

Rocky Mountain Early Childhood Council Bylaws

(Formerly Rural Resort Region Early Childhood Council-Western Division)

ARTICLE I: NAME, MISSION & PURPOSE

Section 1.1: Name-

The name of the organization is Rocky Mountain Early Childhood Council, hereafter referred to as the COUNCIL.

Section 1.2: Mission- To promote and support a system of quality, accessibility and affordability of early childhood services with families in our service area.

Section: 1.3: Purpose-

The purpose of the Council is to communicate across a four-county region, supporting efforts to improve quality, capacity, and affordability of services to young children and families. We are organized for networking purposes, to address issues related to early childhood in communities affected by resort developments and a growing low-income population across Eagle, Garfield, Lake and Pitkin Counties. The Council will pursue and disburse federal, state, local and private foundation funding for the purposes of achieving our goals. This Council is recognized as the Early Childhood Council for said counties as designated by the Office of Early Childhood.

ARTICLE II: LOCATION

Section 2.1: Principle Location -

The principle office of the Council, where the general business will be transacted and where the records will be kept, will be designated by the fiscal agent for the Council.

Section 2.2: Service Area -

The Council's service area covers the counties of Eagle, Garfield, Lake and Pitkin.

ARTICLE III: MEMBERSHIP

Section 3.1: Representation

- A. Council meetings will be open to the public, with notice posted on the website in advance of the meeting date. Notification will consist of meeting dates, times, and locations at least 72 hours prior to the meeting.
- B. Membership –
The Council will be made up of voting and non-voting members. A voting member is defined as a member who has attended at least 75% of the Council meetings within the last 12 months or since membership began. A non-voting member is a member who does not meet this criteria.
- C. *Terms of Membership –*
 1. Members have renewable two year terms that begin July 1st each year.

2. Will act as a liaison to the Local Early Childhood Community communicating information about current work and initiatives to local early childhood programs and providers. Also, RMECC members will keep the Council apprised of local Early Childhood needs and happenings.
3. Will interpret the Council's work and values to the community; and will act in the best interest of the Council.

D. Council Composition –

1. The Council shall be composed of individuals who share a common interest in supporting the Early Childhood systems building work throughout the four county region. Council membership shall embrace all four counties.
2. Membership shall include representatives from the public and private stakeholders from early care and education, family support, health, and mental health programs who reflect local needs and cultural diversity. The membership shall also represent the geographic diversity within the county or counties involved in the council.
3. Membership to be reviewed in May/June of each year. If the Council is determined to be lacking representatives, the Council will begin actively recruiting and shall within 3 months gain the appropriate number of representatives.
4. Members of the Council will be identified by local community or Council nomination based on, but not limited to, the nominee's current participation in the Council, knowledge of Council activities and ability to actively participate as defined in *Section 3.1.G Council Composition* of the Bylaws and as required by HB 7-1062. The Council also reserves the right to nominate a representative for a particular county in order to fill any gaps in membership.
5. Members of the Council will make sure the Coordinator has current contact information to insure full inclusion in the Council activities.
6. The Council shall include a minimum of ten (10) members with representation from each of the following groups within the Council's service area:
 - a) Local Government
 - b) Early Care and Education
 - c) Health Care
 - d) Mental Health
 - e) Parents/Guardians/Caregivers of children prenatal through eight years of age.
 - f) Resource and Referral Partners
 - g) Family Support and Parent Education

In addition there may be representation from any combination of the following groups within the Council's service area:

- a) Child Care Centers

- b) Family Child Care Providers
- c) Home Visitation
- d) Board of County Commissioners
- e) Family Resource Centers
- f) Colorado Preschool Program (CPP)
- g) Part C-Early Intervention Colorado/ Part B-Child Find
- h) Child Care Licensing Specialists
- i) Early Prevention, Screening, Diagnosis and Treatment (EPSDT)
- j) Women Infant and Children (WIC)
- k) Child Health Plan Plus (CHP+)
- l) Child Welfare and/or Foster Care
- m) Build A Generation (BAG)
- n) Medical and Dental Professionals
- o) Head Start
- p) Local Businesses Leaders (Not an early childhood provider)
- q) Faith-Based and Non-Profit Organizations
- r) Higher Education Institutes
- s) Libraries
- t) Department of Social Services (DSS)
- u) Public Health
- v) Community Members

G. Removal of Member –

A member may be removed by ballot, in which 2/3 of the total council vote to remove. Cause for removal may include harassment, hostile environment, discrimination and working contrary to the mission of the Council

Section 3.2: Voting

- A. Each of the four counties will have one collective vote that is comprised of all members of a county who meet the voter eligibility requirements. County vote will be decided by majority. Members will declare on their Membership MOU which county they will vote in. To be able to participate in a vote, you must have attended 75% of meetings during the past 12 months or if a member less than one year, since becoming a member of the Council.
- B. If consensus among members in attendance is not met, the voting will be completed by County vote. Voting options are: "For", "Against", or "Abstaining".
- C. The voting process is as follows: 1. Determine if a Quorum is met; 2. Report on who is eligible to vote; 3. Conduct open discussion; 4. Chair requests declarations of Conflicts of Interest; 5. Motion is stated; 6. Further discussion to clarify the motion; 7. Voting by roll call or ballot occurs by eligible voters; 8. Reporting of voting results.

Section 3.3: Officers, Council Coordinator & Committees –

- A. Officers: Officer nominations shall be brought before the Council for consideration after having been shared with membership in advance of the meeting during which the vote is to occur

- Co-Chair-

Chair/Co-Chairs will be elected for one year renewable terms beginning July 1st by the Council and will assist in facilitation of meetings and serve as a member(s) of the Steering Committee. At least one Co-Chair should be present at all Council meetings, and may delegate a representative in their place. Chairpersons may serve successive terms.

- Secretary-

Following Robert's Rules of Order, the secretary will record minutes at meetings and will send completed minutes to the Coordinator for final proofing and distribution to the Council members. Final minutes from the previous meeting will be approved at each meeting with changes or additions made at that time, prior to posting on the website or other public distribution. The Chairperson may delegate secretarial functions to paid staff including, but not limited to: minute taking, clerical duties, posting and distributing approved minutes, taking role call, as deemed appropriate.

B. Council Coordinator-

The Coordinator is paid staff of the Council and is a non-voting member. S/he develops meeting agendas with direction from the Steering Committee, attends all Council and other required meetings, coordinates logistics, provides input as needed, acts under the direction of the Council and the Steering Committee, and conducts Council business as reflected in the Council Coordinator job description.

C. Committees –

There shall be Standing and Ad-Hoc Committees. Committees will meet in addition to regular meetings as needed.

Establishment of Committees-

Any member or supporter of the Council may participate on a standing or ad-hoc committee. All committees must have a chairperson who is responsible for moving the committee forward in its work. The committee will choose its chair with the exception of the Steering Committee. Co-Chairs for the Steering Committee will be chosen by the Council.

There shall be three (2) standing committees.

- a. Steering Committee
- b. Finance Oversight Committee

Ad-Hoc Committees-

The Steering Committee and/or council may create ad-hoc committees when deemed necessary by the Council. Ad-Hoc committees shall serve as long as their assignment requires and/or at the discretion of the Council.

Purpose & Necessity-

The purpose and necessity of such committees shall be established by the Council. Committees shall document meetings and provide minutes of such meetings to the

Secretary for presentation to the Council. Committee Descriptions shall be maintained with current information.

D. Role of the Fiscal Agent-

The Fiscal Agent is a Multi Jurisdiction Voting member of the Council and acts on behalf of the Council regarding various financial and reporting duties. The Council will follow financial policies as directed by the Fiscal Agent.

ARTICLE IV: MEETINGS & CONDUCT

Section 4.1: Regular Meetings

Regular meetings shall be held at a minimum of bimonthly at mutually agreed upon times, locations, and modalities. Meetings can be added or removed from the schedule, at the direction of the Steering Committee and as required to appropriately carry out the governance functions of the Council.

Section 4.2: Attendance

Voting members will be expected to attend 75% of the meetings held annually. The Rocky Mountain Early Childhood Council and the Steering Committee will meet at least bimonthly. Additional meetings will be set up as needed for committees based on grant requirements and the work load to be accomplished.

Section 4.3: Notices, Agendas and Minutes

Written or electronic notification of all Council and Committee meetings will consist of meeting dates, times, and locations at least 72 hours prior to the meeting.

Section 4.4: Decision Making

The Decision Making Matrix will be followed during the decision making process.

Section 4.5: Conduct

Members will follow the Meeting Norms established by the Council during meetings.

ARTICLE V: FINANCES

Section 5.1: Compensation and Expenses

Non-Staff Council members are not paid for participation in the Council. Agreed upon and reasonable expenses may be allowed for attendance expenses for regular and special meetings of the Council and for contracted services rendered by a representative as allowed by the budget and as defined in the fiscal policies. Finances are overseen by the Fiscal Agent and Finance Oversight Committee and distributed to and approved by the Council.

Fiscal management and oversight will be provided by the fiscal agent to ensure compliance with all grant requirements. The Council must ensure compliance with Fiscal Agent policies as well as those set forth in the Bylaws.

ARTICLE VI: GENERAL PROVISIONS

Section 6.1: Conflicts of Interest

A. Declaration-

Members are expected to declare a conflict of interest prior to consideration of any matter causing a potential or actual conflict. Any conflict of interest and decision around that conflict will be documented in the minutes. After the conflict of interest is declared, the party in conflict may voluntarily refrain from discussion of the matter for the duration of the the motion and for the subsequent vote.

B. Potential conflict defined-

A potential conflict of interest exists when a member takes an action that reasonably could be expected to have a financial impact on that member, a relative, or a business with which the member or member's relative is associated. The member may participate in an action after declaring the potential conflict and announcing its nature.

C. Actual conflict defined-

An actual conflict of interest exists when an action is reasonably certain to result in a special benefit or detriment to the member, a relative, or a business with which the member or member's relative is associated. The member will declare the actual conflict and announce its nature. The member should refrain from taking any official action.

Whenever an actual conflict is identified the Council will ensure compliance with this policy as well as the fiscal agent's policy.

Section 6.2: Good Faith

The purpose of the Council is to build an early childhood system for the children and families of Eagle, Garfield, Lake and Pitkin counties. The success of the Council depends directly upon the will of the individual members and supports to speak openly and honestly, negotiate in good faith, and reconcile differences in the spirit of cooperation. Participation on the Council means acceptance of these principles.

Section 6.3: Agreements

- A. The RMECC must comply with Memorandums of Understanding (MOUs) and/or any other necessary paperwork as directed by the fiscal agent and the grantors.
- B. Agencies working with RMECC must sign a Memorandum of Understanding (MOU) and any other necessary paperwork as directed by individual grant requirements.
- C. Subcontractors working with RMECC must sign a Memorandum of Understanding (MOU) or a contract and any other necessary paperwork as directed by individual grant requirements. Subcontractors must submit all necessary credentials and paperwork to the Council Coordinator in order to be able to perform services and activities for the Council.

Section 6.4 Amendments

These bylaws may be revised, amended or repealed by a 3/4 vote of the Council members present at a meeting, provided the amendments have been provided to the Council in writing at least seven (7) days prior to the action being taken. Any member may propose amendments to these bylaws. A proposed amendment shall be discussed, and upon approval of the Council, modified and written in final form.

Section 6.5 Dissolution

This Council may be dissolved by a 3/4 vote of Council members if the Council is no longer needed or serving its mission. Provisions regarding the distribution of assets on dissolution are to follow the guidelines of the fiscal agent and the Grantor. If no such guidelines exist, the following shall apply:

- Unused funds from any grantor will be returned to that grantor
- Other unused funds shall be distributed to a nonprofit organization with a similar mission as determined by the Council.
- No part of any funds shall be used for the benefit of or be distributed to its stakeholders, officers, or other private persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered.