



BYLAWS OF THE EARLY CHILDHOOD LEADERSHIP COMMISSION

ARTICLE I. PURPOSE

Section 1- Name

The name of this body shall be the Early Childhood Leadership Commission (ECLC), hereafter referred to as the “Commission.”

Section 2- Purpose

The purpose of the Commission is to ensure and advance a comprehensive service delivery system for pregnant women and children from birth to eight years of age using data to improve decision-making, alignment and coordination among federally funded and state-funded services and programs for pregnant women and young children and their families. At a minimum, the comprehensive service delivery system for pregnant women and children and their families must include services in the areas of prenatal health, child health, child mental health, early care and education, and family support and parent education.

This Commission shall serve as the “State Advisory Council on Early Childhood Education and Care for children from birth to school entry” as designated in the *Improving Head Start for School Readiness Act of 2007, Public Law (P.L.) 110-134*.

The Early Childhood Leadership Commission will serve in the following roles:

Statewide leader

- Promote a shared vision for early childhood in Colorado
- Set the strategic direction for early childhood services and governance
- Be a trusted advisory body to all stakeholders and sectors
- Embody a fully aligned system of supports

Subject matter expert

- Represent the full spectrum of early childhood stakeholders and supporters
- Develop innovative tools, approaches and resources
- Provide systems-level thinking and oversight
- Hold constituents accountable and track progress against defined outcome metrics
- Identify and secure sufficient data to make informed decisions

Communicator and connector

- Partner with key statewide entities in all sectors - public, nonprofit and private
- Be a credible, vocal advocate in support of early childhood in Colorado
- Coordinate the state’s interagency work and connect with community efforts

- Build public will, awareness and community support for early childhood
- Communicate with the Governor's office, the General Assembly, and state agencies

ARTICLE II. ESTABLISHMENT OF ECLC

Section 1- Legislative Declaration

In 2010, the general assembly declared that it was essential to create a high-level, interagency, public-private leadership commission to identify opportunities for, and address barriers to, the coordination of federal and state early childhood policies and procedures in order to promote access to programs and services that affect the health and well-being of Colorado's children.

The ECLC was authorized in 2013 through HB 13-1117, and reauthorized in 2017 through HB 17-1106.

ARTICLE III. DUTIES AND FUNCTION OF ECLC

Section 1- Duties

In addition to any other duties specified in law, the commission has the following duties:

- ❖ To identify opportunities for, and barriers to, the alignment of standards, rules, policies, and procedures across programs and agencies that support young children and to recommend to the appropriate committees of reference of the general assembly pursuant to part 2 of article 7 of title 2 and to government and nonprofit agencies and policy boards changes to enhance the alignment and provision of services and supports for pregnant women and young children and their families;
- ❖ To advise and make recommendations to the state department and to other relevant early childhood entities concerning implementation of the early childhood Colorado framework;
- ❖ To assist public and private agencies in coordinating efforts on behalf of pregnant women and children and their families, including securing funding and additional investments for services, programs, and access to these services and programs for children and their families;
- ❖ To consider and recommend waivers from state regulations on behalf of early childhood councils as provided in section 26-6.5-104 (1);
- ❖ To monitor the ongoing development, promotion, and implementation of:
 - A quality, cohesive professional development and career advancement system;
 - High-quality, comprehensive early learning standards; and
 - The sharing and use of common data for planning and accountability among early childhood programs.
- ❖ To develop strategies and monitor efforts concerning:

- Increasing children's school readiness;
- Increasing participation in and access to child care and early education programs; and
- Promoting family and community engagement in children's early education and development.

In fulfilling its duties, the commission shall collaborate, at a minimum, with: Members of the early childhood councils established pursuant to section 26-6.5-103; and any other boards, commissions, and councils that address services and supports for pregnant women and young children.

Section 2- Staff Duties

The Colorado Department of Human Services, through the Office of Early Childhood, as the Lead Agency, shall partner with other public and private entities to make available staff, meeting space, materials and other resources to support the work of the Commission. The staff is responsible for effectively processing Commission business. This includes but is not limited to ensuring meeting materials are thoughtfully prepared and distributed in advance of the meeting and managing the Commission's website and calendar.

ARTICLE IV. MEMBERSHIP

Section 1- Composition of Voting Members

The Commission shall consist of up to twenty members as follows:

The executive directors of each of the following agencies or their designees:

- The state department of human services;
- The head start state collaboration director for Colorado;
- The department of public health and environment;
- The department of health care policy and financing; and
- The department of higher education;

The commissioner of education or his or her designee;

No more than fourteen persons appointed by the governor, which persons collectively have the following expertise, affiliations, or backgrounds:

- Representatives of local government groups;
- Representatives of school districts;
- Providers of early childhood supports and services;
- Persons whose families receive early childhood supports or services;
- Representatives of statewide foundations and nonprofit organizations involved in early childhood issues;

- Members of the business community; and
- Representatives of the local public health community.

In appointing persons to the Commission, the governor shall ensure that the appointed persons reflect the gender balance and ethnic diversity in the state and provide representation from throughout the state and that the Commission includes representation of persons with disabilities.

Section 2- Appointment and Terms of Membership

All appointed members will serve three-year terms, unless a member is appointed to fulfill the remainder of a term vacated by a previous Commissioner. The governor shall appoint three persons from among the members of the Commission, one representing business interests, one representing private, nonprofit entities, and one representing public entities, to serve as co-chairs of the Commission. The Commission shall meet regularly at the direction of the co-chairs and as often as necessary to fulfill its duties. The co-chairs may appoint working groups and subcommittees to assist the Commission in its work or to address specific issues. The working groups and subcommittees, at the discretion of the co-chairs, may consist of any combination of members of the Commission and other persons from the community.

Section 3- Termination of Membership

Members may be subject to removal for failure to attend full Commission meetings. If a member fails to attend three Commission meetings, during the course of any given fiscal year, without an excused absence, it is incumbent upon the ECLC Director to recommend to the Governor and to the co-chairs to terminate the individual's appointment to the Commission. A leave of absence will be granted to a Commission member for personal or family related medical reasons or due to a job change.

ARTICLE V. COMMITTEES

Section 1- Appointment of Committees

The ECLC co-chairs may appoint subcommittees and working groups to assist the ECLC in its work or to address specific objectives. ECLC subcommittees and working groups are the mechanisms to gather broad stakeholder input as it relates to the ECLC's stated purpose and defined priorities.

Section 2- Definitions

Subcommittee: an advisory group of diverse representatives formed under the direction of the ECLC to undertake specified focus areas of the ECLC's work. Subcommittees are generally permanent entities but can be disbanded if the specific area of focus is no longer needed.

Working Group: a diverse group of people formed under the direction of a subcommittee to accomplish a certain goal or objective. Working groups disband once the goal or objective has been completed.

Section 3- Formation and Membership

Co-chairs for the subcommittees and working groups shall be agreed upon by the full ECLC. The ECLC co-chairs and the subcommittee or working group co-chairs shall determine the membership of each group. The co-chairs of the ECLC, along with the co-chairs of the subcommittees who are members of the ECLC, shall form the ECLC Executive Subcommittee. The Subcommittee co-chairs must include one current Commissioner identified by the ECLC. The Working Group co-chairs are not required to be current Commissioners of ECLC.

Membership in the subcommittees and working groups should include diverse, cross-sector representation and subject matter experts from the community. Stakeholders and members of the general public are welcome and encouraged to attend subcommittee and working group meetings.

ARTICLE VI. MEETINGS

Section 1- Meeting Schedule

The Commission shall meet bimonthly at the direction of the co-chairs and as often as necessary to fulfill its duties.

Section 2- Voting Procedure of Meetings

Records will be kept of motions made, moving and seconding members, abstentions and votes taken. Whenever possible, consensus shall be used as the operational decision making process. However, the rules contained in the most current edition of *Robert's Rules of Order, Revised*, shall govern all Commission meetings except in instances of conflict between the rules of order and the provisions of law. A simple majority of the voting members of the Commission constitute a quorum for the transaction of business. Members who cannot attend a meeting in person may teleconference and be considered present and part of the quorum.

Section 3- Colorado Open Records Act

All records of the Commission, Subcommittees and Working Groups, including writings, reports, papers, photographs, tape recordings and electronic mail, shall be kept and made accessible to members of the public upon request pursuant to the "Colorado Open Record Act."

Section 4- Colorado Open Meetings Law

All meetings of the Commission including Subcommittee and Working Group meetings shall be open to the public, pursuant to the Colorado Open Meetings Law. Meetings will be announced in accordance with the Colorado Open Meetings Law. The ECLC Staff will provide reasonable notice (at least four days) to public and any known interested parties. The ECLC make public the meeting by posting on public Google calendar, Office of Early Childhood google calendar and on the ECLC website. Notice shall include the Agenda and Minutes for the meeting.

ARTICLE VII. MEETING PROCEDURES

Section 1- Meeting Materials

Meeting materials are prepared to ensure the Commission and the public are informed of business being considered. Commissioners are given material in advance to ensure Commissioners and the public have time to study and consider the proposals.

Section 2- Public Comment Procedures

Individuals may contact ECLC staff prior to a meeting to request time during the public comment period; a sign-up sheet will also be provided at the start of each meeting for stakeholders and members of the public to register their request to offer public comment during the meeting. Each speaker may take up to five (5) minutes to make his or her comments. This time constraint may be modified by the ECLC co-chairs. If the public comment period ends before all parties have had a chance to speak, ECLC staff will add the names of speakers to the following ECLC Meeting agenda.

Section 3- Presentations

Presentations can be shared with the full ECLC by stakeholders, organizations, Commissioners and members of the public. Presentations are approved prior to each meeting by the ECLC Executive Subcommittee, and the allotted time for each presentation is noted on the meeting agenda. Members of the public who wish to request to present to the ECLC can do so by contacting the ECLC staff. ECLC staff will refer the requestor to the appropriate subcommittee or working group co-chairs to coordinate an initial presentation to that group.

Section 4- Key Communications

The ECLC will discuss key communications and policy-making decisions during the Commission's open meetings. ECLC staff will work with the ECLC co-chairs to finalize communications on behalf of the Commission. A Commission member can communicate that they are representing the Commission only when the Commission has authorized the individual's representation.

ARTICLE VIII. CONFLICT OF INTEREST

Section 1- Policy

Members of the Commission are citizen volunteers that participate in a board or commission that is a public body. This Commission has been established pursuant to the laws of the State of Colorado. It is the policy of this Commission that members of the Commission, including its committees and staff, undertake their respective responsibilities with an unbending duty of loyalty and fidelity to the Commission and the state of Colorado. Commissioners are to perform the affairs of this Commission honestly and openly, exercising their best care, skill and judgment for the benefit of the Commission and the general public of the state of Colorado. No member of the Commission shall cast a vote on any matter, which would provide direct financial benefit to that member or their agency or otherwise give the appearance of a conflict of interest under State Law. All members have a duty to disclose the existence of any actual or potential conflict of interest by completing the *Conflict of Interest Disclosure Form*.

ARTICLE IX. ANNUAL REVIEW AND AMENDMENTS

Section 1- Review

These bylaws will be reviewed annually to ensure best practices are utilized. These bylaws may be amended when necessary by a 2/3 majority vote of the ECLC membership. Proposed amendments must be submitted for review by the ECLC at least one week prior to the meeting where a vote will take place.

These bylaws are approved on August 26, 2021 and supersede previous versions of policies and/ or bylaws adopted by the Commission.