

**BY-LAWS**  
**ALASKA EARLY CHILDHOOD COORDINATING COUNCIL**  
NAME

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

**MISSION**

- B. The purpose of the AECCC is to promote positive development, improved health outcomes, and school readiness for children prenatal through age eight by creating a culturally responsive, comprehensive, and accessible service delivery system that links service providers, empowers families, and engages communities.

The AECCC shall support the creation of a unified, sustainable system of early care, health, education, and family support for young children and their families.

**PURPOSE**

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

**MEMBERSHIP**

- D. To the extent practical, the Alaska Early Childhood Coordinating Council 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;
  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;

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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 a 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;
25. A representative of the business community from a list submitted by the Alaska State Chamber of Commerce; and

### TERMS

- E. 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.

### CO-CHAIRS AND DUTIES

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

Responsibilities and Duties of Co-chairs. The duties and responsibilities of the co-chairs include:

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

### MEETINGS

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- G. Rules of Order of the Council. The Council shall conduct its business in accordance with Robert's Rules of Order, unless the Council 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.
- H. General Provisions. A quorum of the Council consists of 50 percent of the membership. The Council may choose to conduct its business through teleconferencing, video-conferencing, or meeting in person as a group. Meetings of Council shall be held in accordance with AS 44.62.310 - 44.62.312 (Open Meetings Act).

### COMMITTEES

- I. Committees. The Council may authorize the creation, prescribe the term, and define the duties of committees of the Council as may be necessary or useful to the implementation of this Order.

The following subcommittee groups shall be chaired by one member of the AECCC and consist of members of the early learning community designated by the subcommittee chair.

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

General Provisions. A quorum of a committee of the Council consists of 50 percent of the committee membership. 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 Council.

### CONFLICTS OF INTEREST

- J. Standards. Council members shall comply with AS 39.52 (Alaska Executive Branch Ethics Act).

Release of Information. Individual Council members may not provide, to anyone outside the Council, information that has not been released to the public by the Council or that is not already on the public record.

Nonparticipation due to conflict of interest. If a Council member has a conflict of interest on matters before the Council, the conflicted member may not participate

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in any discussions or decisions by the Council regarding that specific issue.

#### MISCELLANEOUS MATTERS

- K. Vacancies. If a vacancy occurs on the Council, a new member shall be nominated by the representative group of the departing Council 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 Council. –
- L. Absences. Council members are expected to attend all Council meetings. If a Council member is unable to attend a Council meeting, it is the responsibility of the member to notify one of the co-chairs of the Council immediately. If a Council member is absent and unexcused for more than two meetings, their position on the Council may be deemed vacant by the co-chairs.
- M. Compensation. Members shall receive no compensation for serving on the Council but shall receive travel reimbursement as follows:
  - 1. State agency officers and employees who are members of the Council 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 Council for travel expenses incurred in the performance of their duties.

#### LEAD AGENCY AND STAFFING

- N. Lead Agency. The authority for the Council lies in the Department of Education and Early Development. The Department of Education and Early Development and the Department of Health and Social Services will jointly facilitate the work of the Council and supply administrative support to the Council.

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

#### BY-LAWS

- O. The Council may amend by-laws by a majority vote at a regularly scheduled meeting. Changes to the following sections require approval by the co-chairs: Co-chairs paragraph A.; Membership paragraph

Proposed changes to the bylaws must be provided to Council members in writing 30 days before the scheduled meeting. The co-chairs may refer proposed

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changes to a committee of the Council for review and recommendation.