

**Recommended
BYLAWS OF THE
LOCAL EARLY CHILDHOOD ADVISORY COUNCIL of _____ (jurisdiction)**

Article I. Name

Section 1. The name of the organization shall be the Local Early Childhood Advisory Council (LECAC) on Early Childhood Education and Care of _____ (jurisdiction), hereafter referred to as the _____ ECAC Council.

Article II. Establishment of the Local Council

Section 1. The State ECAC Council was established in accordance with the provisions of H.R. 1429, Public Law 110-134: The Improving Head Start for School Readiness Act of 2007, Section 642(b).

Section 2. The Local ECAC Council was established in accordance with the provisions of the Federal Race to the Top: Early Learning Challenge Grant, and as such formal Memorandum of Agreement shall be written and submitted to the Maryland State Department of Education, Division of Early Childhood Development, for approval. If approved MSDE will provide funding, as specified by MSDE, to the local ECAC council.

Article III. Responsibilities of the Council

- Section 1. The ECAC Council has the following responsibilities pursuant to the MOA:
1. Establish annual benchmarks of school readiness skills of children entering kindergarten.
 2. Conduct a periodic local needs assessment concerning the quality and availability of early childhood education and development programs and services;
 3. 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 local agencies responsible for administering such programs;
 4. Develop an action plan for increasing the overall participation of children in existing programs, including outreach to underrepresented and special populations, elevating the quality of existing programs and coordinating the RTT-ELC goals and objectives at the local level;
 5. Develop recommendations regarding local professional development and

- career advancement plans for early childhood educators, including participation in the Early Learning Academies;
6. Align local family engagement practices with the State Family Engagement Coalition, support local library family advisory councils and local reach out and read activities.
 7. Coordinate locally the projects in Maryland's Race to the Top Early Learning Challenge, as well as other early childhood initiatives and reforms, and
 8. Report progress or challenges on items 1-6 to the Governor's State Advisory Council on Early Childhood Education and Care, including quarterly submission of local council attendance rosters, meeting minutes and an annual report on local council action plans.

Article IV. Membership

Section 1. Composition of Voting Members. Membership of the local ECAC Council shall conform to the requirements of Executive Order 01.01.2008.09, which contributed to the Governor's State Advisory Council on early care and education. It shall include no more than thirty-seven (37) members, including:

1. The local government Executive, or the Executive's designee;
2. The local Superintendent of Schools, or the Superintendents designee;
3. The Early Learning Coordinator from the local school system;
4. The Director of Special Education and or the Preschool Special Education Coordinator;
5. The regional managers of MSDE's office of child care or the regional manager's designee;
6. The local Infants and Toddlers Director;
7. The Judy Center Partnership Coordinator, if applicable;
8. The President of the local Child Care Directors Association, or a designated representative;
9. The President of the local Family Child Care Providers Association, or a designated representative;
10. The Director of the local child care resource and referral center, or a designated representative;
11. The Director of the local Family Support Center, or a designated representative, if applicable;
12. The Coordinator of the local Early Childhood Mental Health Consultation Program, or a designated representative, if applicable;
13. A representative of an institution of higher education in the local jurisdiction, if applicable;
14. Up to two representatives of local providers of early childhood education and development services;
15. Up to two representatives of Head Start agencies located in the local jurisdiction;

16. Up to two representatives of the Department of Health, at least one of whom specializes in maternal and child health;
17. One representative of the Local Management Board of a Maryland county or Baltimore City;
18. One representative of the Parent Teachers Association;
19. One representative of a local public libraries;
20. One representative of the business community with demonstrated leadership in early childhood care and education;
21. One representative of the local social services agency;
22. One representative of the Maryland Association of Elementary School Principals;
23. One representative of a local government agency that provides services to children;
24. One representative of a local home visiting program, if applicable;
25. One representative of a local community action agency; and
26. Up to 3 other representatives of early childhood serving agencies as determined locally.

Section 2. Appointment and Terms of membership. The members described in Article IV, Section 1 – (1) through (26) shall be appointed by the County Executive, and shall serve at the pleasure of the County Executive for staggered four (4) year terms. Members may serve up to two (2) consecutive four (4) year terms. A member selected to fill a vacancy serves only for the balance of a term remaining at the time of appointment.

Section 3. Ex-Officio Members. Ex-officio members may be appointed by the local ECAC Council membership to serve on the Council. Ex-Officio members are selected by virtue of their office or special expertise. Ex-officio members may be appointed for a four (4) term and are non-voting members. Ex-officio members may also have their term expire should they no longer occupy the office under which they were appointed. The position will be assumed by the new office-holder. When a vacancy is available for an Ex-officio member, the ECAC Council may identify a new Ex-officio member and present that name and/or position to the Council for approval by way of vote. There shall be no more than five (5) Ex-officio members of the ECAC Council.

Section 4. Proxies. When individuals who are appointed and voting members of the local ECAC Council cannot attend scheduled meetings or other local ECAC Council activities, a proxy may not be designated to act in their stead.

Section 5. Termination of Membership other than by Resignation or Expiration of Term. A member of the local ECAC Council appointed by the County Executive who fails to attend at least 50% of the regularly-scheduled meetings of the Council during any consecutive twelve (12)-month period shall be considered as having resigned. Not later than January 15th of each calendar year, the Chairperson of the local ECAC Council shall forward to the County Executive:

1. The name of any individual considered to have resigned;
2. A statement describing the individual's history of attendance during the preceding twelve (12)-month period. After receiving the Chairperson's notice the Governor shall appoint a successor for the remainder of the term of the resigning individual. If the individual has been unable to attend meetings for reasons satisfactory to the Governor, the Governor may waive the resignation, if the reasons are made public.

Article V. Conflict of Interest

- Section 1. No member of the local ECAC Council shall cast a vote on any matter, which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.
- Section 2. In the instances where a local ECAC Council member is employed by an organization which is a recipient of financial support from the local government or the State of Maryland or any of its affiliates, that member shall disclose such potential conflict of interest and not participate in any deliberations (including proposal criteria), decisions, or vote which may determine the outcome of a potential funding award to that organization.
- Section 3. In any instance where the appearance of conflict of interest is uncertain, a local ECAC Council member can request clarification and determination of conflict of interest status from MSDE.

Article VI. Meetings

- Section 1. The local ECAC Council shall meet as often as necessary but, not less than four (4) times per calendar year. Meetings shall be open to the public and shall be announced in advance. To the extent appropriate, meetings shall be held in a place accessible to the general public.
- Section 2. Minutes and attendance rosters shall be kept of all local ECAC Council meetings. Minutes shall be approved by the membership at a subsequent Council meeting.

Article VII. Officers

- Section 1. The position of Chairperson shall be the sole officer of the local ECAC Council. The County Executive shall designate the Chair of the local ECAC from among its members. The Chair serves at the pleasure of the County Executive.
- Section 2. The duties of the Chairperson shall include:
1. Approve the agenda with input from the local ECAC Council membership;
 2. Conduct the meetings;

3. Oversee public hearings;
4. Represent the opinions of the local ECAC Council to the Governor's State Advisory Council on Early Childhood Education and Care and to the County Executive, County Council, and School Superintendent, as appropriate;
5. Convene special meetings, as necessary
6. Appoint Chairpersons for any subcommittees, Task Forces, Workgroups or other ad-hoc committees that may be formed by the local ECAC Council; and,
7. Prepare an annual report as outlined in Article III, Section 2 (2).

Article VIII. Expenses

- Section 1. Members of the local ECAC Council may not receive any compensation for their services, but may be reimbursed for reasonable expenses incurred in the performance of their duties, in accordance with the local expenditure reimbursement policies, and as provided in the local budget.

Article IX. Procedures

- Section 1. The local ECAC Council shall meet at the call of the Chair.
- Section 2. A majority of local ECAC Council members shall constitute a quorum for the transaction of any business, except where amended within the approved bylaws.
- Section 3. The local ECAC Council may adopt such other procedures as may be necessary to ensure the orderly transaction of business.
- Section 4. The local ECAC Council may recruit a Council Coordinator who shall function as the council's administrative support.
- Section 5. With respect to all procedures not specifically addressed within these Bylaws and applicable federal and State regulations as to the conduct of business, Robert's Rules of Order will apply.

Article X. Amendments

- Section 1. These bylaws may be amended when necessary by two-thirds majority of the local ECAC Council membership. Proposed amendments must be submitted for review by the full Council at least two (2) weeks prior to the meeting where a vote will take place.

CERTIFICATION:

These bylaws were approved at a meeting of the local ECAC Council membership by a two-thirds majority vote on ___/___/___.

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