

By-Laws of the Windsor Early Childhood Council

>Proposed Changes to the By-Laws reflecting the integration of the TC2 Planning Grant Process (All in blue and noted by the > for those reading black and white copies).

Article I: Name

The name of this organization is the Windsor Early Childhood Council (ECC). It is a local organization funded by the William Casper Graustein Memorial Fund which enables communities to lead, manage and sustain locally driven change.

Article II: Purpose

Section 1: Mission

Concerned about children's health and well-being, the Windsor Early Childhood Council advocates for and supports quality early childhood experiences that enable Windsor's children to grow, develop, and learn to their fullest potential.

>Section 2: Result Statement for our Community Action Agenda >Vision Statement CUT

> All Windsor children ages birth through eight will come to school ready, willing and able to succeed as caring, capable and confident learners.

Article III: Membership

Section 1: Eligibility

>Windsor residents or people who are serving Windsor children who support the ECC Mission and Results Statement in Section 2.

Section 2: Application

>Membership is granted after completion and receipt of membership application, in particular a Statement of Intent to further the missions towards the results statement for our community action agenda.

Section 3: Member Requirements

>To remain in good standing, a member must:

- Actively participate on at least 1 committee

Section 4: Resignation

Members who wish to resign should notify the ECC Secretary in writing.

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Section 5: Voting Eligibility

>All members will be eligible to vote, once the conditions of Article 3, section 2 have been met and are deemed to be in good standing.

Article IV: Committees

Section 1: Standing Committees

>A meeting structure for the work of the ECC will include physical monthly, quarterly, annual and special meetings as well as meetings at virtual tables. The standing committees below are to reflect the interests and needs of an engaged community (See Article VI, Section 3 for more detail).

The standing committees of the Windsor ECC are:

- Executive Committee
- >Community Outreach & Education
- >Early School Success
- >School Readiness Council
- >Emotional Wellness and Safety
- >Physical Health
- >Early Wellness

Section 2: New Committees

The Executive Committee may establish any committee as it may deem necessary to promote the objectives and carry on the work of this ECC.

Section 3: Committee Membership

Any ECC member is eligible to participate on a committee. Members of the Executive Committee will be elected to office by a majority vote of the ECC. Members of any non-Executive Committee may participate by volunteering at the time the committee is formed or by contacting the chair or leader of the given committee at a later point. Non-ECC members may also be asked or allowed to participate in ECC Committee work as necessary and as approved by the given committee.

Article V: The Executive Committee

Section 1: Executive Committee Functions

- Provide leadership
- Facilitate decision-making
- >Engage in strategic planning

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- Meetings to be monthly, quarterly, and annual
- Provide focus/framework
- >Keep the mission and community agenda
- >Represent the commitments of the ECC and its committees
- Provide formal representation of ECC to community
- Make emergency decisions that need a quick turnaround
- >Provide support and guidance to the paid staff

Section 2: Executive Committee Members

Executive committee members will include both parents and early childhood professionals. These individuals will fill the following specific roles of the Executive Committee:

- Chairperson: elected
- Vice Chairperson or Co-Chairperson elected
- Secretary: elected
- Fiscal Agent (as needed)
- Staff (2): Coordinator and Grant-Writer
- Representative from the council “at large” > (2) to insure representation on the executive committee that reflects the diversity of Windsor and the diversity of content taken on by the ECC
- Past Chair: Chairperson from prior year
- > Any Committee Chair or Community Partner are welcome to attend the Executive committee and may be asked to do so around particular items or actions if related specifically to their area of action or expertise.

Section 3: Executive Committee Term of Office

The term of office for elected members of the Executive Committee will be 1 year or until the selection of a successor. >Annual voting will occur two months after the annual meeting of each year.

Section 4: Chairperson Responsibilities

- Preside over / facilitate Council meetings
- Participate in agenda planning
- Attend Executive Committee meetings
- Represent ECC at other meetings
- Serve as point person for handling problems / unexpected issues
- Maintain accountability of committee chairs regarding tasks
- Provide general support for committees
- Delegate tasks as appropriate
- Sign correspondence / materials from ECC (when representing ECC)

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- Provide input into ECC communications

Section 5: Vice Chair Responsibilities: >If not a Co-Chair then:

- Attend Executive Committee meetings
- Participate in agenda planning
- Represent ECC at other events
- Sit in for chair in his/her absence
- Delegate tasks as appropriate
- Maintain accountability regarding committee chairs
- Assist chair
- Other duties as assigned

Section 6: Secretary Responsibilities

- Take notes
- Distribute minutes (in coordination with Staff Coordinator)
- Attend Executive Committee meetings
- Participate in agenda planning
- Other duties as assigned
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Section 7: Coordinator

Administrative Support

- Attend ECC and executive committee meetings
- Handle logistics of meetings (location, food, child care, attendance records)
- Prepare copies and other materials for meetings
- Distribute minutes/agendas
- Maintain files and organizational information
- Maintain membership roster and distribute updates biannually
- Distribute information from Graustein Memorial Fund
- Assist with grantwriting and preparing grant reports
- Work with the fiscal agent to monitor the budget

Internal and External Relationship-building

- Maintain day-to-day communications with members
- Recruit new members
- Liaison with other community organizations and representatives (e.g.; town and school officials, Family Resource Centers, library, other Discovery collaboratives)
- Interface with Discovery liaison
- Lead or support the ECC's marketing and public relations efforts
- Participate in Graustein-sponsored events as appropriate

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Regular meetings of this council will be held monthly. If the ECC does not convene as a large group in a given month, it is expected that the committee members will continue to meet and work toward their goals.

Section 2: Schedule of Meetings

The Executive Committee is responsible for determining a schedule of meetings to be distributed to the membership at least a month prior to the following general meeting.

Section 3: Special Meetings

>Special meetings of the ECC and all Community Partners will be called on a quarterly basis to promote collaboration toward the Community Action Agenda and organizational transparency.

>An annual special meeting of the ECC will be called to include the whole Windsor community as a way to make visible the on-going work of the ECC with Community Partners towards the Community Action Agenda and invite more individuals and organizations to participate in our work on behalf of Windsor's youngest citizens.

At any time a special meeting of the ECC may be called by the Executive Council provided that the ECC membership is given a minimum of seven days prior to the special meeting.

Section 4: Annual Meeting

The annual meeting of the ECC will be held in September of each year. >The annual elections will take place two months following the annual meeting.

Section 5: Notice of Meetings

Notice of regular meetings will be given to each member two weeks prior to the meeting by e-mail, postal mail or by phone as necessary

Section 6: Quorum

The members present at any properly announced meeting shall constitute a quorum.

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Article VIII: Voting Policy

Section 1: Voting Process

Using the following general guidelines, the process for voting will be determined at the discretion of the Executive Committee or Chair depending on the nature of the item up for vote.

Day to day decisions: >>>As an organization we use consensus as a policy but also use a show of hands and the following decision making methods:

- Secret Ballot
 - Secret Ballot will be used for election of officers.
 - For decisions that require more discretion to facilitate candid responses from the membership.
- Vote via email or snail mail (by responding to the Coordinator).
- Vote using an online survey tool such as surveymonkey.com.
- Send out meeting agendas ahead of meetings, with items that will require a vote highlighted (so that members can prepare their thoughts and/or respond to the Coordinator if they are unable to attend the meeting).
- If people do not have email, they receive materials via regular mail and could vote (absentee ballot) the same way.

Section 2: Voting Members

>>>>Those at the meetings will be all be qualified to vote.

Section 3: Voting Outcomes

Except where specifically noted, the outcome of a vote will be determined by a simple majority (> 50%) of the members present.

Section 4: Voting & Conflict of Interest

Members shall recuse themselves from voting on agenda items where there is or where there may be the appearance of a conflict of interest. For example, if members might benefit monetarily or in-kind from an action passed by the council, they should not vote on that action. Members should refer to the conflict of interest document for more guidance on this matter.

Article IX: Amendments

Section 1: How to Amend

These bylaws may be amended at any regular general membership meeting of the ECC by a 2/3 vote of those members present and voting.

Section 2: Notice Required

Membership must be given 30 calendar days notice to review proposed amendments prior to voting on the changes.

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Certification

These bylaws were approved at a meeting of the general membership by a 2/3 majority on
<enter date of passing vote>