

# 4 R Kids Early Childhood Iowa Area Board By-Laws

Serving Adair, Dallas, Madison, and Warren Counties

## ARTICLE I – NAME

### Organizational Name

The name of this organization shall be the 4 R Kids Early Childhood Area Board hereinafter referred to as the Board. This organization is organized under and by virtue of the provisions of Chapter 256I of the Code of Iowa and shall operate according to the rules established in the Iowa Administrative Code.

## ARTICLE II – PURPOSE AND BOUNDARIES

### Purpose and Boundaries

The purpose of the early childhood Iowa area Board is to empower communities and families to enhance the quality of the lives of young children. The boundaries of the early childhood Iowa area shall include any family residing in Adair, Dallas, Madison, and Warren County.

## ARTICLE III - MEMBERSHIP

### Board Membership Guidelines

The Board shall consist of a minimum of (8) eight Board members with a maximum of (12) twelve Board members. The Board shall have a minimum of (2) two Board members with no more than (3) three Board members representing each county as described in the Board member term section. Members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the area Board and shall include representation from education, health, human services, business and faith interests, and at least one parent, grandparent, or guardian of a child from zero through age five. The Board shall strive for gender balance. All members shall reside or work in the four county service area.

Board members shall not be members who are employed by, or participate on the Board of any provider of service or an entity who receives Early Childhood Iowa area Board funding. If a Board member is appointed and later is awarded funding they shall vacate their Board position immediately. The position will then be filled within the accordance of the Board membership/application section.

### Board Authority and Responsibilities

The Board is the local governing body and has authority over the functions of the geographic area. Duties of the Board are outlined in the 4 R Kids ECI Boards policy I.D 1.1.2 and policy I.D. 1.1.3. Responsibilities of the Board shall include but limited to the following:

#### *Full Board Responsibilities*

- Interpret the scope of responsibilities of the early childhood Iowa;
- Establish the mission - administer funds from the state;
- Approve contracts;
- Ensure wide community input. Assign tasks to committees as appropriate;
- Assume other responsibilities established by law or administrative rule;
- Hire/support/evaluate/terminate staff.

#### *Individual Board Member Responsibilities*

- Represent the area Board in a positive and supportive manner at all times and in all places;
- Keep the chairperson informed about any community concerns or issues that are relevant to this Board.

### **Fiscal Management Responsibilities**

The Board will designate a public agency of this State, as defined in Section 28E.2 or 216A.91, to be the fiscal agent for grant money and other monies administered by the Board. The fiscal agent will administer Early Childhood Iowa grant monies and any other monies made available to the Board.

### **Board Member Terms**

A Board member shall be limited to two full terms\*. At the completion of two full terms, Board members are ineligible from applying for membership for twelve months. In the event any Board member is appointed to fill an unexpired term, he/she shall complete that term and be eligible for two full terms. All terms shall be staggered. *\*A full term is thirty-six (36) months served consecutively.* All terms shall begin January 1.

### **Board Member Selection and Application**

A potential Board member shall submit a Board membership application. The Board will vote on the application, and a simple majority of those present and voting, providing a quorum is present, will be sufficient to elect the applicant to membership which shall take effect immediately after the vote.

### **Board Member Resignation**

Any member may resign from the Board at any time by submitting a letter of resignation to the Board, with resignation being effective as set forth in the letter of resignation or the date that the resignation letter has been received. 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 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.

### **Board Member Removal**

Failure to attend three consecutive meetings may result in expulsion. For good and sufficient reasons, including but not limited to failure to abide by all of the governing rules of the Board, a member may be expelled from membership. Action to expel a member may be commenced by any member of the Board at any meeting by stating the reason for commencing such action, and supported by one other member of the Board then in attendance. If a majority of the Board agrees with the decision to commence expulsion proceedings. The expulsion of the member will be placed on the agenda for the next regular Board meeting, or at the next special Board meeting, provided that the call of the meeting includes notification that the matter of expulsion of the member is to be considered at that time. Before final action is taken, the member recommended for expulsion, or the member's representative, shall be given an opportunity to appear before the Board and show cause why the member should not be expelled.

### **Compensation**

Board members shall serve without compensation.

## **ARTICLE IV – GOVERNANCE**

### **Decision Making**

The latest available edition of Robert's Rules of Parliamentary Procedure shall be the standard authority for conduct of business and, except as modified by the Board, shall govern in all matters relating to parliamentary practices of the Board.

### **Quorum**

A quorum may either be in person, phone, or via live electronic feed (i.e. conference call, webcast), to vote on any action. The quorum for a Board meeting shall be majority of total membership positions filled. The chairperson only votes in the event of a tie or to cause to a tie.

### **Public Input**

All meetings shall be accessible to the public. Agendas and notices shall be posted on the Board website and at the Adair, Dallas, Madison and Warren County I.S.U. Extension offices. Public input shall be recognized at each regularly scheduled meeting by having an agenda item stating “public input”. The amount of time allowed for public input is at the discretion of the Board.

### **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 applicant 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 be delivered to the Chairperson of the Board.

- 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.

### **Conflict of Interest**

A member of the Board, or significant other/family member, who may derive any intentional personal benefit, profit or gain, by reason of membership on the Board or for services contracted from the Board, shall disclose such interest to the Board and abstain from appropriate voting and discussion. The member's abstention and the reason for it will be recorded in the meeting minutes. Every Board member shall be required to sign a conflict of interest statement annually and/or when new Board members are approved. The conflict of interest policy is available and on file for Board members and the community.

### **Code of Ethics**

Every Board member shall be required to sign a code of ethics pledge. The code of ethics pledge is available and on file for Board members and the community.

## **Official Records**

All records shall be open to the public and comply with Iowa Open Records Law. All records, including Board meeting materials, shall be held at the 4 R Kids Early Childhood Iowa office and obtained by contacting the 4 R Kids ECI Director in person, by telephone, or by regular or electronic mail. Contact information shall be published on the 4 R Kids ECI website.

## **ARTICLE V – OFFICERS**

### **Offices and Duties**

*Chairperson* – The Chairperson shall preside at all meetings of the Board, create 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. The chairperson only votes in the event of a tie vote or to cause a tie.

*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 member shall assume chairperson responsibility for regular scheduled meetings. The vice-chairperson shall also assist the chairperson in appointing committee representatives.

### **Selection of Officers**

An annual meeting of the Board shall be held between October 1 and December 31 of each year, at a time and place to be fixed by the Board. At that time, the Board shall elect officers and each officer shall assume their newly elected position starting the following January meeting. Offices shall be for twelve month period.

## **ARTICLE VI – COMMITTEES**

### **Appointment of Committees**

The chairperson and vice-chairperson with consultation of the Board shall, appoint Board members to serve on standing committees and/or ad hoc committees as it sees fit to carry out the goals and objectives of the Board. The Board may make further appointments from outside of the Board. Duties of committees are outlined in 4 R Kids ECI Area Board Policy I.D. 1.1.12.

## **ARTICLE VII- MEETINGS**

### **When-Where-How**

Meetings shall be conducted pursuant to the open meetings and open records law, Iowa Code Chapter 21 and 22. All Board meeting agendas and minutes shall be posted on the Board website not less than 24 hours prior to the meeting. The Board shall meet a minimum of quarterly, or as often as they deem necessary, at a time and place to be fixed by the Board as long as the location is a public handicap accessible facility.

### **Special Meetings**

Special meetings may be called by the Chairperson or Vice-Chairperson at any time with the approval of two additional Board members. Additionally, four or more non-officers may also request a special meeting to the Chairperson or Vice-Chairperson who, upon receipt of the request, shall call a special meeting. The chairperson or vice-chairperson shall call special meetings within five days after receiving a request. Special meetings will be limited to purpose called.

### **Electronic Meetings**

No electronic mail meetings will be allowed, however, to constitute a quorum if necessary, members may be present through a conference call or live electronic feed. All members participating in this manner shall be reflected in the Board minutes.

### **Board Agenda and Minutes**

Early childhood Iowa area Board agenda item requests are required to be in writing and sent to the Early Childhood Iowa Area Director ten days in advance of a regular scheduled Board meeting. Agenda items will be presented to the Chairperson and subject to approval by the chairperson. Early childhood Iowa area Board meeting minutes will be posted on the website prior to the next regular scheduled meeting.

## **ARTICLE VIII - AMMENDMENTS TO BY-LAWS**

### **Amendments**

These by-laws or any part hereof, may be amended or repealed, in accordance with Iowa Code Chapter 256I, at any regular meeting of the Board. Changes can be submitted at any regular Board meeting and action may take place at the next regular Board meeting. By-law amendments require two thirds (2/3) vote of all voting Board members.

## **ARTICLE IX – DISSOLUTION**

### **Dissolution**

This Board may be dissolved, in a manner consistent with the laws of the State of Iowa, and within the requirements of all funding sources.

*Board By-Laws approved September 9, 2010*

*Board By-Laws draft amendment presented April 14, 2011*

*Board by-laws approved May 19, 2011*

*Board By-Laws draft amendment presented January 17-2013*

*Board By-Laws approved March 21-2013*

*Board By-Laws draft amendment presented September 11, 2014*

*Board By-Laws approved November 20, 2014*