



BYLAWS

THE ROCKY MOUNTAIN EARLY CHILDHOOD COUNCIL

Revised and Approved 7/30/2024

Bylaws are reviewed at least annually and revised as needed by the
RMECC Executive Committee.

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

Partner with early educators, childcare programs, and community leaders to implement and strengthen a well-funded, equitable system of high-quality, accessible, affordable early childhood services for families in Eagle, Garfield, Lake, and Pitkin Counties.

Section 1.3: Vision

All children are supported to thrive and develop to their greatest potential as healthy, resilient, successful members of our community.

Section 1.4: Values



Section: 1.5: 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 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 Colorado Department of Early Childhood.

Each Early Childhood Council shall work toward consolidating, coordinating and maximizing funding. Together, the Early Childhood Councils throughout the state shall serve to create a seamless system of early childhood services representing collaboration among various public and private stakeholders for the effective delivery of early childhood services in the areas of early care and education, family support, mental health, and health. These services shall support children eight (8) years of age or younger and their parents in a manner that is responsive to local needs and conditions. ([ECC RULES 7.717](#))

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: EXECUTIVE COMMITTEE

Section 3.1: Executive Committee Composition –

A. The Executive Committee will be made up of broad and diverse representation and shall be composed of 11-15 individuals who share a common interest in supporting the Early Childhood systems building work throughout the four county region. The membership is committed to reflecting the geographic and cultural diversity within the county or counties involved in the Council.

- a) The fiscal agent is a required member of the Executive Committee and participation will be discussed and agreed upon between the Council Director and Mountain Valley Developmental Services.
- b) Broad recruitment efforts will be made to secure 2 representatives, and no more than 3, from each county as well as to recruit broad and diverse voices.
- c) General Membership will vote on the initial slate of 11 members
 - The final 4 positions may be filled by the Executive Committee in order to address any gaps in membership makeup in accordance with our Values.
 - Terms will be staggered to ensure stability of the Committee.
- d) Executive Committee Membership shall include representatives from the public and private stakeholders as required by [Early Childhood Council Rules](#) (7.717.4)

B. Executive Committee Membership will be reviewed in the last quarter of each fiscal year. If the Committee is lacking representatives, active recruitment will take place to fill

any vacancies within 3 months to gain the appropriate number of representatives. Members of the Executive Committee 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 this section of the Bylaws and as required by [HB 07-1062](#). The Council also reserves the right to nominate a representative for a particular county in order to fill any gaps in membership.

C. Members of the Executive Committee will make sure the RMECC Director has current contact information to ensure full inclusion in the Council activities.

D. The Executive Committee shall include a minimum of eleven (11) members with representation from each of the following groups within the Council's service area:

Mandated Partners:

- 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) Universal Preschool (UPK)
- 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) Medical and Dental Professionals
- n) Head Start
- o) Local Businesses Leaders (Not an early childhood provider)
- p) Faith-Based and Non-Profit Organizations
- q) Higher Education Institutes
- r) Libraries
- s) Department of Social Services (DSS)
- t) Public Health
- u) Community Members

E. Executive Committee Membership Terms –

- a) Will have a signed MOU with the Council.
- b) Committee members will strive to attend all meetings and will let the RMECC Director know if they will not be able to attend.
- c) 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.
- d) Will interpret the Council's work and values to the community; and will act in the best interest of the Council.
- e) Committee members can serve 2 consecutive three year terms. If special circumstances exist the Committee can vote to extend a member's term if deemed necessary.
- f) For Committee members who serve two consecutive terms, they must take one year off before they will be eligible to potentially join the Committee again.

F. Removal of Member –

An Executive Committee member may be removed by ballot, in which 2/3 of the total Executive Committee vote to remove. Causes for removal may include lack of participation, harassment, hostile environment, discrimination and working contrary to the mission of the Council.

Section 3.2: Executive Committee Voting

- A. All Executive Committee members are eligible and expected to vote.
- B. Members will sign an RMECC Executive Committee Member MOU
- C. Quorum is defined as a simple majority.
 - a) Those in attendance that make up the quorum shall decide any question that is

presented for a decision.

- D. The voting process is as follows:
- a) Determine if a Quorum is met;
 - b) Conduct open discussion;
 - c) RMECC Director requests declarations of Conflicts of Interest;
 - d) Motion is stated; Further discussion to clarify the motion;
 - e) Voting by roll call or ballot occurs by eligible voters;
 - f) Reporting of voting results.

If consensus among members in attendance is not met, the voting will be completed by individual vote. Voting options are: "For", "Against", or "Abstaining".

Section 3.3: Officers, Council Director & Committees

A. Council Staff-

Council Staff are non-voting members.

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

Other staff members will work under the direction of the Council Director and Executive Committee to forward the Council's mission and will follow job duties as reflected in their job description(s).

B. 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 RMECC Staff member who is responsible for coordinating efforts and moving the committee forward in its work.

There shall be three (3) standing committees.

- a. Executive Committee
- b. Local Coordinating Organization (LCO) Advisory Committee
- c. Data & Evaluation Committee

Ad-Hoc Committees-

The Executive 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/notes of such meetings that will be shared at other Council meetings and with other partners as identified. Committee Descriptions shall be maintained with current information.

C. Role of the Fiscal Agent-

The Fiscal Agent is a required, regional Executive Committee 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: EXECUTIVE COMMITTEE MEETINGS & CONDUCT

Section 4.1: Executive Committee Meetings -

- A. Will be open to the public.
- B. 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 Executive Committee and as required to appropriately carry out the governance functions of the Council.
- C. If the RMECC Director is absent, the meeting will either be rescheduled or a RMECC Staff member or an Executive Committee member can be appointed as a delegate to facilitate the meeting.
- D. Additional meetings can be called on an as-needed basis.

Section 4.2: Standing and Ad-Hoc Committee Participation

- A. Committee meetings are open to anyone who wishes to attend.
- B. The Council will work to recruit broad and diverse voices for each committee.
- C. Meeting documents including notes and attendance will be added to the Shared Google drive.
- D. Committee descriptions will be updated at least annually

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 Executive Committee is charged with the following:

- Review and approval of grant applications and annual budgets
- Hire/fire of Council staff
- Evaluation/Supervision of Council Director
- Approval of job descriptions and revisions as needed
- Discretionary spending on things not approved in the budget that exceed \$5,000
- Brings local information to the group regarding needs/gaps
- Ensuring decisions made are for the benefit of our Council region, mission, and vision

The Fiscal Agent is charged with the following:

- Determine final personnel policies
- Determining employment status (staff vs. contract)
- Carrying out fiscal agent responsibilities including budget tracking, audits, etc.

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

Council members are not paid for participation by 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 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.

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.

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 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 & 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 Director in order to be able to perform services and activities for the Council.

C. Decision - Making Process with conflicts of interest

- Conflicts of interest declared
- Information presented
- Anyone with conflict + presenter will be asked to leave while a decision is being made
- Decision would be put in writing and share appropriately

Section 6.4 Amendments

These bylaws may be revised, amended or repealed by a 3/4 vote of the Executive Committee 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 Executive Committee 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.