

## Early Childhood Iowa State Board Bylaws

### Article I Name

The name of this board shall be the Early Childhood Iowa State Board, hereafter referred to as the ECI Board. The following bylaws are in accordance with Iowa Code Chapter 256I.

### Article II Purpose and Vision

Section I. The ECI Board was created to promote a vision for a comprehensive early care, education, health, and human services system in this state. The board shall oversee state and local efforts to that end.

Section II. Our vision is that “Every child, beginning at birth, will be healthy and successful.”

### Article III Objectives

Section I. Provide oversight of early childhood Iowa areas through strategic planning, advocacy, funding identification, guidance, and decision-making authority to assure collaboration among state and local early care, education, health and human services systems.

Section II. Develop and implement a designation process for area boards.

Section III. Advance the development and implementation of integrated data systems by promoting I2D2’s usage and accountability to support better decision making at local, regional and state levels.

Section IV. Create a strategic plan that supports a comprehensive system of early care, education, health, and human services. Progress of the plan will be demonstrated via annual reports, reviewed, and approved by the ECI Board. The plan will be updated annually via an annual report and evaluated for full updates at a minimum of every three years with extensive community input.

Section V. In partnership with the ECI state staff, provide oversight to grant funding and other monies made available to early childhood Iowa areas.

Section VI. Make decisions via a technical assistance system developed using local input as well as input from state agencies represented on the ECI Board and other state agencies and individuals involved in early childhood system efforts.

- Section VII. Provide an Annual Report to the Governor, Iowa General Assembly, and other stakeholders on the needs of communities and on progress made toward achieving results as measured with indicators and performance measures.
- Section VIII. In partnership with early childhood stakeholders, support and advance a systems approach to strengthen the work of all programs, services and activities within the early care, education, health and human services that are part of the early childhood system.
- Section IX. Carry out all other duties outlined in Iowa Code 256I.4.

#### **Article IV Membership**

- Section I. The ECI Board shall consist of nineteen voting members with fifteen citizen members and four state agency members. The four state agency members shall be the directors or designee of the following departments: Education, Economic Development Authority, Health and Human Services, and Workforce Development. The fifteen citizen members shall be appointed by the Governor, subject to confirmation by the Senate.
- Section II. The Governor's appointments of citizen members shall be in accordance with Iowa Code Chapter 256I and Iowa Code Section 69.16 and 69.16A. (These references are the political affiliation requirements.)
- Section III. The Governor's appointments of citizen members shall be selected from individuals nominated by ECI Area Boards. The nominations shall reflect the range of interests represented on the community boards so that the governor is able to appoint one or more members each for education, health, human services, business, faith, and public interests. At least one of the citizen members shall be a service consumer or the parent of a service consumer. (256I.3(2)(a)(b).)
- Section IV. A member of the ECI Board shall not be a provider of services or other entity receiving funding through ECI or be employed by such a provider or other entity receiving funding through ECI. (256I.3(2)(a)(b).)
- Section V. Terms of office of all citizen members are three years. No board member shall serve more than three consecutive terms. However, whenever a vacancy occurs, any person appointed to fill such vacancy shall hold office for the remainder of the unexpired term. After having served the unexpired term, the appointee may hold that office may begin their first three-year term.
- Section VI. A vacancy on the ECI Board shall be filled in the same manner as the original appointment for the balance of the unexpired term.

Section VII. In addition to the voting members, the ECI Board shall include four members of the General Assembly with not more than one member from each chamber being from the same political party.

Section VIII. Legislative members shall serve in an ex officio, nonvoting capacity.

**Article V Nonattendance**

Section I. In accordance with Iowa Code Section 69.15, any person appointed by the governor to the ECI Board shall be deemed to have submitted a resignation if either of the following events occurs: (1) The person does not attend three or more consecutive regular meetings; (2) The person attends less than one-half of the regular meetings within any period of twelve calendar months beginning on July 1, or January 1. The Board Chair can excuse a board member if there are extenuating circumstances.

Section II. The non-appointed members or their designees shall adhere to the following attendance requirements: (1) the member or designee shall not miss three or more consecutive regular meetings; (2) the member or designee shall not miss more than one-half of the regular meetings within any period of twelve months beginning on July 1 or January 1.

Section III. If a citizen member is not meeting this policy, the member will be encouraged to resign prior to the end of their term.

Section IV. The ECI state staff will notify the Governor’s Office when a member has not met the requirements in these policies.

**Article VI Board Officers**

Section I. The Officers of the ECI Board are Chair and Vice-Chair. Citizen board members are elected to these positions by the voting members of the ECI Board.

1. All officers shall be elected for a two-year term.
2. At the first meeting after April 1 of even numbered years, the Chair shall appoint a nomination committee consisting of three board members.
3. The nominating committee shall report its nominees to the ECI Board ten days prior to the next board meeting, at which time the election shall take place.
4. Voting for the Chair and Vice-Chair shall be by ballot if there is more than one candidate for either position. If there are no additional candidates other than those presented by the nominating committee, the election may be conducted by hand voting or roll-call.

5. Nominations may be made from the floor at the time of the election provided the consent of the nominee has been obtained.
6. Officers shall assume office at the first meeting following the election.
7. Any vacancy in the office of Chair shall be filled by elevation of the Vice-Chair. Vacancy in the office of Vice-Chair shall be filled by election at the next meeting after the vacancy occurs.
8. A vacancy in any elective office shall be filled by ECI Board action.

Section II. The Chair shall chair all meetings unless unable to attend. In the event that the Chair is unable to attend a meeting, the Vice-Chair will preside.

Section III. The Vice-Chair shall have the full authority and capacity of the Chair in the event of the Chair's absence.

Section IV. The members of the ECI Board shall elect other officers as the ECI Board deems necessary.

## **Article VII. Meetings**

Section I. Regular meetings of the ECI Board shall be held as determined by the ECI Board, upon the call of the Chair, or upon the call of a majority of voting members (256I.3(4)). An annual calendar of scheduled ECI Board meetings will be approved by the ECI Board prior to the new calendar year. Annual meeting schedules and agendas are available at <https://hhs.iowa.gov/about/advisory-groups/eci-state-board>

Section II. ECI Board members will receive an agenda at least five calendar days prior to any regular or special meetings of the ECI Board, unless for good cause such notice is impossible or impractical.

Section III. The agenda will be prepared by the ECI state staff and approved by the Chair. Any ECI Board member may request an item be placed on the agenda by notifying the Chair or ECI state staff at least 10 days before the meeting.

Section IV. All regular and special meetings of the ECI Board shall be open to the public in accordance with Iowa Code Chapter 21 (Open Meetings).

Section V. Board meeting materials are available by contacting the ECI state staff.

Section VI. A quorum of ECI Board members is required to conduct business. That number is equal to a majority of the voting members. No business can be transacted without a quorum, except to adjourn the meeting.

Section VII. Meetings may be conducted by electronic means in compliance with Iowa Code Section 21.8.

## Article VIII Advisory Council

- Section I. The ECI Board shall utilize early childhood stakeholders to provide input and support in addressing the early care, health, and education systems that affect children ages zero through five and their families. Stakeholders are defined as anyone who has an interest in the well-being and success of young children and their families.
- Section II. The primary Advisory Council to the ECI Board will be known as the ECI Steering Advisory Council. The ECI Steering Advisory Council shall:
- Serve as the state advisory council required under the federal Improving Head Start for School Readiness Act of 2007, HS Act Sec. 642B [42 U.S.C. 9837b] (b)(1)(A-D); as designated by the governor (SF2385, 2024). Section 256I.4 (19).
  - As required by SF2385 in 2024, the Department of Health and Human Services shall work with the early childhood Iowa program established in section 256I.5 in designing and implementing a voluntary quality rating system for each provider type of child care facility.
  - Collaborate with the Department of Health and Human Services regarding essential Child Care and Development Fund (CCDF) program requirements related to the Statewide Child Care Emergency Plan, implementation of a framework for training and professional development, the market rate survey, Iowa Early Learning Standards and the CCDF State Plan.
- Section III. Roles and responsibilities of the ECI Steering Advisory Council shall align with the Head Start State Collaboration Office (HSSCO) priorities and include:
- (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 and as aligned with the Child Care Development Fund (CCDF);
    - 1.) Provide a framework for professional standards and competencies for roles in early childhood (such as child care providers, preschool teachers, directors, infant and toddler specialists, mental health consultants,

coaches, family support professionals within home visitation program models)

2.) Develop and maintain career pathways for early childhood educators and early childhood program administrators

(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 advancement plans, and practice or internships for students to spend time a quality early care and education program (i.e. Head Start, Statewide Voluntary Preschool Program, Iowa's Quality for Kids (IQ4K) rated 3 -5 child care program, NAEYC accredited child care center, or nationally accredited child development home).

(g.) make recommendations for improvements in State early learning standards and undertake efforts to develop high-quality comprehensive early learning standards, as appropriate.

(h.) make recommendations regarding the state child care market rate survey.

(i.) make recommendations regarding the Statewide Child Care Emergency Preparedness and Response Plan.

(j.) make recommendations regarding the development of the triannual CCDF State Plan.

(h.) Provide public hearings and provide an opportunity for public comment on the activities described in clause (HS Act Sec. 642B [42 U.S.C. 9837b] (b)(1)(A-D)). Submit a statewide strategic report addressing the activities described in clause (HS Act Sec. 642B [42 U.S.C. 9837b] (b)(1)(A-D)) to the State Director of Head Start Collaboration and the Governor of the State; additionally aligned with 256I.4(11):

1.) This may be achieved by an ECI Board approved annual report addressing the activities.

2.) This may also be demonstrated in the side-by-side comparison of the statewide strategic plan and the Head Start State Collaboration Office (HSSCP) priorities.

3.) Meet periodically to review any implementation of the recommendations in such report and any changes in State and local needs.

Section IV. The ECI Steering Advisory Council will meet at least one month in advance of a scheduled ECI Board meeting to assure a collective agenda is established and stakeholder input informs the administrative update to the ECI Board.

(I) The purpose of the corresponding committees is to maintain and strengthen early childhood system alignment and shared decision-making.

(II) The primary membership of the ECI Steering Advisory Council shall include, at a minimum, the membership requirements detailed in the HS Act Sec. 642B [42 U.S.C. 9837b] (b)(1)(A-D). These membership representative roles include:

a. a representative of the State agency responsible for child care;

b. a representative of the State educational agency;

c. a representative of local educational agencies;

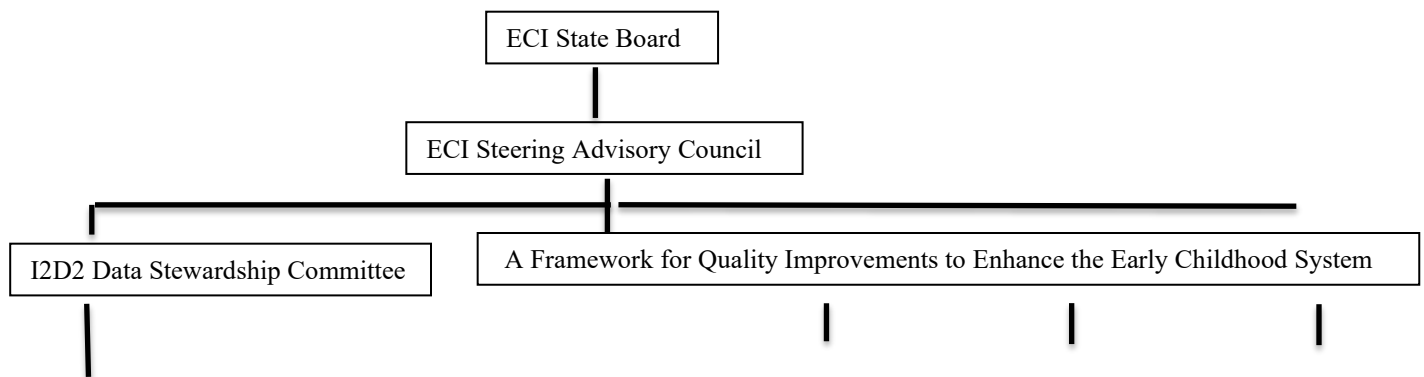
- d. a representative of institutions of higher education in the State;
  - e. a representative of local providers of early childhood education and development services;
  - f. a representative from Head Start agencies located in the State, including migrant and seasonal Head Start programs and Indian Head Start programs;
  - g. the State Head Start Collaboration Office;
  - h. a representative of the State agency responsible for programs under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);
  - i. a representative of the State agency responsible for health or mental health care; and
  - f. representatives of other entities determined to be relevant by the Governor of Iowa.
- (III) Additionally, members of the ECI Steering Advisory Committee shall include:
- a. Business representative
  - b. Chamber of Commerce or local business network
  - c. Up to two ECI Board members
  - d. Up to five local ECI Area Directors
  - e. Up to three additional private stakeholders

**Article IX Committees**

Section I. The ECI Board shall appoint such standing and ad hoc committees and task forces as shall be deemed appropriate and necessary in carrying out its mandate. The committees may include ECI Board members, ECI Steering Advisory Council members, local area directors, local area board members, agency staff and other citizens. Committees should be co-chaired by one private and one public stakeholder.

Section II. Committees cannot make decisions on behalf of the ECI Board; however, they can provide recommendations.

Section III. Organizational Chart of Advisory Council, Ad Hoc Committees, and Task Forces



Results  
Accountability  
Task Force

Early Childhood  
Positive Behavioral  
Interventions and  
Supports State  
Leadership Team  
(Early Childhood  
Mental Health)

Family  
Support  
Leadership  
Network  
Committee

Professional  
Development  
for the Early  
Learning  
Workforce

Local ECI  
Areas

**Section IV. Policies and Procedures of Committees and Task Forces**

The purpose, guiding documents, roles and responsibilities, membership, orientation, process and procedures documents will be maintained via the publicly available website: <https://hhs.iowa.gov/programs/programs-and-services/eci/policies-procedures>

Section I. Guiding documents will identify the goals, action steps, timelines, and progress updates of the ECI Steering Advisory Committee, ad hoc committees, and corresponding task forces.

**Article X Early Childhood Iowa State Staff**

Section I. Early Childhood Iowa (ECI) State staff are housed within the Iowa Department of Health and Human Services (HHS) within the Division of Family Well-Being and Protection, in the subdivision of Early Intervention and Support. ECI state staff will provide leadership for facilitation, communication, and coordination of board actions.

Section II. ECI state staff shall provide primary staffing to the ECI board, coordinate state technical assistance activities and implementation of the technical assistance system, and other communication and coordination functions to move authority and decision-making responsibility from the state to communities and individuals.

The ECI State staff coordinates work of the board and other early childhood partners to strengthen the early childhood network of systems supporting children zero through age five. These efforts are identified via the statewide strategic plan. The strategic plan guides state and local early childhood system efforts, with alignment to (2561.4 (13). The ECI Steering Advisory Council, Ad Hoc Committees, and Task Forces of the ECI Board provide public and private partnership efforts to work through the strategic plan goals, strategies, and action steps needed to inform and collaborate among early childhood stakeholders systemwide.

Section III. The state agencies represented on the ECI Board may designate staff to work as a technical assistance team in providing coordination and support.



Section IV. The ECI Board, ECI Steering Advisory Council, committees of the Board, and local area boards may work with private businesses, foundations, and non-profit organizations to develop sustained funding.

**Article XI Conflicts of Interest**

Section I. Members of the ECI Board are public officials and must comply with the Iowa Public Officials Act, Iowa Code Chapter 68B – Conflicts of Interest of Public Officers and Employees, of the Code of Iowa.

Section II. The “Disclosure of Potential Conflicts of Interest” policy will be reviewed by members at the first board meeting each calendar year. The board member will agree each year as evidenced by signature on the “Conflict of Interest Statement.”

Section III. Any member of the ECI Board with a conflict of interest shall abstain from voting.

**Article XII Bylaws**

Section I. These bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of all voting members, provided at least 6 calendar days written notice has been given of the intention to alter, amend, repeal, or to adopt new bylaws at such meeting.

Section II. Proposed bylaws changes and/or amendments will be presented at one meeting and voted on at the next meeting.

Section III. Bylaws shall be reviewed bi-annually by a designated committee, which shall provide input to the ECI Board as appropriate.

**Article IV. Parliamentary Authority**

In all instances when they are applicable and not inconsistent with these bylaws and any other special rules the ECI Board shall adopt, the rules contained in the current edition of New Robert's Rules of Order shall govern this board.

Bylaws 4/26/2024 and 5/20/2024 committee meetings. June 21, 2024 sharing with the ECI Board. Action Item Scheduled for September 6, 2024 ECI Board meeting. 4/3/2020 Reviewed 9-10-2020; Approved on 11-5-21