

Adopted:	01/03/00
Revised:	11/04/03; 1/25/07; 3/22/07; 5/24/0709/07/10
Reviewed:	7/6/04



**BY-LAWS FOR**

**TAMA COUNTY EARLY CHILDHOOD IOWA (ECI) AREA**

**Article I. Name**

The name of this board shall be the Tama County ECI Area serving children and families in Tama County.

**Article II. Office of the Record**

The principle office of the Tama County ECI Area, in the state of Iowa shall be located in Tama County, at Tama County Public Health & Home Care, 129 W. High Street, Toledo, IA 52342.

**Article III. Vision, Mission, Purpose**

Vision: All children (age 0 – 5) living in Tama County will be healthy, have a safe, secure, nurturing home and childcare environment, and be ready to succeed in school.

Mission: To enhance the quality of life in Tama County by promoting strong, healthy families. Barriers will be overcome and programs and services coordinated through community collaboration.

Purpose: To ensure the collaboration within our community will provide our families with children 0 – 5 years old, the resources and opportunities necessary for their children to be healthy, safe, and secure, and ready to succeed in school, and have available affordable, high quality child care, and access to a preschool opportunity.

**Article IV. Membership**

**Section 1. Number**

The Board shall consist of 11 voting members. A vacancy shall not prevent the Board from conducting business.

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Section 2. Appointment and Removal

Membership includes representatives from public health, human services and education. Designee participating in the empowerment area shall serve as the voting representatives from the local school districts participating in our ECI Area. Additional members shall include, a representative from the business community, a member of faith a consumer of services, a citizen who represents childcare providers or volunteers and an elected official from the Tama County Board of Supervisors. Majority needs to be 51% citizens and/or elected officials.

If three consecutive meetings are missed without notification to the Board (or an alternate attending) a written notification will be sent to him/her stating a replacement will be selected in the same demographic area to fill their vacancy.

An alternate can vote in a Voting Board Members absence, with written dated notification to the Tama County ECI Director from the Voting Board Member. Alternates will be chosen by the Voting Board Member, and has an interest in children 0 – 5 years of age.

Current Voting Board Members will remain on the local ECI Board until the local board becomes an advisory board under a joint merged board.

Section 3. Term

Board members shall serve for two (2) year terms. This does not preclude any member from being reappointed.

Section 4. Compensation

All members of the Board shall serve without compensation.

Section 5. Voting

Each member of the Board shall be entitled to one vote on each matter submitted to a vote of the Board. Each member has the authority to appoint an alternative to represent and vote for the member in his/her absence. Alternate authority must be in writing and presented at meeting. The appointed representative shall not be an existing member of the Board.

The Board will follow Roberts Rule of Order. The vote of the chair is always assumed to be a vote for the affirmative unless stated otherwise.

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**Article V. Meetings**

Section 1. Regular Meetings

Regular meetings of the Board may be held no less than 6 times a year or as needed.

Telephonic and Electronic Meetings – no electronic mail meetings will be allowed, however to constitute a quorum if necessary, members may be present through a conference call. All members participating in this manner shall be reflected in the Board minutes.

Section 2. Special Meetings

Special meetings of the Board may be held on call of the Chairperson of the Board, or by a simple majority of the Board, with guidelines under Section 3 & 4.

Section 3. Notice of Meeting

Notice of meetings will comply with the Open Meeting Law.

Section 4. Quorum

A quorum for the purpose of voting shall consist of a 51% majority of the active Board members. The quorum for a Board meeting shall be majority of total membership positions filled.

Section 5. Manner of Acting

A quorum present, the act of a majority of the members present shall constitute the action of the entire Board, except as may be otherwise provided in the By-laws.

Section 6. Conflict of Interest

A member (or the spouse/family) of the Tama County ECI Board, who may derive any intentional personal benefit, profit or gain, directly or indirectly, by reason of membership on the board or for services contracted from the board, shall disclose such interest to the board. The member’s abstention from the vote and the reason for it will be recorded in the meeting minutes. Conflict of Interest Statements are on file with the Tama County ECI Director and are signed at the onset of each new term and reviewed annually.

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**Section 7. Public Input**

All meetings shall be accessible to the public. Agendas and notices shall be posted at the Tama County Court House. Public input shall be recognized at each regularly scheduled meeting by having an agenda item stating “public input”.

**Section 8. Appeals** This was moved from Article X Amendments section to here.

A decision made by the ECI Area Board may be appealed to ECI Board. Appeal must be in writing to the ECI Board Chair and be presented at the next regular ECI Board meeting. Notification will be sent to the appellant within 10 days following the ECI Board Meeting.

**Article VI. Officers**

The officers of the Board shall consist of the following and such other officers as the Board may from time to time designate and appoint:

- a. Chairperson (voting Board Member)
- b. Vice-Chairperson (voting Board Member)
- c. Treasurer/Fiscal Agent (non-voting)
- d. Secretary/ECI Director (non-voting)

The Chairperson shall be a citizen or elected official. The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson, the Vice-Chairperson shall preside. The secretary shall take notes and present minutes at each meeting, and the treasurer shall submit financial reports.

Election of Officers and Board Member appointments shall be done in June to be effective July 1<sup>st</sup>. Each Board Member will be recommended by the Tama County ECI Board, with the final approval of the Board of Supervisors.

Appointments are for a twelve-month period, with vacancies being filled as needed.

**Article VII. Committees**

Committees may be appointed specializing in concerns relative to children, adolescents, adults, or other subject matter.

The community empowerment board may designate representatives of service providers or public agency staff to provide technical assistance. The Board may designate a professional advisory council consisting of persons employed by or otherwise

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paid to represent an entity or provider of service. All committees and advisory councils shall represent all geographic areas of the empowerment area.

*Funding/Finance Sub-committee:* shall consist of 4 voting board members, 3 of which are not providers, 2 other concerned citizens, and the ECI Director. Majority members of this committee cannot be providers. Providers must abstain from voting on their proposals. Tasks may include but not be limited to: reviewing, approving/disapproving Requests for Proposals (RFP's), and making recommendations to the Empowerment Board regarding funding decisions. Recommendations from the Funding/Finance committee shall be presented to the Empowerment Board for their approval.

*Preschool Scholarship Sub-Committee:* shall consist of 3 voting board members, and 3 other concerned citizens, and the ECI Director. Majority members of this committee cannot be providers. Tasks may include but not be limited to: discuss the application process; review preschool guidelines and set funding limits for the Preschool Scholarship. Recommendations from the Preschool Scholarship Sub-committee shall be presented to the ECI Board for their approval.

*Professional Development Sub-committee:* shall consist of Child Care Resource & Referral representation, center and home care provider representation, and ECI Director with a maximum of 8 members participating. Tasks may include but not be limited to: review of funding guidelines, share education opportunities, and suggest ways to help providers achieve a higher level of education.

*Child At-Heart Sub-committee:* shall consist of 3 concerned citizens and the ECI Director to determine a nominee for our local area. Tasks include but are not limited to: determining a nominee that is a champion for children, innovative approaches to support children and families that they have implemented, achievements or changes accomplished through the nominee's efforts, evidence of passion and motivation given to others to take leadership roles for children and families. Recommendations from the Child At-Heart Sub-committee shall be presented to the ECI Board for their approval.

*Ad-Hoc Committees will be formed on an as needed basis.*

**Article VIII. Books and Records**

**Section 1. Official Records/Minutes**

The Board shall keep minutes of all proceedings of the Board and such other books and records as may be required for the proper conduct of its business and affairs. All official records will be available to the public and kept at the office of Tama County Public Health & Home Care, 129 W. High Street, Toledo, IA 52342. Records are open to the

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public; however in the event that copies of records are requested, standard charges will apply.

**Section 2. Fiscal Year**

The fiscal year of Tama County ECI Area shall begin on the first day of July and end on the 30<sup>th</sup> day of June.

**Section 3. Management of Funds and Contracts**

The financial and operational affairs of the Tama County ECI Area shall be managed and under the control of the Board. All programs receiving funds must be approved by the Board prior to implementation. The Tama County Auditor shall be the fiscal agent for all funds received by the Tama County ECI Area.

**Article X. Amendments to By-Laws**

The By-laws may be amended at any regular or special meeting of the Board. Written notification of the proposed Bylaws change shall be given to each member at least 10 days prior to the date of the meeting. By-law changes require a two-third (2/3) majority vote of the members. By-laws will be discussed at one meeting and voted on at the next meeting.

**Article XI. Dissolution**

This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.

**Article XII. Reference**

The Tama County 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 Tama County ECI Board shall adopt, the rules contained in the current edition of new Robert's Rules of Order shall govern this board.