IDAHO EARLY CHILDHOOD ADVISORY COUNCIL
BYLAWS

ARTICLE I – LEGAL AUTHORITY AND NAME

Statutory authority for the creation and organization of the Idaho Early Childhood Advisory Council (ECAC) is pursuant to the requirements of the federal Improving Head Start for School Readiness Act of 2007, 42 U.S.C., Sec. 9837b(b)(1), Executive Order No. 2019-14 and these bylaws.

ARTICLE II – SCOPE

The scope of work of the Early Childhood Advisory Council is to assess and plan for the coordination of Idaho’s public and private early childhood services allowing for greater efficiency, expanded parental choice, and allow for a more accurate inventory of existing services, programs and initiatives for use by families and policymakers. Council proceedings, activities and organization are governed by these bylaws.

ARTICLE III – PURPOSE

The Council shall:

a) conduct a periodic statewide needs assessment concerning the quality and availability of early childhood education and development programs and services for children from birth to school entry, including an assessment of the availability of high-quality, pre-kindergarten services for low-income children in the state;
b) identify opportunities for and barriers to collaboration and coordination among federally-funded and state-funded child development, child care, and early childhood education programs and services, including collaboration and coordination among state agencies responsible for administering such programs;
c) develop recommendations for increasing the overall participation of children in existing federal, state, and local child care and early childhood education programs, including outreach to underrepresented and special populations;
d) develop recommendations regarding the establishment of a unified data collection system for public early childhood education and development programs and services throughout the state;
e) develop recommendations regarding statewide professional development and career advancement plans for early childhood educators in the state;
f) assess the capacity and effectiveness of 2- and 4-year public and private institutions of higher education in the state toward supporting the development of early childhood educators, including the extent to which such institutions have in place articulation agreements, professional development and career advancements plans, and practice or internships for students to spend time in a Head Start or pre-kindergarten program;
g) make recommendations for improvements in state early learning standards and undertake efforts to develop high-quality comprehensive early learning standards, as appropriate;
h) carry out other responsibilities as designated by the Governor; and
i) submit a final report to the Governor no later than December 31, 2020, unless otherwise extended by the Governor.

ARTICLE IV – MEMBERSHIP AND COMPOSITION

4.1 Size. The Council shall be composed of members as more clearly set for in Executive Order No. 2019-14 and federal statute.

4.2 Appointment and Term. Members shall be appointed by the Governor and shall serve for a term of one (1) year, unless otherwise extended by subsequent Executive Order.

4.3 Composition. Council members’ activities shall be coordinated and staffed by the Idaho Association for the Education of Young Children, whose Executive Director shall serve as the Chair of the Council. Membership shall consist of at least the following:

   a) Representatives from the Idaho Department of Health and Welfare who represent:
      1. child care.
      2. Medicaid services.
      3. the I.D.E.A. Part C early intervention programs, and
      4. mental health services;
   b) the Idaho State Board of Education;
   c) the Idaho State Department of Education;
   d) a local school district;
   e) an institution of higher education;
   f) a local provider of early childhood education and development services;
   g) a local Head Start agency;
   h) the State Director of Head Start Collaboration;
   i) a member of the Idaho Senate;
   j) a member of the Idaho House of Representatives;
   k) representatives of other entities determined to be relevant by the Governor.


4.5 Vacancies. A vacancy in membership shall be filled by the Governor for the unexpired portion of the vacated term.

4.6 Removal. Members shall be terminated by the Governor for lack of participation or malfeasance in office as outlined in any state law.

ARTICLE V – MEETINGS

5.1 Meetings/Frequency. The Council shall meet at least monthly unless otherwise determined by the Council. Special meetings may be called by the Chair or a simple majority of the Council membership.

5.2 Notice. Notice of meetings shall be by electronic means. Council members shall receive notice of regular meetings no less than five (5) days prior to the meeting and shall include the time, place of
meetings, or teleconference information. Notice of special meetings shall occur no less than twenty-four (24) prior to the meeting.

5.3. **Voting/Quorum.** Should a vote be required, a quorum shall be a simple majority of the members present at the meeting either in person or through teleconference.

5.4. **Minutes.** A written record of all Council meetings shall be kept and made available to the full Council within thirty (30) days of the meeting.

**ARTICLE VI – COUNCIL ORGANIZATION**

6.1. **Officers and Terms.** The Executive Director of the Idaho Association for the Education of Young Children (Idaho AEYC) shall serve as the Chair of the Council for the duration of the Council’s existence. The Council may appoint additional officers as it deems necessary to serve for the duration of the Council’s existence.

6.2. **Ad Hoc Committees.** The Chair, with the consent of the members of the Council, may appoint individual members or an ad hoc committee as deemed necessary for short-term work on specific issues.

6.3. **Duties of Chair.** The Chair shall call and preside over all Council meetings, appoint membership of any committees created, represent the Council in all coordinating activities, give leadership in general policymaking, and carry out the directions of the full Council. Should the Chair be unable to preside over a Council meeting, the Chair shall designate a staff member of Idaho AEYC to act on his or her behalf.

6.4. **Vacancies in Office.** Should the Council elect other officers, any vacancy in such office shall be filled for the unexpired portion of the term.

**ARTICLE VII – FINANCIAL ASSISTANCE**

The Council may accept funds from private, federal, state or public agencies and any other sources in accordance with state law. These funds shall be used to support statewide efforts in development and sustainability of this Council and early childhood programs and services.

**ARTICLE VIII – PARLIAMENTARY AUTHORITY**

All meetings shall be held in accordance with Idaho’s Open Meeting Laws, *Sections 74-201 through 74-208, Idaho Code*, and shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

**ARTICLE IX – DISSOLUTION**

This Council shall be dissolved upon the completion of its purpose as defined in Article III of these Bylaws.
ARTICLE IX – AMENDMENTS

9.1 Amendment. These bylaws may be amended from time to time and shall be adopted by unanimous consent of the Council.

9.2 Notice. Notice of proposed amendments to the bylaws must be in writing and be sent to the Council at least two (2) weeks prior to the meeting at which review of and action on the amendments is scheduled.

9.3 Effective. Unless otherwise noted, all amendments shall become effective immediately upon adoption and upon signature of the Chair of the Council.

ADOPTED by unanimous consent of the Council on April 17, 2020 to be effective immediately.

/s/ Beth Oppenheimer
Beth Oppenheimer, Chair
and Executive Director
Idaho Association for the Education of Young Children