



SUBCOMMITTEE AND WORKING GROUP POLICY

PURPOSE

The Early Childhood Leadership Commission (ECLC) is a high-level, interagency, public-private leadership commission. Its role as the state advisory council requires the ECLC to be a statewide leader, subject matter expert and champion of best and promising practices throughout the state. The ECLC is the trusted and proactive champion for high quality, outcome-focused learning and development, health and well-being, and family support and education. The ECLC's focus rests upon programs and services for pregnant women and children from birth through age eight in Colorado.

The ECLC co-chairs may appoint subcommittees and working groups to assist the ECLC in its work or to address specific objectives.

ECLC subcommittees and working groups are the mechanisms to gather broad stakeholder input as it relates to the ECLC's stated purpose and defined priorities.

The purpose of this policy is to guide the development of subcommittees and working groups and to ensure that the ECLC provides stakeholders with a clear, consistent, and collaborative method to participate in subcommittees and working groups.

POLICY

1. Definitions

1.1 Subcommittee: an advisory group of diverse representatives formed under the direction of the ECLC to undertake specified focus areas of the ECLC's work. Subcommittees are generally permanent entities but can be disbanded if the specific area of focus is no longer needed.

1.2 Working Group: a diverse group of people formed under the direction of a subcommittee to accomplish a certain goal or objective. Working groups disband once the goal or objective has been completed.

2. Formation

2.1 The ECLC co-chairs, with input from the ECLC, subcommittee and working group co-chairs, and ECLC staff, shall define the objectives, performance measures and timelines for each established ECLC subcommittee and working group.

2.2 The role of each subcommittee or working group is expressed in a goal/purpose statement.

2.3 The ECLC co-chairs and the subcommittee or working group co-chairs shall determine the membership of the group, which should include diverse, cross-sector representation and subject matter experts from the community.

2.4 The co-chairs of the ECLC, along with the co-chairs of the subcommittees, shall form the ECLC Executive Subcommittee.

3. Subcommittee and Working Group Co-chairs

3.1 Subcommittee co-chairs:

- are current Commissioners identified by the ECLC,
- serve based on their ECLC term, and
- are responsible to:
 - conduct the affairs of the group,
 - facilitate discussion and bring forward information during both Executive Subcommittee sessions and ECLC meetings, and
 - provide guidance to other subcommittees and working groups; subcommittee co-chairs are not required to participate on working groups that report to the subcommittee for which they chair.

3.2 Working Group co-chairs:

- are not required to be current Commissioners of the ECLC, and
- are responsible to:
 - conduct the affairs of the group,
 - facilitate discussion and bring forward information to their designated subcommittee and ECLC meetings, and
 - provide guidance to subcommittees and other working groups.

4. Membership

4.1 Membership in the subcommittees and working groups, determined by the ECLC co-chairs and subcommittee or working group co-chairs, should include diverse, cross-sector representation and subject matter experts from the community. Stakeholders and members of the general public are welcome and encouraged to attend subcommittee and working group meetings.

5. Voting and Quorum

- 5.1 Subcommittees and working groups make recommendations to advise the ECLC on specific objectives established by the ECLC. Motions made during the subcommittees or working groups shall be documented and shared with ECLC members.
- 5.2 Only subcommittee or working group members are permitted to participate in the subcommittee or working group's formal decision-making process; specifically making motions, seconds of motions, discussion of formal motions, and votes.
- 5.3 A simple majority of the voting members of the Commission constitute a quorum for the transaction of business. Members who cannot attend a meeting in person may teleconference and be considered present and part of the quorum.