



**CEDAR/JONES
EARLY CHILDHOOD IOWA
BY-LAWS**

I. Name of Board

The name of this Board shall be Cedar/Jones Early Childhood Iowa (ECI), hereafter referred to as the Board.

II. Purpose/Geographic Area

The purpose of the Board is to implement Early Childhood Iowa legislation in Cedar and Jones counties in accordance with the State of Iowa Early Childhood Iowa legislation.

Geographic areas for Early Childhood Iowa are defined by the boundaries of Jones County and the following school districts in Jones County: Anamosa, Midland, Monticello, and Olin and the boundaries of Cedar County and the following school districts in Cedar County: Bennett, Durant, North Cedar, Tipton, and West Branch.

III. Authority/ Fiscal Agent/Fiscal Year /Parliamentary Authority/By-Laws

The Board is authorized as designated by the State Early Childhood Iowa Board pursuant to Iowa Code Chapter 256I.

The Fiscal Agent will be reviewed on an annual basis and approved by the Board, with the fiscal year being July 1 through June 30. The Fiscal Agent(s) shall oversee the financial responsibilities of the Board activities, ensure accurate financial statements are received in a timely manner, and work with collaborative organizations to ensure financial requirements are met.

Although the Board will strive for consensus, Revised 11th Edition of Robert's Rules of Order shall serve as Parliamentary Authority.

These By-Laws are in accordance with Iowa Code Chapter 256I and will be reviewed annually.

IV. Board of Directors

A. General Powers

The Board shall have charge, control and management of the property, affairs, and funds of the organization. It shall also have power and authority to do and perform all acts and functions consistent with Iowa Code Chapter 256I as amended from time to time.

B. Duties

The Board shall be well versed in the mission of the State of Iowa Early Childhood Iowa Board and shall share the mission and goals in the Cedar and Jones County communities, pursuing programs and activities that will fulfill the stated purpose and objectives of the Board. The Board will oversee the implementation of such projects and will enter into contracted agreements with other agencies as necessary to implement the Board activities and programs. The Board shall dispense and safe guard funds that are under the jurisdiction of the Board. The Board will also have the responsibility for setting the policies and conducting the affairs and business of the Organization.

C. Membership

The Board shall be composed of no fewer than 8 and not more than 16 individuals. Membership will strive for equal representation from both Cedar and Jones County and all communities within each county.

Members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the Board.

In accordance with Iowa Code Chapter 256I, the Board will include representation from early care, education, health, human services, business, faith interests and at least one parent, grandparent, or guardian of a child from zero through age five.

One member shall not represent the same entity or interest.

D. Gender Balance

Pursuant to Iowa Code Section 69.16A, the Board will seek to have gender balance on the board.

E. Alternate Members

Board members will not be allowed to designate an individual to act on the Board on their behalf.

F. Tenure

Terms of membership on the Board shall be three years and the membership terms shall be staggered. Membership shall begin on the 1st of the month following Board action accepting membership of a new individual. A member can be re-elected to serve more than one term. Members can serve no more than two consecutive terms. To be eligible for further Board membership, a member would need to be absent from the Board for one full year before re-joining.

G. Officers

The officers of this Organization shall be a Chairperson, Vice-Chairperson, Treasurer, and Secretary and such other officers as the Board may from time to time appoint or elect.

Officers shall be elected by the Board from its membership. Terms of officers shall commence July 1st and run through June 30th. Each term is one year. Officers may be re-elected to the same office or another office.

It is the intent of the Board that the Chairperson and Vice-Chairperson positions will be split between Cedar and Jones counties.

Officers shall perform the duties prescribed in these By-Laws and shall assume such additional duties as may be prescribed by the Board.

CHAIRPERSON: Shall preside at all meetings of the Board and at all meetings of the Executive Committee. The Chairperson shall perform the usual duties of the office.

VICE-CHAIRPERSON: Shall perform the duties of the Chair in the absence of or the inability of the Chair to discharge the duties of the office and perform such other duties as may be prescribed by the Board or the Chairperson on a temporary basis.

SECRETARY: Shall keep a complete record of the proceedings of all meetings and actions of the Board and produce records of such proceedings when called upon at any meeting of the Board. Shall keep a complete record of Board policies and procedures including the date the policy was enacted.

TREASURER: The treasurer shall be responsible for keeping a complete financial record of the fiscal actions of the Board and produce such record when called upon to do so at any meeting of the Board.

H. Administrative Support/Records

The Board may contract with an organization to coordinate administrative functions and to perform other support duties as determined by the Board.

The Board shall maintain its records in accordance with the Open Records Law, Iowa Code Chapter 22. The official records shall be available to the public through the Cedar/Jones ECI website and kept at the office of Cedar/Jones Early Childhood Iowa.

I. Committees

The Board shall appoint committees as shall be deemed appropriate and necessary in carrying out its mandate and such committees shall be responsible for the collaboration and development of work-plans required to meet the goals and objectives of the ECI Initiative.

The chairperson and vice-chairperson with consultation of the Board shall appoint members to serve on committees as it sees fit. The committees shall include at least one Board member and may include non-Board members as deemed appropriate to the functioning of the committee.

Committees shall include:

a. Executive Committee shall consist of the Officers of the Board.

The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, fix the hour and place of meetings, make recommendations to the Board, provide financial oversight, and perform other such duties as are specified in these By-laws.

The Executive Committee shall also provide oversight and guidance for any Administrative Support including supervision and evaluation of the Administrative Staff.

The Executive Committee has no decision making authority.

b. Policy and Procedure Committee shall review Board policies, procedures, and By-Laws on an on-going basis and make recommendations as necessary to the full Board for clarifications, modification, and additions.

c. Project Oversight Committee shall partner with and provide networking among providers to assure collaboration and quality of service. They will make recommendations to the Board in the process of selecting initiatives to be funded and work to track measurable outcome data for the funded initiatives.

f. Other committees as are needed to accomplish the vision, mission and goals of the Board.

Committees are also subject to open records and open meetings laws.

J. Meetings and Notice

Regular meetings of the Board will be held at a predetermined time and place, set annually by the Board. A minimum of four meetings will be held annually.

All meetings shall comply with the Open Meetings Law, Iowa Code Chapter 21. Meetings must be conveniently scheduled and located for the Board members and the general public.

The Agenda will be prepared by the administrative support staff and reviewed by the Executive Committee.

Any Board member may request an item be placed on the agenda by notifying the chairperson. The Executive Committee shall have the right to defer the item to a future meeting.

Meeting notices shall be posted on the ECI website and at the Cedar and Jones County courthouses not less than 24 hours prior to the meeting.

Special meetings may be called by the chairperson or upon the call of a majority of voting members.

No electronic mail meetings will be allowed. Members may be present through a conference call. All members participating in this manner shall be reflected in the Meeting Minutes.

Each meeting will have an agenda item “Open Forum” to allow for public input.

K. Member Resignations/Removal from Office/Attendance

Resignations from Board Members shall be submitted in writing to the ECI Director and will be presented to the Board for acknowledgement. The term of the Board member shall be considered ended following the acknowledgement of the member resignation by the Board.

Any Board member shall also 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 meetings; (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.

This decision can be appealed to the Board chairperson and exceptions shall be subjected to approval by the Board.

Any member of the Board may be removed by a majority vote of the membership when, in its judgment, it is in the best interest of the Cedar/Jones ECI Initiative.

M. Quorum

A quorum shall be defined as a simple majority, over 50% of the membership. A majority vote of those present at a meeting of the Board where a quorum is present shall determine all matters of business. When a quorum is not present at a meeting, a majority of those present may adjourn the meeting.

Officers necessary to convene – In the absence of the President and the Vice-President, a majority of those present and voting may appoint a President Pro Tempore.

N. Conflict of Interest

Board members shall acknowledge when their personal or professional circumstances create a conflict of interest situation and refrain from voting on those items of business.

V. Indemnification and Liability of Directors and Officers

The Board shall secure liability insurance as deemed necessary or as required by State

Early Childhood Iowa legislation.

VI. Amendments

The By-Laws may be amended at any meeting of the Board by a 2/3 vote. The amendment must be submitted to the Executive Committee in writing prior to placement on the agenda. The amendment(s) will then be brought before the board at the next meeting and voted on at a subsequent meeting.

VII. Appeal Process

A written appeal process is on file in the Cedar/Jones Early Childhood Iowa office and posted on the Cedar/Jones ECI website.

VII. Dissolution

Any or all components of the Cedar/Jones ECI Board shall be deemed dissolved when its status is revoked in accordance with the procedures specified in Chapter 256I of the Code of Iowa and within the requirements of all funding sources.