

Iowa River Valley Early Childhood Area Board By-Laws

Adopted: January 9, 2012

Revised and Adopted: January 15, 2013

Revised and Adopted: March 19, 2013

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Article I – Name

The name of this organization shall be the Iowa River Valley Early Childhood Area also referred to as IRVECA. The Iowa River Valley Early Childhood Iowa Area is governed by a Board hereinafter referred to as the Board. This organization is organized according to the provisions of **Iowa Code Chapter 256I, 21, 22, 69.16** and shall operate according to the rules established in the Iowa Administrative Code. The area served by the Iowa River Valley Early Childhood Area will be Hardin and Marshall Counties.

Article II – Offices

The principle office of the Iowa River Valley Early Childhood Area shall be at 524 Lawler, Iowa Falls, IA 50126, with an additional office located at 11 N 1st Ave., PO Box 1542, Marshalltown, IA 50158.

Article III – Purpose, Vision and Mission

Purpose

The purpose of the IRVECA Board is to empower and enable local citizens to lead collaborative efforts involving education, health, and human service programs on behalf of the children, families, and other citizens residing in Marshall and Hardin Counties. The goal of IRVECA is to have its activities improve the quality of life for families with young children.

Vision

Beginning at birth, every child in Hardin and Marshall County will be physically, mentally, socially and spiritually healthy.

Mission

To improve the well-being of children from prenatal through age five. IRVECA efforts will be devoted to providing leadership for collaborative activities promoting, health, growth, success and safety for children.

Article IV – Board Membership

Section 1: Number

The Board shall consist of no more than 15 members and no less than 9.

Section 2: Members

Iowa accordance with Iowa Code Chapters 21, 69.16 and 256I, the members of an area board shall be elected officials or citizen representatives. The membership of an area board shall include representation from early care, education, health, human services, business, and faith interests, and at least one parent, grandparent, or guardian of a child from prenatal through age five. Members cannot represent more than one area of expertise. Every effort will be made to achieve geographic balance, by electing an equal number of members from both counties. Subject to the requirements of Sections 1 and 10 of this Article, the Board need not fill vacancies, if the granting the application for membership would result in either Hardin County or Marshall County having two or more representatives more than the other county. Membership preference will be granted to applicants residing in Hardin or Marshall County. Under extraordinary circumstances, qualified applicants employed but not residing in the ECI Area will be considered after a diligent search for candidates.

In the event that a non-resident of Hardin or Marshall County is selected as board member, that person shall be counted for purposes of geographic balance to be residing in the county where his or her principal place of business is.

Section 3: Elected Official

Iowa Administrative Code, 349, Chapter 1 defines an elected official as, “a member of a board or governing body elected through the means of a public election.”

Section 4: Citizen Representative

Iowa Administrative Code, 349, Chapter 1 defines a citizen representative as, “a member of the early childhood Iowa area board, who is not an elected official, or a paid staff member of an agency whose services fall under the plan or purview of the community board either directly or indirectly.”

Section 5: Early Care Representation

Iowa Code Chapter 256I.1 defines “*Early care*”, “*early care services*”, or “*early care system*” as “the programs, services, support, or other assistance made available to a parent or other person who is involved with addressing the health and education needs of a child from zero through age five. “*Early care*”, “*early care services*”, or “*early care system*” includes but is not limited to public and private efforts and formal and informal settings”.

Section 6: Health, Human Services and Education Representation

Early Childhood Iowa Tool LL defines “*education, health, human services*” – “individuals that have knowledge in these areas. These individuals are not required to be an employee of a State of Iowa department, e.g., Department of Human Services”. These members must also meet the definition of citizen representative or be an elected official.

Section 7: Business Representation

Early Childhood Iowa Tool LL defines “*business*” – “an individual representing the required perspective of business on the Early Childhood Iowa area board.

Section 8: Faith Representation

Early Childhood Iowa Tool LL defines “*faith*” – “An individual representing the required perspective of faith on the ECI area board. This individual is not required to be a member of the clergy”.

Section 9: Parent, Guardian, or Grandparent Representative

Early Childhood Iowa Tool LL defines “*parent, guardian, grandparent*” – “a parent or primary caregiver of a child, including grandparents or other relatives of the child, and foster parents, who are serving as the child’s primary caregiver from birth to kindergarten entry, and including a noncustodial parent who has an ongoing relationship with, and at times provides physical care for, the child”.

Section 10: Gender Balance

In accordance with Iowa Code Section 69.16A, the IRVECA Board will seek to have a gender balance on the Board. Subject to the representation requirements of Section 2 of this Article, the Board need not fill vacancies if granting the application for membership would result in the number of members of one sex exceeding the number of members of the opposite sex by more than one. Notwithstanding the foregoing, the Board shall ensure compliance with Iowa Code Section 69.16A, and shall document the Board's process and efforts to fill vacancies.

Section 11: Terms

Terms of office of community board members shall be three years starting July 1st and ending three years later on June 30th. The terms shall be staggered. Board members may not serve more than two complete consecutive terms. In the event a board member is appointed to fill an unexpired term, they shall complete that term and be eligible for two full terms.

Section 12: Board Member Selection/Application

Potential board members shall submit a completed board membership application to the IRVECA Director. When there is an opening on the IRVECA Board, application will be considered at the next regular meeting or at a special meeting if the call of the meeting includes notification that applications for membership are to be considered at that time. After considering the requirements and objectives of Sections 2 and 10 of this Article, the Board will vote on the applications with a simple majority sufficient to elect an applicant to membership. Membership shall take effect immediately after the vote.

Section 13: Voting

Each member of the Board shall be entitled to one vote on each matter submitted as a vote of the Board.

Section 14: Compensation

All members of the Board shall serve without compensation.

Section 15: Ex-Officio Member

Ex-officio members do not have voting privileges and shall not be elected to an office. The IRVECA Director shall be an ex-officio member of the Board. The Board may also select an Iowa legislator to serve as an ex-officio non-voting member.

Section 16: Board Member Resignation

A member may resign from the IRVECA Board by submitting a letter of resignation to the Board. Their resignation will be effective at the time of the next regular meeting of the Board, or at such other time as may be set forth in the letter of resignation subsequent to the next meeting of the Board. Resignation shall not automatically absolve the member of any responsibilities associated with membership prior to the meeting of the Board at which said resignation is tendered. The IRVECA Board may, however, absolve the member of responsibility for carrying out other obligations of membership not fulfilled prior, or subsequent to, the time the resignation is submitted or received.

Section 17: Removal

Board members who do not notify the IRVECA Board Chair or Director of their absences, may be removed from the IRVECA Board for 3 absences within 12 months by a 2/3 affirmative vote of the Board members present at a meeting.

Section 18: Leave of Absence

A Board member may request a leave of absence by submitting their request in writing to the IRECA Board Chair or Director and affirmative action at a scheduled Board meeting.

Article V – Board Authority and Responsibilities

Section 1: Authority

The Board is the local governing body and has authority over the functions of the geographic area of Hardin and Marshall Counties.

Section 2: Responsibilities

Individual Board Member's Responsibilities:

- Attend all meetings of the Board, including assigned committees and task forces. Notify the Director and Board Chairperson of any absences in advance
- Thoroughly review the agenda and all background support material
- Serve and participate on at least one committee
- Represent the area board in a positive and supportive manner
- Keep the Director and the Board Chairperson informed about any community concerns or issues that are relevant to this board
- Recognize conflicts of interest between position as a board member and personal and professional life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which a conflict exists
- Understand Roberts Rules of Order in meetings and compliance with the open meetings law
- Use data to make informed funding decisions
- Assist in the recruitment of new board members
- Provide oversight for the administration of funds
- Be knowledgeable about the organizations programs and services
- Know Performance Measures, Indicators and Outcomes
- Understand ECI Regulations and familiarity with Tool Kit Tools
- Understand the financial responsibility of being a Board Member
- Use data to make informed funding decisions

Full Board Responsibilities

- Understand the responsibilities of the Early Childhood Iowa Area as set by Iowa Legislation
- Establish the mission and policies to support the legislative intent
- Provide financial oversight, including the budget, vouchers, quarterly financial reporting, audits and the fiscal agent
- Approve the Request for Proposal (RFP) and award contracts.
- Develop and implement the community plan with identified priorities, based on community assessments, which address human service, education and health needs to support the children and their families to reach desired results
- Evaluate the outcome of community plans
- Assure wide community input as part of all procedures by forming standing communities, task groups and focus groups
- Assign tasks to committees as appropriate
- Approve the annual report which is submitted each fiscal year by September 15 to the Iowa Early Childhood Iowa Board and to local governing bodies in the area
- Perform other responsibilities established by law or administrative rule
- Use data to make informed funding decisions
- Have effective Program Monitoring practices in place
- Contract and evaluate the performance of individuals who direct and manage the organization.

Article VI – Meetings and Records

Section 1: Open Meetings

The meetings of the Board or any committee or other body established by the Board at which public business is discussed or formal action taken shall comply with the requirements of Iowa Code Chapter 21 (open meetings).

Section 2: Regular Meetings

Regular meetings of the Board shall be held at least bi-monthly or as often as necessary, but no less than six (6) times a year, at a location determined by the Board.

Section 3: Closed Sessions

Closed sessions of the Board shall be dictated by Iowa Code Chapter 21. The meeting will be opened in a regular or special meeting and closed upon a motion stating the specific legal exception in the law, a second, a roll call vote and an affirmative 2/3 vote of the members of the Board present at the meeting. There will be a roll call vote of each member on the question of holding a closed session. The reason or specific exemption for the closed sessions will be announced publicly and entered into the minutes. Detailed minutes will be kept on all discussion persons present. Any action taken shall occur in open session. The closed session will be audio recorded with the minutes and tape recording sealed and retained for a period of at least one year. The public shall not have access to the minutes or recording of the closed session.

Section 4: Notice of Meeting

Notice stating the time, date, place and tentative agenda of each meeting shall be sent to each member not less than five days before each meeting. This notice will be posted at the IRVECA office, 524 Lawler, Iowa Falls, IA, 50126, and 11 N 1st Ave, Marshalltown, IA 50158, 24 hours before the meeting. Notices may also appear in the local newspapers at least 24 hours in advance of a meeting.

Section 5: Special Meetings

Special meetings of the Board may be called at the request of the officers or by any three (3) members of the Board. This request shall be submitted to the Chairperson and the IRVECA Director. The chairperson or vice-chairperson shall call special meetings within five days after receiving a request. Board Members will receive at least 24 hour advance notice of a special meeting. Notice will be posted at the IRVECA office 24 hours before the meeting. Special meetings will be limited to purpose called and a quorum must be present to vote on any action.

Section 6: Agenda

The tentative agenda for a regular meeting will be developed by the IRVECA Director, approved by the Chairperson, and shall be sent to each member not less than five days before each meeting. This notice will be posted at the IRVECA office 24 hours before the meeting. Members can add items to the agenda by calling the IRVECA Director two business days before the meeting to allow for action on the item or bring the item for discussion only at the meeting under the "Other Business" section of the agenda. Time will be set aside under the "Other Business" for public comment.

Section 7: Minutes

The IRVECA Director shall keep minutes showing the date, time, and place. Board members present and the action taken at each meeting as dictated by the Iowa Code Chapter 21. These minutes are public record and subject to public examination as dictated by the public records law, Iowa Code Chapter 22.

Section 8: Manner of Acting

A simple majority vote of the attending Board members shall constitute an act of the Board. In the event a Board member is unable to physically attend the Board meeting, they may participate by means of a telephone call at the meeting and it shall be reflected in the minutes. Every effort will be made for them to participate in the discussion. The board may utilize electronic means, as permitted by Open Meetings Law.

Section 9: Records

All records will be maintained in accordance with Iowa Code Chapters 21 and 22. The public has the right to access, read and copy all records unless specified as confidential according to Iowa Code Chapter 22. The public can access records by submitting a written request to the IRVECA Director. All records will be kept on file at the IRVECA Office, 524 Lawler, Iowa Falls, IA 50126.

Section 10: Fiscal Year

The fiscal year of the IRVECA shall begin on the first day of July and end on the 30th day of June.

Section 11: Management of Funds and Contracts

The financial and operational affairs of the IRVECA shall be managed by the IRVECA Director and under the control of the Board. The Board must approve all programs requiring funding.

Section 12: Use of Email

Email may be used to inform Board members and the community of meetings and events. Anyone can ask to receive these emails. No voting via electronic mail shall be allowed.

Section 13: Quorum

A simple majority of the current Board members shall constitute a quorum for business to be conducted.

Article VII – Officers

Section 1: Officers and Duties

Chairperson – The chairperson shall preside at all meetings of the Board, approve the agenda for each meeting, call special meetings, oversee the operations of the Board and the Board’s compliance with Iowa Law and these by-laws, and execute documents on behalf of the Board when approved by the Board, and appoint committee representatives.

Vice-Chairperson – The vice-chairperson shall, in the absence of the chairperson, assume the duties of the chairperson. In the event neither the chairperson nor the vice-chairperson is in attendance, the longest tenured Board member shall assume chairperson responsibility for regular scheduled meetings. The vice-chair shall also assist the chairperson in appointing committee representatives.

The Chairperson and Vice Chairperson will be represented by one member from each county.

Section 2: Election

Officers shall be elected as the Board deems necessary and by a simple majority vote at the last regularly scheduled meeting of the fiscal year.

Section 3: Terms

Officers shall be elected to serve a one-year term starting July 1st and ending June 30th. There shall be no restrictions on the number of terms an officer can serve.

Section 4: Vacancies

Vacancies among the officers shall be filled for the unexpired portion of the term by a majority vote of the Board.

Section 5: Nomination

The Chairperson shall appoint a Nominating Committee at the March or April meeting for the purpose of nominating officers for the next year.

Article VIII – Conflict of Interest

A member of the Board, who may derive any intentional personal benefit, profit or gain, directly or indirectly, by reason of membership on the Board or for services contracted from the Board, shall disclose such interest to the Board. The member’s abstention from the vote and the reason for it will be recorded in the meeting minutes. The member must also determine the level of participation during the discussion/debate of the issue that is a conflict of interest (real or perceived). Every Board member shall be required to sign a conflict of interest statement annually.

Article IX – Committees

Section 1: Establishment

The Board may designate one or more committees for oversight of grant moneys awarded to the IRVECA. Committees shall be established by a majority vote of the Board. No committee will have any decision making authority. Committees may make recommendations to the Board and the Board must complete all decision-making at a regular or special meeting.

Section 2: Membership

Committees may consist of representatives of service providers, public agency staff, and citizens of Marshall and Hardin Counties. Members are appointed by the Board.

Section 3: Standing Committees

The Executive Committee shall consist of the current officers of the Board. The powers of this committee shall be determined by the Board but they cannot take action on any matter for the Board. Other standing committees may be established as needed and will report to the Board or the IRVECA Director.

The **Board Administration Committee**, which is made up of current Board members, is designated to review and evaluate the by-laws, vision and mission, legislation compliance, Board trainings, Board structure, and best practices. Recommendations from this committee shall be presented to the entire Board for approval.

Fiscal Oversight Committee , which is made up of current Board members, will review the board’s financial obligations, payment vouchers, request for proposal and process for program funding. Additionally they will assist with state budget regulations, provide fiscal oversight of funds, develop fiscal procedures, ensure fiscal accountability, oversee fiscal agent requirements and best practices. Recommendations from this committee shall be presented to the Board for approval.

Quality Evaluation Committee, which is made up of current Board members will conduct outreach activities, evaluate outcome performance and best practices for service providers and review the process for promoting quality programs. They will also be in charge of community collaboration, review community-wide indicators and all requirements of the Community Plan and it’s review, evaluating the effectiveness of funded programs. Recommendations from this committee shall be presented to the Board for approval.

The **Early Childhood Advisory Committees** shall be standing advisory committees for the Board. Community partners, agencies, citizens, and Board members may participate. The Board may refer specific issues/tasks to this committee also. Tasks may include but not limited to:

- Recommend and recruit vacant Board member positions.
- Provide expertise in fields of health, human services, early care and education.
- Suggest public policy.
- Provide guidance on community needs and issues.
- Advocate for the IRVECA.

Section 4: Committee Meeting Notice

Notice stating the time, date, place and tentative agenda of each committee meeting will be posted at the IRVECA office, 524 Lawler, Iowa Falls, IA, 50126 and 11 N 1st Ave, Marshalltown, IA 50158, 24 hours before the meeting.

Section 5: Ad Hoc Committees

Ad Hoc committees may be established as needed and will report to the Board or the IRVECA Director.

Section 6: Term

All committee members shall serve a one (1) year term, appointment of, which may be renewable.

Article X – Appeals

The community has the right to appeal decisions based upon a showing that the policies and procedures governing the decision-making process have not been properly applied. Appeals should be in writing and filed with the Chairperson of the Board within five working days of the date of the Board decision. It is the responsibility of the appellant to assure that appeals are received by 4:30 p.m. on or before the fifth working day of the appeals process. Appeals received after 4:30 p.m. on the fifth day shall not be reviewed.

- All appeals shall clearly state how the decision failed in following the rules of the process as governed by the policies and procedures outlined in the by-laws. The request must also describe the remedy sought.
- The Board will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting the Board will determine if there has been a violation of process and will rule on the appeal.
- An appeal of a grant award decision shall not stay negotiations with the successful applicants.

Article XI – Parliamentary Authority

Robert’s Rules of Order shall govern all meetings of the Board unless otherwise dictated by a resolution of the Board.

Article XII – Amendments

The By-laws may be amended at any regular or special meeting of the Board. The amendment must be brought before the Board at one meeting and voting on the acceptance of the amendment shall occur at the next meeting. Written notice of the proposed by-law change shall be mailed or delivered to each member at least 5 days prior to the date of the subsequent meeting. By-law changes require a two-thirds (2/3) majority vote of the Board members present.

Betsy Macke , Chair

1/9/12

Dated

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Betsy Macke, Chair

3/19/13

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Betsy Macke, Chair

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