

# ALASKA EARLY CHILDHOOD COORDINATING COUNCIL BY-LAWS

(Amended and Adopted July 25, 2018)

## ARTICLE I

### NAME

#### **Section 1. Name**

This council shall be known as the Alaska Early Childhood Coordinating Council (AECCC).

## ARTICLE II

### MISSION & PURPOSE

#### **Section 1. Mission**

The AECCC shall promote a unified, sustainable system of early care, health, education, and family support for young children (prenatal through age eight) and their families.

#### **Section 2. Purpose**

The AECCC shall facilitate the integration and alignment of services, planning efforts, resources, data, policy development, and funding as well as establishing connections between health, mental health, early intervention, education, and family support systems, and between public and private partners.

## ARTICLE III

### MEMBERSHIP & TERMS OF OFFICE

#### **Section 1. Composition**

To the extent practical, the AECCC shall be comprised of representatives from the following groups:

1. A representative of the Governor's Office;
2. The Commissioner of the Department of Health and Social Services or designee;
3. The Commissioner of the Department of Education and Early Development or designee;
4. The Commissioner of the Department of Public Safety or designee;
5. The Commissioner of the Department of Labor and Workforce Development or designee;
6. A representative from the Division of Public Health;
7. The Head Start Collaboration Director;
8. The State Part C/Early Intervention Program Manager;
9. The State Child Care Program Manager;
10. The Early Childhood Comprehensive Systems Program Officer;
11. A representative of the University of Alaska appointed by the president;

The following positions will be filled from a list of nominees submitted from their representative groups and approved by the co-chairs:

12. A representative of the Alaska Association of School Administrators;
13. A representative of the Association of Alaska School Boards;
14. A representative of the Association of Infant Learning Programs in Alaska;
15. A representative of the Alaska Head Start Association;
16. A representative of Alaska's Child Care Resource & Referral Network;
17. A representative of an Alaska Native health entity who is knowledgeable in issues concerning young children;
18. A mental health provider who is knowledgeable in issues concerning young children;
19. A representative from the Alaska Mental Health Board;
20. A representative from the Alaska Children's Trust;
21. A representative from the Alaska Association for the Education of Young Children;
22. A representative from an Alaska Native Tribal Organization;
23. A representative of Best Beginnings;
24. A parent of a child eight (8) years of age or younger; and,
25. A representative of the business community from a list submitted by the Alaska State Chamber of Commerce.

### **Section 2. Terms of Office**

Each member of the AECCC shall serve for a term of three years. Of those private sector members initially appointed to the AECCC, five members shall be appointed for two-year terms and six members shall be appointed for three-year terms. The co-chairs shall determine which AECCC members shall serve reduced terms. Private sector appointments should be representative of the cultural and geographic diversity of the State of Alaska.

### **Section 3. Vacancies.**

If a vacancy occurs on the AECCC, a new member shall be nominated by the representative group of the departing AECCC member. The nominee will be approved by the co-chairs to serve for the remainder of the term for which the predecessor of that member was appointed. A vacancy does not affect the authority of the remaining members to execute the duties of the AECCC.

### **Section 4. Absences.**

AECCC members are expected to attend all AECCC meetings. If an AECCC member is unable to attend an AECCC meeting, it is the responsibility of the member to notify one of the co-chairs of the AECCC immediately. If an AECCC member is absent and unexcused for more than two meetings, their position on the AECCC may be deemed vacant by the co-chairs.

**Section 5. Compensation.**

Members shall receive no compensation for serving on the AECCC but shall receive travel reimbursement as follows:

1. State agency officers and employees who are members of the AECCC shall be reimbursed for travel expenses incurred in the performance of their duties by their respective agencies in accordance with the State Travel Policies.
2. Private sector members shall be reimbursed by the departments supporting the work of the AECCC for travel expenses incurred in the performance of their duties. All travel shall be preapproved by the co-chairs and will be reimbursed under the same conditions as provided for state employees.

ARTICLE IV  
CO-CHAIRS & DUTIES

**Section 1. Co-Chairs**

The AECCC will be co-chaired by the Commissioners from the Department of Education and Early Development and the Department of Health and Social Services.

**Section 2. Duties**

The duties and responsibilities of the co-chairs include:

1. a co-chair shall preside at all meetings of the AECCC, except as provided in subparagraph 2.
2. a co-chair's designee shall preside at any meeting that the co-chairs cannot attend. A designee shall perform any duties requested or routinely executed by the co-chairs.

ARTICLE V  
MEETINGS

**Section 1. Meetings**

The AECCC shall meet a minimum of four times each calendar year. The co-chairs may choose to conduct its business through teleconferencing, video-conferencing, or meeting in person as a group.

**Section 2. Rules of Order.**

The AECCC shall conduct its business in accordance with Robert's Rules of Order, unless the AECCC provides by resolution to suspend the use of Robert's Rules of Order and use other procedures to facilitate the purposes of and duties assigned by this Order.

**Section 3. Agenda**

The agenda for AECCC meetings will be set by the co-chairs one week prior to each AECCC meeting. AECCC members may propose agenda items in writing to the co-chairs

up to two weeks prior to each AECCC meeting.

#### **Section 4. General Provisions.**

A quorum of the AECCC consists of a simple majority of the membership. The AECCC may choose to conduct its business through teleconferencing, video-conferencing, or meeting in person as a group. Meetings of the AECCC shall be held in accordance with AS 44.62.310 - 44.62.312 (Open Meetings Act).

### ARTICLE VI COMMITTEES

#### **Section 1. Creation.**

The AECCC may authorize the creation, prescribe the term, and define the duties of committees of the AECCC as may be necessary or useful to the implementation of the AECCC.

#### **Section 2. Committees.**

The following committee groups shall be chaired by at least one member of the AECCC and consist of members designated by the subcommittee chair:

- a. Healthy Start and Strong Families
- b. High Quality Early Care & Learning
- c. Data and Systems Alignment
- d. Innovation and Long Term Investment
- e. Public Engagement & Community Partnerships

#### **Section 3. General Provisions.**

Committees will meet as necessary to accomplish their responsibilities. A quorum of a committee of the AECCC consists of a simple majority of currently appointed committee members. A committee may choose to conduct its business through teleconferencing, video-conferencing, or meeting in person as a group. Meeting of committees shall be held in accordance with AS 44.62.310 - 44.62.312 (Open Meetings Act). Committee records are records of the AECCC.

### ARTICLE VII CONFLICTS OF INTEREST

#### **Section 1. Standards.**

AECCC members shall comply with AS 39.52 (Alaska Executive Branch Ethics Act).

#### **Section 2. Release of Information.**

Individual AECCC members may not provide to anyone outside the AECCC information that has not been released to the public by the AECCC or that is not already on the public record.

**Section 3. Nonparticipation due to conflict of interest.**

If an AECCC member has a conflict of interest on matters before the AECCC they must declare the conflict of interest and may not participate in any discussions or decisions by the AECCC regarding that specific issue.

**ARTICLE VIII****LEAD AGENCY & STAFFING****Section 1. Lead Agency.**

Unless otherwise designated via Administration Order the current lead agency for the AECCC is in the Department of Health and Social Services. The Department of Health and Social Services and the Department of Education and Early Development will jointly facilitate the work of the AECCC and supply administrative support to the AECCC.

**Section 2. Staff.**

The co-chairs of the AECCC shall delegate duties to state agency staff as appropriate.

**ARTICLE IX****AMENDMENT OF BY-LAWS****Section 1. Preapproval.**

Proposals to amend the Bylaws require preapproval by the co-chairs.

**Section 2. Amending Bylaws.**

Following preapproval by the co-chairs, the Bylaws may be amended at any regular convened meeting of the AECCC by a two-thirds vote of the AECCC members provided that written notice and copies of the proposed amendment have been submitted to the AECCC members at least 30 days prior to the meeting. Such changes shall become effective twenty four (24) hours following the meeting. Each time the Bylaws are amended the new version shall include the dates of amendment.

Amended this the 25<sup>th</sup> day of July, 2018