



MEETING AND MEMBERSHIP POLICY

PURPOSE

The purpose of the Commission is to ensure and advance a comprehensive service delivery system for pregnant women and children from birth to eight years of age using data to improve decision-making, alignment, and coordination among federally-and state-funded services and programs for pregnant women and young children and their families. This Commission shall serve as the “State Advisory Council on Early Childhood Education and Care for children from birth to school entry” as designated in the *Improving Head Start for School Readiness Act of 2007, Public Law (P.L.) 110-134*. Statutory provisions applicable to the Commission are found in Article 6.2, Title 26, of the Colorado Revised Statutes.

POLICY

1. Meetings and Conduct of Commission Business

- 1.1 The Commission shall meet bimonthly at the direction of the co-chairs and as often as necessary to fulfill its duties. C.R.S. §§ 26-6.2-103(4).
- 1.2 Records will be kept of motions made, moving and seconding members, abstentions, and votes taken. Whenever possible, consensus shall be used as the operational decision making process. However, the rules contained in the most current edition of *Robert’s Rules of Order, Revised*, shall govern all Commission meetings except in instances of conflict between the rules of order and the provisions of law.
- 1.3 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.

2. Commission Formation

- 2.1 Commission membership is outlined in Article 6.2, Title 26, of the Colorado Revised Statutes.
 - **Voting Members.** Only members of the Commission are permitted to participate in the Commission’s formal decision-making process; specifically making motions, seconds of motions, discussion of formal motions, and votes.
 - **Non-Voting Members.** The Director of the Office of Early Childhood in the Department of Human Services serves as a non-voting member of the Commission.
 - **Terms of Office for Appointed Commission Members.** All appointed members will serve three-year terms, unless a member is appointed to fulfill the remainder of a term vacated by a previous Commissioner.

- **Term Limitations.** Appointed members are limited to serving two consecutive full terms, in addition to any remaining portion of a term, vacated by a previously appointed Commissioner.
- 2.2 Members may be subject to removal for failure to attend full Commission meetings. If a member fails to attend three Commission meetings, during the course of any given fiscal year, without an excused absence, it is incumbent upon the ECLC Director to recommend to the Governor and to the co-chairs to terminate the individual's appointment to the Commission.
- A leave of absence will be granted to a Commission member for personal or family related medical reasons or due to a job change.
- 2.3 Commission members may not give his or her proxy to another. A Commission member may designate a substitute to take notes and add information, when appropriate, but a substitute may not cast a vote.