

ECI Purpose and Guiding Documents Steering Committee Attendance	Document Number: 2.2.2.1
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Policy:

The Early Childhood Iowa Steering Committee has the authority to represent the Early Childhood Stakeholders Alliance. Because of that responsibility, attendance is integral to the success of the group.

Purpose:

Attendance of committee members is necessary to make informed decisions impacting the Early Childhood Stakeholder Alliance.

Definitions: Attendance mean the member is present either in person or by conference phone, is able to participate in discussion and participate in decisions.

Membership of the Early Childhood Iowa Steering Committee includes three categories of representation:

Category 1- The co-chairpersons of the ECI SA component groups;

Category 2- A minimum of three at-large members to ensure representation based on a variety of factors including but not limited to geographic, racial/ethnic identity, gender and early childhood sector (i.e., early learning, family support, special needs/early intervention, health, mental health and nutrition). These at-large members shall be nominated by the ECI SA membership or self-nominated. As is true with the component group co-chairpersons, these at-large members shall serve three year terms with a maximum of two terms served consecutively and;

Category 3- Members designated to meet the requirements of the State Advisory Council initiated through the Head Start federal legislation (42 USC 9801, Section 642B) and the following;

- a. The Early Childhood Iowa Office lead staff person or designee;
- b. The staff person responsible for the implementation of the Early Childhood Comprehensive Systems Grant or designee, as long as that grant is in effect; and
- c. A member of the Early Childhood Iowa State Board if and when his or her participation is possible.

Procedures:

Because membership includes a federal requirement, attendance is very important. Should any member miss two consecutive meetings, the Early Childhood Iowa Office will respond accordingly:

Contact the member to remind them of the commitment and to inquire as to the status of the member’s ability to participate.

Note:

For a Category 3 member, a supervisor may be contacted to discuss the federal requirement for representation and attendance.

If three consecutive meetings are missed OR more than half of the meetings in a calendar year, the member will be considered as resigned from the Steering Committee. The Early Childhood Iowa Office will respond accordingly:

For Category 1 and Category 2 members, contact the member to notify them that they are considered resigned from the Steering Committee.

For a Category 3 member, contact the member regarding the resignation status. Request the supervisor assign new representation.

In all cases above, the Steering Committee can excuse a board member if there are extreme circumstances.

Responsibilities:

Contact shall be made in the above circumstances by the Early Childhood Iowa Office staff.

Revision History

Adopted by the ECI Stakeholder Alliance – May 8, 2012