

Stakeholder Alliance Procedure for Process for Developing Position Statements	Document Number:	2.1.4.2
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Policy:

- The Early Childhood Iowa Stakeholder Alliance (ECI-SA), in the course of performing its duties, will develop position statements to articulate important and relevant issues, background on the issue’s significance and history, specific recommendations for action and an adequate rationale for the recommended actions.

Purpose:

- Developing position statements is an important way in which the ECI-SA fulfills its responsibilities. These responsibilities include making recommendations regarding a unified statewide data system, a professional development system, implementation and advancement of the state’s early learning standards, collaboration and coordination of program and services, and participation of young children in programs and services, and includes making recommendations to leadership of the executive branch, and the general assembly. The ECI-SA acknowledges the value of position statements to perform this function and the importance of using a recognized procedure for developing position statement.

Definitions:

Position Statements are written documents that assert needed actions to be performed that advance the purposes or fulfill the responsibilities of the ECI-SA and its early childhood system-building work. A position should include:

- a succinct statement of the **issue** being addressed,
- relevant **background** information that includes the issue’s significance, the root problem being addressed, a history of how the issue has been addressed and evolved over time, and how it relates to the early childhood system, the duties of the EC-ECI or its strategic plan
- specific **recommendations for actions** to be taken and by whom
- adequate **rationale** that makes the case for timely action, summaries of any available research and evidence-based practices supporting the recommendations, and a clear connection articulated between the recommendations for action to the issue being addressed.

Procedures:

1. Any ECI-SA member one at any time may call for the development of a position statement. It is encouraged and recommended that a call for the development of a position statement be included in a regularly scheduled meeting of the ECI-SA.
2. When the ECI SA Steering Committee (2.2) develops the agendas for the regularly scheduled meetings, requested position statement development and vetting should be included in those agendas.

3. The ECI SA Steering Committee (2.2) can assign the development of the position statement to an existing committee or group or develop an ad hoc position statement writing team that consists of at least three people, taking care to involve active members of ECI Component Groups (2.3), state agencies, and ECI SA member organizations whose scope of work is germane to the central issue of addressed in the position statement.
4. A position statement put forward by an ad hoc position statement writing team will be considered at a regularly scheduled meeting of the ECI-SA, and subjected to debate and change and approval.
5. A position statement will be considered approved by the ECI SA if the consensus of those attending the regularly scheduled meeting of the ECI-SA is to approve the statement as presented or amended. In the case where a consensus is not possible, a two-thirds majority must vote to adopt Robert's Rules of Order for the process of approving a position statement. Once these rules are adopted, a simple majority of ECI-SA members in attendance voting to approve the statement will be sufficient to have the statement approved.
6. Any approved position statement will be included in its entirety with the minutes for the meeting at which it was approved. Copies will also be sent to all individuals who may have a role in carrying out the recommendation (especially if he or she is indicated in the recommended action portion of the position statement), as well as courtesy copies to the State ECI Board, and the state agencies represented on the ECI Board.
7. Approved position statements will be archived on the ECI website.

Responsibilities:

ECI-SA and individual members as described above.

Revision History