

BYLAWS OF THE
MONTGOMERY COUNTY EARLY CHILDHOOD ADVISORY COUNCIL

ARTICLE I. NAME

Section 1. The name of the organization shall be the Montgomery County Early Childhood Advisory Council, hereafter referred to as the ECAC.

ARTICLE II. ESTABLISHMENT OF THE ECAC

Section 1. The ECAC was established in accordance with Montgomery County Executive Order No. _____.

ARTICLE III. RESPONSIBILITIES OF THE ECAC

Section 1. The ECAC will monitor, advocate, and make policy recommendations for developing a comprehensive coordinated early care and educational system that supports school readiness, provides support to state and local initiatives, and builds on the existing efforts to improve the system of early care and education in Montgomery County.

The ECAC is responsible for fulfilling the following responsibilities pursuant to Montgomery County Executive Order No. ____:

1. Conduct a periodic county-wide 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 child care, pre-kindergarten, and other supportive services for low-income children in the County;
2. Identify opportunities for, and barriers to, collaboration and coordination among child development, child care and early childhood education programs, services, and advocacy groups including collaboration and coordination of among State and local agencies and organizations responsible for administering or providing oversight for such efforts;
3. Develop recommendations for increasing the overall participation of children in existing programs, including outreach to underrepresented and special populations;
4. Develop recommendations regarding the implementation and use of the State-established unified data collection system for public early childhood education and development programs and services throughout the County;

5. Develop recommendations regarding professional development, career advancement plans, compensation scales and incentives for early childhood educators in the County;
6. Assess the capacity and effectiveness of two- and four-year public and private institutions of higher education 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 in Early Head Start, Head Start, Pre-kindergarten, or child care programs; and,

Section 2. The ECAC has the following responsibilities established by Montgomery County Executive Order No. ____.

1. Provide an opportunity for public comment on the activities described in Article III, Section 1- (1) through (6) of the Executive Order;
2. Meet periodically to perform the activities described in Article III, Section 1- (1) through (6) and monitor progress in implementing recommendations of the ECAC;
3. Submit to the Montgomery County Executive and Montgomery County Council an annual report addressing the accomplishments and recommendations of the ECAC.
4. Perform any other duties that may be requested by the Montgomery County Executive and Montgomery County Council.

ARTICLE IV. MEMBERSHIP

Section 1. Composition of Voting Members. Membership of the ECAC shall conform to the requirements of Montgomery County Executive Order No. ____ . It shall include no more than thirty-three (33) members, including:

1. The Montgomery County Public Schools Superintendent or the Superintendent's designee;
2. The Director of the Montgomery County Department of the Health and Human Services or the Director's designee;
3. One representative of the Montgomery County Department of Health and Human Services, Division of Early Childhood Services;
4. One representatives of the Division of Early Childhood Programs and Services, Montgomery County Public Schools;

5. One representative of the Division of Prekindergarten, Special Programs and Related Services, Montgomery County Public Schools;
6. Up to two representatives of institutions of higher education in the County;
7. Up to four representatives of local providers of early childhood education and development services;
8. One representative of Community Health Services, Montgomery County Department of Health and Human Services;
9. One representative of School Health Services, Montgomery County Department of Health and Human Services;
10. One representative of the Infants and Toddlers Program, Montgomery County Department of Health and Human Services;
11. One representative of the Montgomery County Collaboration Council for Children, Youth and Families;
12. One representative of the Montgomery County Child Care Resource and Referral Center;
13. One representative of the Montgomery County Community Action Agency;
14. One representative of the Montgomery County Parent Teacher Association;
15. One representative of Montgomery County Public Libraries;
16. One representative of the Montgomery County Commission on Child Care;
17. One representative of the Organization of Child Care Directors;
18. One representative of the Family Child Care Association of Montgomery County;
19. One representative of the Maryland Association for the Education of Young Children;
20. One elementary school principal in Montgomery County Public Schools;
21. One prekindergarten teacher in Montgomery County Public Schools;
22. One representative of the Office of Child Care Region 5, Maryland State Department of Education;
23. One representative of the business community with demonstrated leadership in early childhood care and education;
24. One representative of the local pediatrician community;
25. One representative of the local philanthropic community;
26. One representative of the local interfaith community;
27. Up to two parent representatives; and
28. One representative of the Montgomery County Council.

Section 2. Appointment and Term of Membership. The members described in Article IV, Section 1 – (1) through (28) shall be appointed by the County Executive, and shall serve at the pleasure of the County Executive for staggered four (4) year terms. Members may serve up to two (2) consecutive four (4) year terms. A member selected to fill a vacancy serves only for the balance of the term remaining at the time of appointment.

Section 3. Ex-Officio Members. Ex-officio members may be appointed by the ECAC membership to serve on the ECAC. Ex-Officio members are selected by virtue of their office or special expertise. Ex-officio members may be appointed for a four (4) year term and are non-voting

members. Ex-officio members may also have their term expire should they no longer occupy the office under which they were appointed. The position will be assumed by the new office-holder. When a vacancy is available for an Ex-officio member, the ECAC may identify a new Ex-officio member and present that name and/or position to the ECAC membership for approval by way of a vote. There shall be no more than five (5) Ex-officio members of the ECAC.

Section 3. Termination of Membership other than by Resignation or Expiration of Term. A member of the ECAC appointed by the County Executive who fails to attend at least 50% of the regularly-scheduled meetings of the Council during any consecutive twelve (12) month period shall be considered to have resigned. Not later than January 15th of each calendar year, the Chairperson(s) of the ECAC shall forward to the County Executive:

1. The name of any individual considered to have resigned;
2. A statement describing the individual's history of attendance during the preceding twelve (12)-month period. After receiving the Chairperson's notice, the County Executive shall appoint a successor for the remainder of the term of the resigning individual. If the individual has been unable to attend meetings for reasons satisfactory to the County Executive, the County Executive may waive the resignation, if the reasons are made public.

ARTICLE V. CONFLICT OF INTEREST

Section 1. No member of the ECAC shall cast a vote on any matter, which would provide direct financial benefit to that member or the organization he or she represents, or otherwise give the appearance of a conflict of interest under County law.

Section 2. In the instances where an ECAC member is employed by an organization which is a recipient of financial support from Montgomery County or any of its affiliates, that member shall disclose such a potential conflict of interest and not participate in any deliberations (including proposal criteria), decisions, or vote which may determine the outcome of a potential funding award to that organization.

Section 3. In any instance where the appearance of conflict of interest is uncertain, an ECAC member can request clarification and determination of conflict of interest status from the ECAC.

ARTICLE VI. MEETINGS

Section 1. The ECAC shall meet as often as necessary but, not less than four times per calendar year. Meetings shall be open to the public and shall be announced in advance. To the extent appropriate, meetings shall be held in a place accessible to the general public.

Section 2. Minutes shall be kept of all ECAC meetings. Minutes shall be approved by the membership at a subsequent meeting.

ARTICLE VII. OFFICERS

Section 1. The position(s) of the Chairperson or Co-Chairpersons shall be the sole officer(s) of the ECAC. The County Executive shall designate the Chair(s) of the ECAC from among its members. The Chair(s) serves at the pleasure of the County Executive.

Section 2. The duties of the Chairperson(s) shall include:

1. Develop the agenda, with input from the ECAC membership;
2. Conduct the meetings;
3. Oversee public hearings;
4. Represent the opinions of the ECAC to the County Executive and to the public, as appropriate;
5. Convene special meetings, as necessary;
6. Appoint Chairpersons for any subcommittees, Task Forces, Workgroups or other ad-hoc committees that may be formed by the ECAC; and,
7. Prepare an annual report as outlined in Article III, Section 2 (3).

ARTICLE VIII. EXPENSES

Section 1. Members of the ECAC may not receive any compensation for their services, but may be reimbursed for reasonable expenses incurred in the performance of their duties, in accordance with County Travel Regulations, and as provided in the County budget.

ARTICLE IX. PROCEDURES

Section 1. The ECAC shall meet at the call of the Chair(s).

Section 2. A majority of ECAC members shall constitute a quorum for the transaction of any business.

Section 3. The ECAC may adopt such other procedures as may be necessary to ensure the orderly transaction of business.

Section 4. The Chairperson(s) and/or their designees shall function as the Parliamentarian for official ECAC conduct of business.

Section 5. With respect to all procedures and applicable federal and State regulations as to the conduct of business, Robert's Rule of Order will apply.

ARTICLE X. AMENDMENTS

Section 1. These bylaws may be amended when necessary by two-thirds majority of the ECAC membership. Proposed amendments must be submitted for review by the ECAC at least two (2) weeks prior to the meeting where a vote will take place.

CERTIFICATION:

These by laws were approved at a meeting of the ECAC membership by a unanimous vote on October 24, 2013.