members will receive a board binder as part of their orientation to the board. New members will also be expected to engage with the officers and learn about the ECSC prior to joining.

B. Special Meetings

If the need for an additional meeting is required, the Chair/Vice Chair must contact members with time, location, and date.

Article VI:

• **BY-LAWS:**

- A. By-laws must be in compliance with CPP, LICC and PCF mandates.
- B. Amendments to by-laws must be brought before the committee, and approved by 2/3 of members.
- C. By-laws must be revised and subsequently re-approved by the committee once a year.
- D. By-laws are available for the public to review. All current ECSC members must have received a copy of the bylaws.

Article VII:

• **LIABILITY:**

Every ECSC member, officer or employee may be indemnified by the ECSC against all expenses and liabilities, including counsel fees, reasonable incurred or imposed upon such member of the ECSC, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the ECSC, officer, or employee of the ECSC, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such members of the ECSC member, officer, or employee is entitled.

-Partnership for Children and Families operates under the policy of Hilltop Community Resources, Inc.

- Colorado Preschool program operates under the policy of Mesa County Valley School District 51.
- Local Interagency Coordinating Council for Early Intervention operates under the policy of Strive.

Article VIII:

- **FISCAL MANAGEMENT:**

Fiscal transparency must be implemented and maintained by PCF, CPP and LICC.

1. PCF Coordinator is responsible for submitting and maintaining PCF budgets and financial information. PCF Coordinator will report on budgets and finances at ECSC meetings.
2. Fiscal years are defined by lead fiscal agencies for the ECSC: Hilltop Community Resources, Mesa County Valley School District 51, and Mesa Developmental Services.

Article IX:

- **DISSOLUTION OF ECSC:**

The dissolution of the ECSC requires a two-thirds majority vote. In the event of the dissolution, it is the responsibility of the CPP, LICC and PCF coordinators to notify their respective fiscal agents and state agencies.

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