



## **Early Learning Coalition of Southwest Florida, Inc.**

### **Bylaws**

#### **Article I. NAME AND LOCATION OF ORGANIZATION**

##### **1.1. NAME OF ORGANIZATION**

The name of the organization shall be the **Early Learning Coalition of Southwest Florida, Inc.**, hereinafter referred to as the Coalition.

##### **1.2. LOCATION OF THE COALITION**

The Office of the Coalition is located at 2675 Winkler Avenue, Suite 300, Fort Myers, Florida 33901.

##### **1.3. HISTORY**

The Early Learning Coalitions were established in 1999 pursuant to Section 411.01 of the Florida Statutes.

**1.3.1.** At that time, Hendry and Glades counties chose to join together as one (1) Coalition known as the Hendry/Glades School Readiness Coalition. Collier County and Lee County each created an individual coalition for its county, designated as the Collier County School Readiness Coalition and the Lee County School Readiness Coalition.

**1.3.2.** In December 2004, Section 411.01 of the Florida Statutes was amended to incorporate Voluntary Pre-Kindergarten funding and the three local county coalitions merged into one of thirty-one (31) coalitions statewide.

**1.3.3** In July 2013, Section 411.01 of the Florida Statutes was rewritten. The resulting statute for the thirty (30) coalitions statewide is HB 7165.

**1.3.4** As of July, 2013, the Florida State Statutes were rewritten to create the Office of Early Learning within the Office of Independent Education and Parental Choice. ss. 1001.213, F.S.

#### **Article II. PURPOSE AND RESPONSIBILITIES**

##### **2.1 PURPOSE AND SCOPE OF THE COALITION**

**2.1.1.** The purposes for which this Coalition is organized are exclusively to fulfill the intent of Florida ss. 1002.80 F.S. (School Readiness Act), and Section. 1002.55-79, F.S., (Voluntary Pre-kindergarten Education Act). The Legislature recognizes that early learning programs increase children's chances of achieving future educational success and becoming productive members of society.

**2.1.2.** The Coalition Governance Policy is intended to work in tandem with these

Bylaws.

## **2.2 AUTHORITY**

The Coalition is authorized to implement the provisions of the School Readiness Act, ss. 1002.81-.97 F.S., and the Voluntary Prekindergarten Education Act, ss.1002.51-.79 F.S., in Collier, Glades, Hendry, and Lee Counties.

## **2.3 MISSION AND MOTTO OF THE COALITION**

**2.3.1.** Our mission is to enhance the quality of children’s lives by providing families, early childhood educators, caregivers and community partners in Collier, Glades, Hendry and Lee Counties, with opportunities to positively impact the future.

**2.3.2.** Our Motto is “Nurturing young children of Southwest Florida and those who care for them!”

## **2.4 VISION OF THE COALITION**

All children in Collier, Glades, Hendry, and Lee communities will be healthy, eager, and successful learners, supported by well-informed parents, involved citizens, and collaborative community partners. Early learning programs will have high quality standards; comprehensive services; seamless delivery systems with diverse settings; and well-educated, competent, and adequately compensated staff.

## **2.5 RESPONSIBILITIES**

**2.5.1.** In carrying out the intent of the HB 7165, the Coalition is required to develop and administer a plan for the early learning program to meet the requirements of the statute and the performance standards and outcome measures established by the Office of Early Learning.

**2.5.2.** The Articles of Incorporation and the Bylaws are a part of the Coalition’s plan and any amendments to them constitute an amendment to the plan.

## **2.6 POLICIES**

**2.6.1.** The Coalition will have policies approved by the Board to guide operations and processes, including but not limited to, dispute resolution for parents, providers, coalition staff, and all interested parties.

**2.6.2.** Subsequent minor, non-substantive changes, which do not alter the original intent to the policy previously approved by the Board, will not require full Board approval and may be approved by the Executive Committee.

**2.6.3.** The Board must be notified of any policy revisions approved by the Executive Committee.

## **Article III. MEMBERSHIP**

### **3.1 MEMBERSHIP**

**3.1.1.** s.1002.83 (2), F.S. requires that the Coalition shall have at least fifteen (15) but not more than thirty (30) members. Within this range, the coalition’s membership may

not exceed the number of members necessary for the appointment of the mandatory members, conditional members, private-sector members, or optional members authorized by Office of Early Learning.

**3.1.2.** The Coalition shall seek applications of persons who are ready, willing, and able to commit service and time, including attending coalition meetings, committee involvement, and reading and becoming educated about many aspects of early childhood development and school readiness.

**3.1.3.** Each multi-county coalition's membership must be geographically representative of each county served by the coalition.

**3.1.4** The Coalition shall seek applications of persons with diverse abilities, including those from diverse ethnic and multicultural groups.

**3.1.5.** The Governor appoints the Chair and two (2) other members who must meet the same qualifications as private sector business members appointed by the coalition s. 1002.83(3) F.S.

**3.1.6.** Coalition membership -- s 1002.83 (4) F.S., requires each early learning coalition to appoint coalition members consistent with law.

**3.1.7.** A member who no longer represents the constituency in the assigned capacity shall notify the chair in writing and the seat shall remain vacant until the Board identifies a new representative.

**3.1.8.** With the exception of the mandatory positions and those appointed by the Governor, all Board appointments and reappointments to Board positions shall be made with Board approval.

## **3.2 MANDATORY MEMBERS**

Pursuant to ss.1002.83.5 F.S., the coalition must include the following member positions; however in a multicounty coalition, each ex officio member position may be filled by multiple nonvoting members but no more than one voting member shall be seated per member position. If an early learning coalition has more than one member representing the same entity, only one of such members may serve as a voting member:

**3.2.1.** A Department of Children and Family Services Regional administrator or designee who is authorized to make decisions based on behalf of the department.

**3.2.2.** A district superintendent of schools or designee.

**3.2.3.** A regional workforce board executive director or designee.

**3.2.4.** A county health department director or his or her designee.

**3.2.5.** A children's services council or juvenile workforce board chair or executive director, if applicable, who shall be a non-voting member if the council or board is the fiscal agent of the coalition or if the council or board contracts with and receives funds from the coalition, if applicable.

**3.2.6.** An agency head of a local licensing agency as defined in ss. 402.302 F.S., if applicable.

**3.2.7.** A president of a Florida College System institution or his/her permanent designee.

**3.2.8.** One member appointed by a board of county commissioners or the governing board of a municipality.

**3.2.9.** A central agency administrator, if applicable.

**3.2.10.** A Head Start director.

**3.2.11.** A representative of private "for-profit" child care providers, including private,

for-profit family day care homes.

**3.2.12.** A representative of faith-based child care providers.

**3.2.13.** A representative of programs for children with disabilities under the federal “Individuals with Disabilities Education Act”.

### **3.3 PRIVATE SECTOR MEMBERS**

**3.3.1.** The Governor will appoint the Chair and two (2) other members from the private business sector. Private sector members appointed by the Governor will serve at the pleasure of the Governor and in terms designated by the Governor.

**3.3.2.** Including the members appointed by the Governor, more than one-third of each early learning coalition must be private sector business members, either for-profit or nonprofit, who do not have, and none of whose relatives as defined in s. 112.3143 has, a substantial financial interest in the design or delivery of the Voluntary Pre-kindergarten Education Program created under Part V of Chapter 1002, F.S. or the coalition’s School Readiness program.

**3.3.3.** To serve as a private sector business member representative, the following requirements will apply:

- a. They must reside in Florida; and
- b. Be an employee, manager or owner of a **business entity**, as defined for the purposes of this guidance which operates in the coalition’s area of responsibility.
  - *“Business entity” means any form of corporation, partnership, association, cooperative, joint venture, business trust, or sole proprietorship that conducts business in this state. Private sector corporations may be for-profit or nonprofit 1002.83(5).*
- c. **A private sector business member** of a coalition may not be an employee, manager or owner of an organization that is not a “business entity” as defined above. For example, an individual should not be an employee, manager or owner of:
  - The early learning coalition or of the fiscal agent, service provider, contractor, or subcontractor of the coalition;
  - A School Readiness provider, private prekindergarten provider, public school, or school district;
  - A child care facility, family day care home, large family child care home, nonpublic school, or faith-based child care provider;
  - A state university, community college, or other public educational institution;
  - The federal or state government; a state, county, or municipal government; or a public agency; or
  - A not-for-profit corporation or a non-profit cooperative association unless such corporation/association is among the largest 25 percent of employers, ranked by number of employees, in a county within an early learning coalition’s region.
- d. A private sector business member of the coalition may not have a substantial financial interest in the design or delivery of the School Readiness or Voluntary Pre-kindergarten programs.
- e. The ratio of private sector members is based on the total number of seated board members.

- f. Vacant member positions are not included in the total board membership calculation; however, coalitions must make every effort to fill vacant positions. In order to meet this requirement an early learning coalition must appoint additional members who meet the criteria for appointment as a private sector business member. *For example, if an early learning coalition has a fifteen (15) member board, then the coalition will meet this requirement if it has appointed six (6) private sector business members.*
- g. Private sector individuals, the individual’s relatives, and the business entity must not have a substantial financial interest in the design or delivery of the SR or Voluntary Pre-kindergarten Education Program or an early learning coalition’s School Readiness Program. As used in this paragraph, the term “relative” has the meaning ascribed in ss. 112.3143, F.S.

“**Relative**” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.”

“**Substantial financial interest**” refers to standards established by the Agency in accordance with section 11002.83.(5), F.S., for appointment of private sector business members. A coalition board member, a coalition board member’s relative, or a coalition board member’s business entity has a **substantial financial interest** in the Voluntary Pre-kindergarten Education (VPK) Program or an early learning coalition’s School Readiness Program, if:

1. The coalition board member, the coalition board member’s relative, or the coalition board member’s business entity has direct or indirect ownership of more than 5 percent of the total assets or capital stock, cumulatively, of one or more of the “**proscribed sources of income**” listed in section (2) below; or
2. During the prior two (2) years, more than 5 percent of the gross income of the coalition board member, coalition board member’s relative, or coalition board member’s business entity was derived, cumulatively, from one or more of the **proscribed sources** listed in the section below.

“**Proscribed sources of income**” is defined as sources of income derived from interests in the design or delivery of the VPK Program or the School Readiness Program, including, but not limited to, the following sources:

- (a) The Department of Economic OPP, the Agency’s Office of Early Learning, the Department of Children and Families, the Department of Education, or a contractor or subcontractor of any of these agencies;
- (b) An early learning coalition, or a coalition’s or former coalition’s fiscal agent, service provider, contractor, or subcontractor;
- (c) A school district’s or public school’s preschool program for children from birth until eligibility for admission to kindergarten in a public school under section 1003.21(1)(a)2., F.S., if the coalition board member’s or coalition board member’s relative’s income was derived from employment in an elected or appointed position in the school district or public school which is responsible for:
  1. Financial decisions affecting the preschool program, including development of the program’s budget or disbursement of funds for the program;
  2. Recommendation or adoption of rules, regulations, or policies relating to the operation of any aspect of the preschool program;

- 3. VPK or School Readiness Program instruction, curriculum development, or service delivery; or
- 4. Management of the preschool program's operations or personnel or for personnel carrying out the responsibilities described above;
- (d) A public or private provider delivering the VPK Program;
- (e) A public or private provider delivering an early learning coalition's School Readiness Program;
- (f) A national child care accrediting organization providing accreditation to Florida based child care providers, public schools, or private schools;
- (g) A Department of Children and Families approved Gold Seal child care accrediting organization,
- (h) An accrediting association that is a member of any of the organizations listed in paragraphs (2)(f) or (2)(g) above;
- (i) A vendor of educational materials or supplies, including, but not limited to, books, curricula, or equipment; and
- (j) An organization designed to represent any of the individuals, organizations, or business entities listed in (2)(a) through (2)(i) above.

**3.3.4.** Private sector members appointed by the governor may serve a maximum of two (2) consecutive four (4) year terms.

**3.3.5.** Other than those membership terms stipulated in the legislation, the terms of all appointed members of the Coalition must be staggered.

**3.3.6.** Not counting the Governor appointees, the private sector membership shall have each of the three coalitions (Collier, Hendry/Glades and Lee) represented, whenever possible, by at least one (1) if possible and not more than four (4) members with terms of four (4) years, for no more than two (2) consecutive terms.

### **3.4 OPTIONAL MEMBERS**

**3.4.1.** In addition to the mandatory members specified in law, each early learning coalition may appoint up to one optional member from each county served by the coalition.

**3.4.2.** Each optional member must reside in, or must represent a legal entity located in the county from which the member is appointed.

**3.4.3.** Optional member and the member's relatives must not have a substantial financial interest in the design or delivery of the Voluntary Pre-Kindergarten Education Program or the coalition's School Readiness Program.

**3.4.4.** Optional members may not duplicate representation of a legal entity, or of a mandated or conditional membership position.

**3.4.5.** The Coalition is encouraged to appoint as one of its optional members, a parent of a child enrolled in the Voluntary Pre-Kindergarten Program or the coalition's School Readiness Program. The parent must meet the same criteria in section 3.4.3 above.

### **3.5 CONDITIONAL MEMBERS**

**3.5.1.** A children's services council or juvenile workforce board chair or Chief Executive Officer, if applicable.

**3.5.2.** An agency head of a local licensing agency as defined in ss. 402.302 F.S., if applicable.

**3.5.3.** Central Agency director, if applicable.

## **3.6 TERMS OF OFFICE**

### **3.6.1. Private Sector Members**

Private sector members may serve a maximum of (two) 2 consecutive four (4)-year terms from date of appointment to the Coalition Board.

### **3.6.2. Mandatory and Conditional Members**

- a. Mandatory positions pursuant to ss. 1002.83.(4), , F.S., of entities serving the four (4) county area (i.e., Department of Economic Opportunity, Child Care Licensing, etc.) shall not be subject to rotation and will serve on an ongoing basis.
- b. Mandatory positions of entities serving pre-merger geographic areas, shall serve one (1) four-year term. The mandatory position will be rotated among the three pre-merger coalitions (Collier, Hendry/Glades, and Lee).
- c. Private, for profit and faith-based representative child care providers may serve one (1) four year terms.

### **3.6.3. Optional Members**

- a. Optional Members may serve a designated term, followed by a second term consistent with the length of the initial appointment.
- b. The appointment of optional members is dependent on whether the number of existing private sector members will support the addition of an optional board member.

## **3.7 POWERS AND DUTIES**

The powers, management, and control of the Coalition Board, and all its affairs shall be vested in the Coalition Board as outlined in the ss. 1002.84, F.S. The members of the Coalition shall possess the following powers and duties:

**3.7.1.** To approve Bylaws for the Early Learning Coalition of Southwest Florida, Inc.

**3.7.2.** To approve amendments to the Bylaws.

**3.7.3.** To elect by majority vote of all voting members, the officers of the Coalition, with the exception of any Governor appointee as Chair.

**3.7.4.** To establish procedures relating to its membership representation from private, faith-based, family child care providers, representative of children with disabilities, and appointed members from the community.

**3.7.5.** To remove any representative or appointed member of the Coalition by a two-thirds vote of a quorum of the voting members whenever, in their judgment, the best interests of the organization would be served. The Secretary before the next Coalition meeting shall give a notice of removal in writing.

**3.7.6.** Governor appointees may not be voted out; however they may be asked to resign. The Governor's office is to be notified of issues which caused the request for resignation.

**3.7.7.** To act on such official recommendations from the, Office of Early Learning, as may be received and which fall within the focus of the organization.

**3.7.8.** To manage and control the Coalition and all of its affairs vested in the members as outlined in s. 1002.55-79, F.S.

## **3.8 VOTING AND NON-VOTING REQUIREMENTS**

**3.8.1.** A mandatory board position may have additional representation from another county if approved by the Board. However, only one representative may serve as a

voting member.

**3.8.2.** Each voting member, for purposes of section 112.3143 (3) (a) is considered a local public officer and must disclose, in accordance with the provisions of section 112.3143 (3) (a), the nature and extent of any conflict of interest and abstain from voting or participating when a conflict of interest exists. Furthermore, no voting member shall participate in the selection, award, and administration of a contract if a real or apparent conflict of interest would be involved (45 C.F.R. s. 74.42).

### **3.9 MEMBERSHIP ATTENDANCE**

**3.9.1.** Coalition members are expected to attend all regular meetings.

**3.9.2.** Any member who has two (2) consecutive unexcused absences or more than three (3) unexcused absences annually shall be considered as voluntarily resigned from the Coalition's Board. Unexcused absences are defined in the Coalition Governance Policy.

**3.9.3.** When mandated members, including gubernatorial appointments, do not attend as required, the Coalition Chair will write the appointing authority, including the Governor of the State of Florida, notifying of the member's absences and requesting the appointment of a designated replacement.

**3.9.4.** The Board may reinstate members in special circumstances. Reinstatement under special circumstances must be documented by the Chair.

**3.9.5** An early learning coalition board may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate, s. 1002.83 (6), F.S.

### **3.10 MEMBERSHIP RESIGNATION, TERMINATION, AND COMPENSATION**

**3.10.1.** Any member may resign by giving written notice to the Chair. Governor appointees must provide written notice to the Governor's office with a copy to the Coalition Chair.

**3.10.2.** Resignations shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

**3.10.3.** Members will not receive any compensation for their services.

**3.10.4.** Travel expenses related to Coalition business, other than the regularly scheduled local Board meetings, shall be reimbursed by the Coalition.

## **Article IV. OFFICERS OF THE ORGANIZATION**

### **4.1 ELECTION OF OFFICERS**

A Coalition, non-conflicted, voting member in good standing shall be eligible for nomination and election to any elective office of the Coalition.

**4.1.1.** Each elected officer shall take office at the annual meeting at which time officers will be installed. Annual meeting is defined as the first meeting of the calendar year.

**4.1.2.** Elected officers shall serve for a term of one year or until a successor is duly qualified and elected.

**4.1.3.** Officers may serve in the same position for a maximum of four consecutive years; officers may be nominated to serve additional terms after a one-year break in



service unless otherwise approved by the majority of the Coalition. The exception is the Chair who is appointed by the Governor.

**4.1.4.** If an office is vacated prior to the completion of a one-year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

**4.1.5.** Each officer shall serve as a voting member of the Coalition and provide leadership to the Coalition's planning and programs.

**4.1.6.** The voting membership shall elect the officers for vice-chair, treasurer and secretary by majority vote.

**4.1.7.** The nominee for each position, receiving the highest number of votes, shall be elected.

## **4.2 POWERS AND DUTIES OF OFFICERS**

The powers and duties of officers shall be:

**4.2.1.** The Chair shall develop the agendas and preside at all regular Coalition meetings.

**4.2.2.** The Chair shall appoint, with the approval of the voting members, chairpersons of all committees and perform such other duties as prescribed.

**4.2.3.** The Vice-Chair shall serve in the Chair's place and with the Chair's authority in the case of that officer's absence, inability, or unwillingness to serve.

**4.2.4.** The Vice-Chair shall oversee the work of, and ensure the submission of, reports from the chairs of all committees.

**4.2.5.** The Treasurer shall keep an account of monies received and expended for the use of the Coalition and shall make a report at the annual meeting or when called upon by the Chair.

**4.2.6.** The Secretary shall ensure that notice required by these Bylaws is given and keep records of all proceedings of the Coalition. The Secretary may perform any other duties incident to the Office of Secretary, or assigned by the Chair.

## **Article V. COALITION STAFF**

### **5.1 THE ROLES OF THE CHIEF EXECUTIVE OFFICER AND STAFF**

**5.1.1.** The Board of Directors hires the Chief Executive Officer, who reports directly to the Board of Directors.

**5.1.2.** All staff report to the Chief Executive Officer, or their department director, as outlined in the approved organizational chart.

**5.1.3.** The Chief Executive Officer is responsible to:

- a) Manage the non-profit organization and its employees under the direction of the full board; day-to-day activities are the responsibility of the Chief Executive Officer, such as supervising the hiring, firing, and evaluation of all staff and directing staff in the assignment and performance of duties;
- b) Initiate and directs the development of policies for Board Approval and implements those policies;
- c) Represent the organization as its Chief Executive Officer in all dealings with other organizations, individuals, and the general public;
- d) Develop short range (one-year) goals for the organization and works with the Board to prepare long-range plans for the organization;

- e) Reports to the Board on the progress towards organizational objectives, new state policies, directives and legislation, and other issues of concern to the Board.

## **5.2 ACCOUNTABILITY**

- 5.2.1.** The Chief Executive Officer is accountable to the full Board.
- 5.2.2.** He/she is not accountable to any individual member of the Board.
- 5.2.3.** The Board will instruct the Chief Executive Officer, delegating interpretation and implementation of policies and directives to the Chief Executive Officer.

## **Article VI BOARD MEETINGS**

### **6.1 REGULAR MEETINGS**

- 6.1.1.** Regular Board meetings shall be held at a time and place to be decided by the members. The Coalition will meet bi-monthly unless decided otherwise by members.
- 6.1.2.** An early learning coalition board may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and participate is provided in ss. 1002.83 (6), F.S.
- 6.1.3.** The annual meeting is defined as the Coalition's regular meeting in the first month of the calendar year.
- 6.1.4.** A special meeting may be called by the Chair upon concurrence by a majority of the Coalition Board Members or upon petition signed by a majority of the Coalition.
- 6.1.5.** A quorum of voting members must be established at the start of a meeting and prior to conducting any Coalition business.

### **6.2 MEETING NOTIFICATIONS**

- 6.2.1.** Notice of all Coalition meetings will be made pursuant to ss. 195.901 F.S.
- 6.2.2.** Notice of Board meetings shall be posted and made available by mail, fax, or by electronic means to each Coalition member, with an agenda prepared by the Chair, no less than seven (7) calendar days prior to the meeting date.
- 6.2.3.** Emergency sessions shall be afforded the most appropriate and effective notice under the circumstances. Special meetings shall have at least 24 hours' reasonable notice to the public.

### **6.3 GOVERNING RULES**

- 6.3.1.** The Coalition shall adopt rules of procedure for the conduct of its business.
- 6.3.2.** Robert's Rules of Order, Newly Revised, (latest edition), shall govern all official proceedings of the Coalition, subject to such special rules as the Coalition may adopt.
- 6.3.3.** Members of the Coalition are subject to the ethics provisions in Section 112.313 (Standards of Conduct for Public Officers, etc.), 112.3135 (Restriction on Employment of Relatives), and 112.3143 (Voting Conflicts). For 112.3143, a voting member of a coalition must abstain from voting when a voting conflict exists.
- 6.3.4.** Members of the Coalition are subject to Florida State Statute 286.011 F.S.,

commonly known as the Government in the Sunshine Law.

## **6.4 VOTING REGULATIONS**

**6.4.1.** A majority of the voting membership (51%) of the coalition constitutes a “quorum”. A majority of the voting membership of an early learning coalition constitutes a quorum required to conduct the business of the Coalition.

**6.4.2.** Fifty-one percent (51%) of the voting members present either physically or through telecommunication,, shall constitute a quorum for the transaction of business at any meeting of the Coalition Board.

**6.4.3.** If less than fifty-one percent (51%) of the voting membership is in attendance at a Board meeting; a majority of the members present may adjourn the meeting without further notice.

**6.4.4.** A voting member of an early learning coalition may not appoint a designee to act in his or her place, except as a representative to coalition meetings, but that representative does not have voting privileges ss. 1002.83 (7), F.S.

**6.4.5.** Any action legally exercised by the Coalition shall be valid without further approval.

**6.4.6.** A conflict of interest may occur when an item is presented for a vote that will directly affect the member, his/her employer, another organization in which they have significant interest or in which he/she have a direct financial interest.

**6.4.7.** Members shall disclose orally the nature of the conflict and abstain from discussion or voting on the matter and complete a conflict of interest form.

## **Article VII. COMMITTEES**

### **7.1 COMMITTEES**

**7.1.1.** Standing committees shall be established by the Coalition.

**7.1.2.** Ad hoc committees and task forces may be established by the Chair, the Executive Committee or the Coalition.

**7.1.3.** All committee chairs shall provide a report to the Coalition at the next regularly scheduled meeting.

**7.1.4.** All committee action items must be submitted to the Executive Committee in advance of Board Meetings.

**7.1.5.** To avoid duplication of issues or attendees, committees may join together to consolidate common interests and goals.

**7.1.6.** A quorum of committee members must be present prior to conducting a committee meeting. (See Governance for committee guidelines).

### **7.2 COMMITTEE MEMBERSHIP**

**7.2.1.** The Chair of each committee shall be a member of the Coalition Board and be appointed by the Coalition Chair.

**7.2.2.** Committee chairs serve a one-year term. Chairs may be re-appointed to serve more than a one-year term.

**7.2.3.** Each committee shall consist of the chair and at least two (2) additional individuals who are not required to be board members.

**7.2.4.** Representatives from the community may serve as members of any standing committee and task force as needed to carry on the work of the Coalition, with the

exception of the Executive Committee.

**7.2.5.** Committees may join together for meetings and be chaired by the same Board member if it is deemed more efficient and effective in serving the Coalition.

**7.2.6.** Each committee shall meet as necessary at meeting times designated by the committee chair.

**7.2.7.** Notice of all committee meetings will be made pursuant to Florida ss. 286.011 F.S., commonly known as the Government in the Sunshine Law.

**7.2.8.** Each committee chair shall submit written minutes to the Coalition members, and present committee outcomes at the next regularly scheduled Coalition meeting.

### **7.3 NOMINATION/ BYLAWS/ POLICY COMMITTEE**

**7.3.1.** The Coalition Chair shall appoint the Nominations/Bylaw/Policy Committee Chair each year.

**7.3.2.** The Nominations/Bylaw/Policy Committee shall consist of a majority of Coalition members and, to the extent possible, all counties.

**7.3.3.** The Nomination Committee is responsible for presenting to the Coalition a slate of officers for election one month prior to the annual meeting.

**7.3.4.** Nominations may also be submitted from the floor by members at the annual meeting.

**7.3.5.** This standing committee will approve and ensure adherence to the Coalition's by-laws, be responsible for recruiting members, nominating officers, development of policies and procedures, as it relates to board membership and upholding the Coalition's required membership composition.

**7.3.6.** The Committee will also be responsible for reviewing other types of Coalition policies and procedures, and recommending to the Coalition Board for approval.

### **7.4 PROGRAM COMMITTEE**

**7.4.1.** The Program Committee will be composed of members of the Coalition and the communities.

**7.4.2.** The committee will be responsible for developing and recommending quality initiatives in compliance with Federal Code section 45 CFR 98.51 "Activities to improve the quality of child care".

**7.4.3.** The committee will promote the development, accessibility, and accountability of an articulated professional development path and community support system

**7.4.4.** The committee will focus on ways to improve program delivery and ensuring children are receiving the services needed to get them ready for school.

**7.4.5.** The Coalition Chair will appoint a board member as Chair of this committee.

### **7.5 FINANCE COMMITTEE**

**7.5.1.** The Treasurer will be the Chair of this committee.

**7.5.2.** The Finance Committee will be comprised of members of the Coalition and the communities.

**7.5.3.** This Committee will provide regular monitoring of financial and utilization reports and provide budgetary and fiscal policy oversight.

## **7.6 EXECUTIVE COMMITTEE**

**7.6.1.** The Executive Committee will be composed of officers and the chairpersons of all committees.

**7.6.2.** The committee is responsible for oversight of the Coalition's responsibilities and business.

**7.6.3.** The Committee shall also have the authority to approve urgent matters that occur between meetings of the full Coalition Board, and to bring them to the full board at the next regularly scheduled meeting.

## **7.7 HEALTH, SAFETY, AND DEVELOPMENTAL SERVICES COMMITTEE**

**7.7.1.** The Health, Safety, and Developmental Services Committee will be composed of members of the Coalition and the communities.

**7.7.2.** The committee is responsible for coordinating health services and developmental resources so we may effectively serve the children in the community.

**7.7.3.** The Board Chair will appoint a member as Chair of this committee.

## **7.8 OUTREACH COMMITTEE**

**7.8.1.** The Outreach Committee will be composed of members of the Coalition and the communities.

**7.8.2.** The Committee's function is to provide public awareness and resource development activities that support the initiatives and programs of the Coalition.

**7.8.3.** The Coalition Chair will appoint a board member as Chair of the committee.

## **7.9 HUMAN RESOURCES/PERSONNEL COMMITTEE**

**7.9.1.** The Coalition Chair shall appoint the Human Resources/Personnel Committee Chair each year.

**7.9.2.** The Human Resources/Personnel Committee shall consist of a majority of Coalition members and, to the extent possible, all counties.

**7.9.3.** The Human Resources/Personnel Committee is responsible for consideration of matters pertinent to assurance of legal and fiscal policies related to personnel of the Coalition.

**7.9.4.** This standing committee will approve and ensure adherence to the Coalition's by-laws, be responsible for the development of policies and procedures, as it relates to personnel issues.

**7.9.6.** Where needed, the Committee will also be responsible for the organization and execution of a search process to fill the position of Executive Director. This includes, but is not limited to, recommending a final candidate to the Coalition Board for approval.

## **7.10 AD HOC COMMITTEES**

**7.10.1.** Ad Hoc Committee may be established by the Chair as needed.

**7.10.2.** Ad Hoc Committees may be established for specific time-limited issues. The duties and composition of each committee will be determined at the time of establishment. An Ad-Hoc Committee may be comprised of members of the Coalition and the communities.

**7.10.3.** The Ad-Hoc Committees will be responsible for bringing recommendations to the Coalition Board or Chair, as requested.

## **Article VIII. PROGRAM**

### **8.1 PROGRAM PARTICIPATION**

**8.1.1.** The Board is responsible to oversee and assure implementation of the School Readiness and Voluntary Prekindergarten Programs.

**8.1.2.** The School Readiness Program and the Voluntary Pre-kindergarten Education Program must meet the program expectation and implementation guidelines as outlined in ss.1002.81 F.S. (School Readiness Act) and ss.1002.55, F.S. and in any subsequent legislative revisions.

**8.1.3.** The Coalition shall be guided by a plan submitted periodically and will be monitored and revised as needed by submitting plan amendments.

**8.1.4.** The Coalition has three roles: (a) developing and implementing policies; (b) monitoring School Readiness and Voluntary Prekindergarten status; and (c) managing

the systems necessary to improve the quality of early care and education services in the Collier, Lee, Hendry, and Glades Counties.

**8.1.5.** The Coalition will work in partnership with communities to strengthen and coordinate services that will improve the quality of early care and education in Collier, Lee, Hendry and Glades counties. The Coalition will develop and implement policies, manage systems, and provide monitoring and support for School Readiness and Voluntary Pre-Kindergarten service providers.

## **Article IV. BOOKS AND RECORDS**

### **9.1 RECORDKEEPING**

**9.1.1.** The Coalition will maintain thorough records of the minutes of all Coalition Board meetings and maintain a complete Coalition Board and Coalition Board Committee membership roster.

**9.1.2.** Correct and complete books and records of the proceedings of the Coalition, its committees, and its financial accounts will be kept and maintained at the Coalition office for a period of five (5) years and will be subject to the inspection of any member of the Coalition or the public at any reasonable time.

### **9.2 AUDIT**

An audit of the books and records shall be conducted annually by an independent auditor. The audit report shall be presented to the members of the Finance Committee and the Executive Committee, to be shared with the Coalition Board within thirty (30) days of its completion.

## **Article VII. BYLAWS**

### **11.1. IMPLEMENTATION**

These Bylaws shall become effective immediately upon adoption. The members of the Coalition shall have the authority to enact and adopt any amendment to the Bylaws that may be necessary.

### **11.2. AMENDMENTS**

The articles of the Bylaws can be amended using the following procedure:

**11.2.1.** Any member of the Coalition can propose an amendment to the Articles of the Bylaws. Proposed amendments shall be in writing and be submitted to the Chair.

**11.2.2.** The Chair shall ensure that notice of any proposed amendment to the Articles of the Bylaws is provided to the Coalition membership at least seven (7) days prior to the consideration of action on the proposed amendment. At the Chair's discretion, the notice may include the complete text of the proposed amendment, but must include a summary of the intent of the proposed amendment with administrative and financial implications.

**11.2.3.** Any proposed amendment to the Articles of the Bylaws shall be approved by a two-thirds vote by the members of the Coalition present and voting.

**11.2.4.** An amendment to the Bylaws shall be effective upon adoption by the members of the Coalition.

**11.2.5.** The Bylaws are a part of the coalition's plan and any amendments to them

constitute an amendment to the plan.

DATES AMENDED:

(Approved August 29, 2005)  
(Amended October 1, 2005)  
(Amended November 29, 2006)  
(Amended January 24, 2007)  
(Amended March 26, 2008)  
(Amended May 28, 2008)  
(Amended January 21, 2009)  
(Amended March 18, 2009)  
(Amended November 4, 2009)  
(Amended March 10, 2010)  
(Amended September 8, 2010)  
(Amended August 28, 2013)  
(Amended May 21, 2014)  
(Amended February 4, 2015)