

**BY-LAWS**  
**Early Childhood Iowa Board**  
Adopted November 4, 2011

**Article I – Name**

Section I. The name of this board shall be the Early Childhood Iowa Board, hereinafter referred to as ECI Board. The following by-laws are in accordance with Iowa Code Chapter 256I and not be in conflict with the Iowa Code.

**Article II – Purpose and Objectives**

Section I. The ECI Board was created to promote a vision for a comprehensive early care, education, health, and human services system in this state. The board shall oversee state and local efforts. The vision shall be achieved through strategic planning, funding identification, guidance, and decision-making authority to assure collaboration among state and local early care, education, health, and human services systems.

Section II. An Early Childhood Iowa assistance team or teams of state agency representatives shall be designated to provide technical assistance and other support to Early Childhood Iowa Areas (ECI Areas).

Section III. A technical assistance system shall be developed using local representatives of the state agencies represented on the ECI Board and other state agencies and individuals involved with ECI areas.

Section IV. It shall also be the purpose of the ECI Board to disseminate information to the Governor, Iowa General Assembly, and other stakeholders on the needs of communities and on progress made toward achieving results as measured through the use of indicators and performance measures.

Section V. It shall also be the purpose of the ECI Board to promote higher quality programming for young children and their families.

**Article III – Membership**

Section I. The ECI Board shall consist of twenty one voting members with fifteen citizen members and six state agency members. The six state agency members shall be the directors or designee of the following departments: education, economic development, human rights, human services, public

health and workforce development. The fifteen citizen members shall be appointed by the governor, subject to confirmation by the senate.

- Section II. The governor's appointments of citizen members shall be in accordance with Iowa Code Chapter 256I and Iowa Code Section 69.16 and 69.16A. (These references are the political affiliation and gender balance requirements.)
- Section III. The governor's appointments of citizen members shall be selected from individuals nominated by ECI Area Boards. The nominations shall reflect the range of interests represented on the community boards so that the governor is able to appoint one or more members each for education, health, human services, business, faith, and public interests. At least one of the citizen members shall be a service consumer or the parent of a service consumer.
- Section IV. A member of the ECI Board shall not be a provider of services or other entity receiving funding through the Early Childhood Iowa initiative or be employed by such a provider or other entity receiving funding through the ECI initiative.
- Section V. Terms of office of all citizen members are three years. No board member shall serve more than two consecutive terms. However, whenever a vacancy occurs, any person appointed to fill such vacancy shall hold office for the remainder of the unexpired term. After having served the unexpired term, the appointee may hold that office for 2 three-year terms.
- Section VI. A vacancy on the ECI Board shall be filled in the same manner as the original appointment for the balance of the unexpired term.
- Section VII. In addition to the voting members, the ECI Board shall include four members of the general assembly with not more than one member from each chamber being from the same political party.
- Section VIII. Legislative members shall serve in an ex officio, nonvoting capacity.
- Section IX. Citizen members shall be reimbursed for actual and necessary expenses incurred in performance of their duties. Members shall be paid a per diem as specified in Iowa Code Section 7E.6.

#### **Article IV – Nonattendance**

- Section I. In accordance with Iowa Code Section 69.15, any person appointed by the governor to the ECI Board shall be deemed to have submitted a resignation if either of the following events occurs: (1) The person does

not attend three or more consecutive regular meeting; (2) The person attends less than one-half of the regular meetings within any period of twelve calendar months beginning on July 1, or January 1.

Section 2.

The non-appointed members or their designees shall adhere to the following attendance requirements: (1) the member or designee shall not miss three or more consecutive regular meetings; (2) the member or designee shall not miss more than one-half of the regular meeting within any period of twelve months beginning on July 1 or January 1.

Section 3.

The Early Childhood Iowa Coordination Office will notify the Governor's Office when a member has not met the requirements in these policies. The Board Chair can excuse a board member if there are extreme circumstances.

## **Article V – Board Officers**

Section I. The Officers of the ECI Board are Chairperson and Vice-Chairperson. Citizen board members are elected to these positions by the voting members of the Board.

1. All officers shall be elected for a two-year term.
2. At the first meeting after April 1 of even numbered years, the Chairperson shall appoint a nomination committee consisting of three board members.
3. The nominating committee shall report its nominees to the ECI Board ten days prior to the next board meeting, at which time the election shall take place.
4. Nominations may be made from the floor at the time of the election provided the consent of the nominee has been obtained.
5. Voting for Chairperson and Vice-Chairperson, shall be by ballot during the first ECI Board meeting following July 1 of even numbered years.
6. Officers shall assume office at the first meeting following the election.
7. Any vacancy in the office of chairperson shall be filled by elevation of the vice-chairperson. Vacancy in the office of vice-chairperson shall be filled by election at the next meeting after the vacancy occurs.
8. A vacancy in any elective office shall be filled by ECI Board action.

- Section II. The chairperson shall chair all meetings unless unable to attend. In the event that the chairperson is unable to attend a meeting, the vice-chairperson will preside.
- Section III. The vice-chairperson shall have the full authority and capacity of the chairperson, in the event of the chairperson's absence.
- Section IV. The members of the ECI Board shall elect other officers, as the ECI Board deems necessary.

## **Article VI – Meetings**

- Section I. Regular meetings of the ECI Board shall be held as determined by the ECI Board, upon the call of the chairperson, or upon the call of a majority of voting members. Annual meeting schedules and agendas are available at [http://www.earlychildhoodiowa.org/iowa\\_board/index.html](http://www.earlychildhoodiowa.org/iowa_board/index.html). The ECI Board meets a minimum of four times per year.
- Section II. ECI Board members will receive an agenda at least five calendar days prior to any regular or special meeting of the ECI Board, unless for good cause such notice is impossible or impractical.
- Section III. The agenda will be prepared by the administrator of the early childhood Iowa office and approved by the chairperson. Any ECI Board member may request an item be placed on the agenda by notifying the chairperson or administrator of the early childhood Iowa office at least 10 days before the meeting.
- Section IV. All regular and special meetings of the ECI Board shall be open to the public in accordance with the Iowa Open Meetings Law.
- Section V. Board meeting materials are available by contacting the Early Childhood Iowa Coordination Center.
- Section VI. A quorum of ECI Board members is required to conduct business. That number is equal to a majority of the voting members. No business can be transacted without a quorum, except to adjourn the meeting; if no question is raised, debate is allowed but no vote can be taken.
- Section VI. Telephonic meetings may be conducted in compliance with Iowa Code Section 21.8.

## **Article VII – Advisory Council**

- Section I. The ECI Board may designate an advisory council consisting of representatives from ECI area boards.
- Section II. The ECI Board shall utilize the Early Childhood Stakeholders Alliance to provide input and support in addressing the early care, health, and education systems that affect children ages zero through five in Iowa.

## **Article VIII – Committees**

- Section I. The ECI Board shall appoint such standing and ad hoc committees and task forces as shall be deemed appropriate and necessary in carrying out its mandate. The committees shall be chaired by a member of the ECI Board and may include ECI Board members, agency staff and other citizens.
- Section II. Chairpersons of committees and task forces shall recommend committee members to the ECI Board for approval.
- Section III. Committees cannot make decisions on behalf of the Board, they can provide recommendations.

## **Article IX – Early Childhood Iowa Office**

- Section I. Staffing services to the ECI Board shall be provided by the state agencies which are represented on the ECI Board and by other state agencies making staffing available.
- Section II. An early childhood Iowa office is established within the department of management to provide leadership for facilitation, communication, and coordination for the early childhood Iowa initiative activities and funding and for improvement of the early care, education, health, and human services systems.
- Section III. Staffing for the early childhood Iowa office shall be provided by an administrator appointed by the director of the department. Other staff may also be designated, subject to appropriation made for this purpose.
- Section IV. The administrator shall provide primary staffing to the board, coordinate state technical assistance activities and implementation of the technical assistance system, and other communication and coordination functions to move authority and decision-making responsibility from the state to

communities and individuals. The Office shall publish an annual report and specifically the statewide performance measures data.

## **Article X – Conflicts of Interest**

- Section I. Members of the ECI Board are public officials and must comply with the Iowa Public Officials Act, Iowa Code Chapter 68B – Conflicts of Interest of Public Officers and Employees, of the Code of Iowa.
- Section II. The “Disclosure of Potential Conflicts of Interest” policy will be reviewed by members at the first board meeting each fiscal year (July). The board member will agree each year as evidenced by signature on the “Conflict of Interest Statement.”
- Section III. Any member of the ECI Board with a conflict of interest shall abstain from voting.

## **Article XI – By-Laws**

- Section I. These by-laws may be amended at any regular meeting by a two-thirds (2/3) vote of all voting members. The amendment must be submitted in writing prior to placement on the agenda. Proposed bylaw changes will be presented at one meeting and voted on at the next. Amendment(s) will be brought before the ECI Board at one meeting and voted on at a subsequent meeting.
- Section II. The ECI Board will use Robert's Rules of Order as its standard reference guide. In all instances when they are applicable and not inconsistent with these by-laws and any other special rules the ECI Board shall adopt, the rules contained in the current edition of New Robert's Rules of Order shall govern this board.

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