

## **EARLY CHILDHOOD CARE AND EDUCATION ADVISORY COUNCIL**

### **BYLAWS**

#### **ARTICLE I**

##### **PURPOSE AND DUTIES**

The Early Childhood Care and Education (ECCE) Advisory Council shall serve in an advisory capacity to the state board as stated in Revised Statute 17:405.51.

**SECTION 1** – The Early Childhood Care and Education (ECCE) Advisory Council shall provide input and guidance to the Louisiana Board of Elementary and Secondary Education (BESE) and the Louisiana Department of Education (LDE) on matters related to the development and implementation of rules, regulations, bulletins, policies or standards for all publicly-funded early care and education programs.

**SECTION 2** – The ECCE Advisory Council will be consulted and provided a draft of the state plan for the Child Care Development Fund and its budget, and any amendments to the state plan, including budget revisions, prior to submission to the United States Department of Health and Human Services. Recommendations made by the council shall be reported to BESE.

**SECTION 3** – The ECCE Advisory Council shall be consulted and provided a draft of any proposed rules related to early learning centers, enrollment in early learning centers, the Cecil J. Picard LA 4 Early Childhood Programs, the Child Care and Development Fund Block Grant or the Child Care Assistance Program prior to BESE consideration. Recommendations made by the council shall be reported to BESE prior to their adoption.

**SECTION 4** – The ECCE Advisory Council will receive quarterly reports from the LDE on the implementation and progress, activities, and status of the Early Childhood Care and Education Network, including the creation and implementation of an accountability system for early care and education programs and the transition of the Child Care and Development Block Grant and licensure to the Department of Education. The LDE will also provide the council annual reports describing current criteria, enrollment, funding, goals, evaluations, and workforce descriptions for each publicly-funded early care and education program in Louisiana, as well as the other specific data and information set forth in Revised Statute 17:407.51 (L) (1)-(8), provided the data is available.

#### **ARTICLE II**

##### **MEMBERSHIP AND VOTING PROVISIONS**

###### **SECTION 1 - Membership**

Per Revised Statute 17:407.51, the ECCE Advisory Council shall consist of no less than seventeen (17) voting members. The appointing authority for each voting member is designated by the selecting official stated in Revised Statute 17:405.51.

- Two representatives of Type III early learning centers; selected by State Superintendent of Education
- One representative of a Type II early learning center; selected by State Superintendent of Education
- One representative of a Type I early learning center; selected by State Superintendent of Education
- Two representatives of Head Start Programs, one of which shall be operated by a local education agency and selected by BESE, and one of which shall be operated by a non-local education agency and selected by the State Superintendent of Education from a list of three persons nominated by the Louisiana Head Start Association
- Two representatives of local education agencies operating publicly funded early childhood programs other than Head Start; selected by BESE
- Two representatives of nonprofit advocacy organizations having a focus on early childhood education; selected by State Superintendent of Education
- Two representatives of approved nonpublic schools with publicly funded early childhood care and education programs; selected by BESE

- One professional or faculty member having child development or early childhood expertise from a Louisiana post-secondary education institution; selected by Commissioner of Higher Education
- The president of the Louisiana Chapter of the American Academy of Pediatrics, or his designee
- One representative of an advocacy or service organization that focuses on serving children with disabilities; selected by State Superintendent of Education
- One representative of a Louisiana business or community organization; selected by BESE
- One parent of a child currently enrolled in a publicly-funded early learning center or prekindergarten program; selected by BESE

There will be an additional thirteen (13) nonvoting ex officio members who may advise and contribute to discussions pertaining to early childhood care and education, including but not limited to the following:

- The chairmen of the House Committee on Education, Senate Committee on Education, House Committee on Health and Welfare, and Senate Committee on Health and Welfare, or their designees
- The secretary of the Department of Children and Family Services or his designee
- The state director of the Louisiana State Head Start Collaboration Project
- A representative of the state agency responsible for programs under section 619 or Part C of the Individuals with Disabilities Education Act (2015 U.S.C. 1419, 1431 et seq.)
- The director of the Maternal and Child Health Program at the Department of Health and Hospitals
- The director of the Child and Adult Care Food Program at the Department of Education
- The Louisiana State Fire Marshall, or his designee
- A representative from the Office of Sanitarian Services at the Department of Health and Hospitals
- A representative from the Louisiana Workforce Commission
- A representative from the Louisiana State Police Bureau of Criminal Identification and Information

## **SECTION 2 - Voting**

All voting shall be by voice vote; however, a roll call vote shall be taken on any motion if requested by any one member of the council. Each present voting member of the ECCE Advisory Council shall be entitled to one vote.

## **SECTION 3 - Quorum**

The presence in person of a simple majority of the voting membership shall constitute a quorum. Meetings may be held without a quorum but no official business may occur and the minutes must record that a quorum was not present.

## **SECTION 4 – Proxy**

A nonvoting proxy may serve in the place of any voting member of the ECCE Advisory Council who cannot attend a scheduled meeting due to an extenuating circumstance and shall be included in establishing a quorum. Nonvoting ex officio members of the ECCE Advisory Council may designate a person in an equivalent nonvoting membership role to attend as his/her proxy, as long as the designated authority does not object.

# **ARTICLE III**

## **EARLY CHILDHOOD CARE AND EDUCATION ADVISORY COUNCIL MEMBERS**

### **SECTION 1 – Selection**

ECCE Advisory Council members shall be selected by the appointing authority designated in R.S. 17:407.51. At the conclusion of a membership term, the LDOE and BESE shall publish a request for applications and select membership for the subsequent term from the pool of applicants.

### **SECTION 2 - Term**

Members shall serve a term of three years at the pleasure of the appointing authority.

**SECTION 3 - Removal of ECCE Advisory Council Members**

a) Repeated Absences

An ECCE Advisory Council member shall be notified after an absence of two consecutive meetings without an excused absence submitted to the Louisiana Department of Education staff and may be recommended for removal from membership upon a letter from the Chair of the ECCE Advisory Council to the appointing authority.

b) Disqualification for Appointed Position

An ECCE Advisory Council member may be recommended for removal for membership if they no longer qualify for their appointed position. The Chair of the ECCE Advisory Council may recommend their removal through submitting a letter to the appointing authority.

**SECTION 4 – ECCE Advisory Council Member Resignation**

Any ECCE Advisory Council member may resign at any time by sending a written notice of such resignation to both the ECCE Advisory Council chairman and the Louisiana Department of Education. Unless otherwise specified, the resignation shall take effect immediately.

**SECTION 5 - ECCE Advisory Council Vacancies**

If a seat on the ECCE Advisory Council becomes vacant by reason of death, resignation, retirement, disqualification, removal, or otherwise, the appointing authority shall appoint a successor for the remainder of the vacant term.

**ARTICLE IV**

**CHAIRMAN**

**SECTION 1 - Chair**

The ECCE Council shall have one chair elected by the voting members of the Council and serve for a term of one year. The elected chair shall preside at all meetings of the ECCE Advisory Council and perform such duties as may be required.

**SECTION 2 - The Vice-Chair**

The elected vice-chair shall serve in the absence of the chairman and perform other duties as assigned by the chair, and serve for a term of one year.

**ARTICLE V**

**MEETINGS**

**SECTION 1 - Location**

All meetings of the ECCE Advisory Council shall be held in Baton Rouge, Louisiana at the Louisiana Department of Education. The meeting place and time may be changed at the discretion of the Louisiana Department of Education in consultation with the chair.

**SECTION 2 - Notice**

It shall be the duty of the Louisiana Department of Education to provide public notice of each meeting stating the time, place, and agenda. The notices shall be sent seven (7) days before the meeting. ECCE Advisory Council agendas shall be set by the chair.

**SECTION 3 - Meetings**

a) Open Meetings

All meetings shall be open meetings in accordance with the Louisiana Open Meetings Law.

b) Regular Meetings

Regular meetings shall be held at least four times during the fiscal year, with meetings to be called by the chair or State Superintendent of Education as needed. Meeting dates and times shall be determined by the Department of Education in consultation with the ECCE Advisory Council Chair.

c) Special Meeting

If necessary, special meetings of the ECCE Advisory Council shall be called by the Louisiana Department of Education. Business transacted at all special meetings shall be confined to the purposes stated in the notice.

**SECTION 4 – Public Comment**

Opportunity to comment publicly at the ECCE Advisory Council shall be provided prior to action on an agenda item upon which a vote is to be taken. However, comments may be restricted by the Chair or presiding officer as follows:

- (1) Person desiring to address the council must complete a Request to Comment card and submit it to the presiding chair prior to the vote on the motion. The completed comment cards shall identify the agenda item to be addressed.
- (2) All speakers shall conduct themselves in a decorous manner.
- (3) The order of discussion shall be left solely to the discretion of the presiding chair.
- (4) Person addressing the council shall confine remarks to the merits of a specific agenda item before the panel; refrain from attacking a council member's motives; address all remarks through the presiding chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.
- (5) Public comments shall be limited to three minutes per person, and persons may only comment once per agenda item.
- (6) Person making public comments shall identify themselves and the group they represent, if any.
- (7) Groups and/or organizations should designate one spokesperson.
- (8) The presiding officer or chair shall have discretion to manage situations not addressed in these procedures.

**SECTION 5 - Minutes of the Meetings**

The minutes of all ECCE Advisory Council meetings shall be maintained and available for review for a minimum of three years. Any reports provided by the Department of Education and any council recommendations shall be included in meeting minutes. Council meeting minutes shall be provided to the state board at its next regularly scheduled meeting.

**ARTICLE VI**

**AMENDMENTS TO THE BYLAWS**

Amendments to the bylaws shall be proposed and adopted in the following manner:

**SECTION 1 - Notice**

A copy of the proposed amendment(s) shall be distributed by the Department of Education staff seven (7) days prior to any meeting at which the proposed amendment(s) is to be considered.

**SECTION 2 - Format**

Proposals to amend existing bylaws shall contain the full text to be amended. New words shall be underlined and the words to be deleted shall be struck through.

**SECTION 3 - Adoption**

An amendment(s) shall be adopted if it receives a two-thirds majority vote of the ECCE Advisory Council voting membership present at the meeting.

**SECTION 4 - Inclusion**

The amendment(s) shall become effective immediately upon approval.

**ARTICLE VII**

**COMPENSATION**

**SECTION 1 – Reimbursement**

Per Revised Statute 17:407.51, members of ECCE Advisory Council will not receive compensation or a per diem for their services or attendance at council meetings.