

**BYLAWS OF THE
MARYLAND STATE EARLY CHILDHOOD ADVISORY COUNCIL (ECAC)**

Article I. Name

- Section 1. The name of the organization shall be the State Early Childhood Advisory Council, hereafter referred to as the Council.
- Section 2. The purposes of the council are to:
- (a) Coordinate efforts among early childhood care and education programs;
 - (b) Conduct needs assessments concerning early childhood education and development programs; and
 - (c) Develop a statewide strategic report regarding early childhood education and care.

Article II. Establishment of the Council

- Section 1. The Council was established in accordance with the provisions of H.R. 1429, Public Law 110-134: The Improving Head Start for School Readiness Act of 2007, Section 642(b).
- Section 2. In accordance with Section 9837b of Title 42 of the United States Code, the Early Care and Education Committee (ECE Committee) of the Maryland State Children's Cabinet was designated to serve as the State Advisory Council on Early Childhood Education and Care, by issuance of Maryland State Executive Order 01.01.2008.09.
- Section 3 State Statute: Article –Education, Section 7-1601 through 7-1608 to be under the new subtitle “Subtitle 16. State Early Childhood Advisory Council”, HB 461that was effective June 1, 2014.

Article III. Responsibilities of the Council

- Section 1. The Council is responsible for fulfilling duties described both in federal and state law.

The Council has the following responsibilities pursuant to the federal H.R. 1429, Improving Head Start for School Readiness Act of 2007, Public Law 110-134 and under Maryland State Executive Order .01.01.2008.09:

The Council has the following responsibilities pursuant to the State Statute:

Article –Education, Section 7-1601 through 7-1608 to be under the new subtitle “Subtitle 16. State Early Childhood Advisory Council”.

1. Conduct a periodic statewide needs assessment concerning the quality and availability of early childhood education and development programs and services for children from birth to school entry, including:

(a) An assessment of the availability of high quality prekindergarten services for low-income children in the state; and

(b) Health-related barriers to school readiness and early childhood educational success; and

(c) An assessment of the availability of high quality early childhood education and development programs that serve children with and without disabilities together;

2. Identify opportunities for, and barriers to, collaboration and coordination among federally funded and state-funded child development, child care, and early childhood education programs;

3. Assess the capacity and effectiveness of 2-year and 4-year public and private institutions of higher education in the state toward supporting the development of early childhood educators, including the extent to which the institutions have articulation agreements, professional development and career advancement plans, and practice or internships for students to spend time in a Head Start or prekindergarten program;

4. Make Recommendations:

(a) For increasing the overall participation of children in existing programs, including outreach to underrepresented and special populations;

(b) Regarding the establishment of a unified data collection system for public early childhood education and development programs and services throughout the State;

(c) Regarding statewide professional development and career advancement plans for early childhood educators in the State;

(d) For improvements to state early learning standards and how to undertake efforts to develop high-quality comprehensive early learning standards, as appropriate.

5. Hold public hearings and provide an opportunity for public comment on the activities described in Article III (1)-(4) above;

6. Perform any other duties that may be requested by the Governor.

7. Submit to the Governor and the State Superintendent of Schools in accordance with Section 2-01246 of State Government Article, the General

Assembly, a statewide strategic report on the activities described in Article Education, Section (A) (1) through (4), as stated in Article III (1)-(4) above; and

8. After submission of the statewide strategic report, continue to meet periodically to review any implementation of the report's recommendations and any changes in State and local needs.

Article IV. Membership

- Section 1. Composition of Voting Members. Membership of the Council shall conform to the requirements of Article –Education, Section 7-1603(A). It shall consist of the following forty-one (41) members:
1. One Member of the Senate of Maryland, Appointed by the President of the Senate;
 2. One Member of the House of Delegates, Appointed by the Speaker of the House;
 3. The State Superintendent of Schools, or the Superintendent's designee;
 4. The Secretary of Health and Mental Hygiene, or the Secretary's designee;
 5. The State Director of Head Start State Collaboration, or the Director's designee;
 6. The Executive Director of the Governor's Office for Children, or the Executive Director's designee;
 7. The Assistant State Superintendent of the Division of Early Childhood Development of the Maryland State Department of Education (MSDE) or the Assistant State Superintendent's designee ;
 8. The Director of the Office of Child Care within the Division of Early Childhood Development, or the Director's designee;
 9. The Assistant State Superintendent of the Division of Special Education/Early Intervention Services of the Maryland State Department of Education (MSDE), or the Assistant State Superintendent's designee;

The following members are appointed by the Governor:

10. One representative of a Local Education Agency;
11. One representative of an Institution of Higher Education in the State;
12. One representative of the Maryland State Child Care Association;
13. One representative of the Maryland State Family Child Care Association;
14. One representative of the Maryland Association for the Education of Young Children;
15. One representative of the Maryland School Age Child Care Alliance;
16. One representative of a Nonpublic Prekindergarten Provider;
17. One representative of a Head Start Agency in the State;

18. One representative of a Local Management Board ;
19. One representative of the State Interagency Coordinating Council;
20. One representative of the Ready At Five Partnership;
21. One representative of the Maryland Parent Teacher Association;
22. One representative of the Maryland Library Association;
23. One representative of the Business Community with demonstrated leadership in Early Childhood Care and Education;
24. One representative of the Maryland Family Network;
25. One representative of the Office of Child Care Advisory Council;
26. One representative of the Maryland State Education Association;
27. One representative of the Service Employees International Union;
28. One representative of the Department of Disabilities;
29. One representative of the Social Services Administration of the Department of Human Resources;
30. One representative of a Philanthropic Institution;
31. One representative of the Maryland Association of Elementary School Principals;
32. One representative of a Local Government Agency that provides services to children;
33. One representative of a Local Community Action Agency;
34. One representative of the Maryland Chapter of the American Academy of Pediatrics;
35. One representative who provides school health services to children;
36. One representative of the Maryland Developmental Disabilities Council;
37. One representative of the Maryland Council for American Private Education;
38. One representative from the Maryland Association of Boards of Education;
39. One representative from the Home Visiting Alliance;
40. One representative who advocates for homeless children; and
41. One Ex-Officio Member, appointed by the Council.

Section 2. Appointment and Terms of membership. A member shall serve at the pleasure of the Governor for staggered four (4) year terms. A Member may serve up to two (2) consecutive four (4) year terms. A member selected to fill a vacancy serves only for the balance of a term remaining at the time of appointment.

Section 3. Ex-Officio Member. The Ex-officio member may be appointed by the Council membership to serve on the Council. The Ex-officio member is selected by virtue of their office or special expertise. The Ex-officio member may be appointed for a four (4) year term and is a non-voting member. When a vacancy is available for the Ex-officio member, the Council may identify a new Ex-officio member and present that name and/or position to the Council for approval by way of vote.

Section 4. Termination of Membership other than by Resignation or Expiration of Term. A member of the ECAC Council appointed by the Governor 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. No later than January 15th of each calendar year, the Chairperson of the Council shall forward to the Governor:

1. The name of any individual considered to have resigned as described above, and
2. A statement describing the individual's history of attendance during the preceding twelve (12)-month period.
3. After receiving the Chairperson's notice the Governor shall appoint a successor for the remainder of the term of the resigning individual.
4. If the individual has been unable to attend meetings for reasons satisfactory to the Governor, the Governor may waive the resignation.

Section 5. Resignation. A member who resigns from the Council must provide written notification to the chair and staff of the Council and to the head of the agency/organization they were representing. The agency/organization will suggest a replacement candidate for consideration .

Article V. Conflict of Interest

Section 1. No member of the Council shall cast a vote on any matter, which would provide direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.

Section 2. In the instances where an Council member is employed by an organization which is a recipient of financial support from the State of Maryland or any of its affiliates, that member shall disclose such 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, a Council member can request clarification and determination of conflict of interest status from the Council.

Article VI. Meetings

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

Section 2. Minutes shall be kept of all Council meetings.

Article VII. Officers

Section 1. The position of Chairperson shall be the sole officer of the Council. The Governor shall designate the Chair of the Council. The Maryland State Department of Education shall provide staff for the Council.

Section 2. The duties of the Chairperson shall include:

1. Develop the agenda, with input from the Council membership;
2. Conduct the meetings;
3. Oversee public hearings;
4. Represent the opinions of the Council to the Governor 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 Council; and,
7. Prepare a report as outlined in Article Education, Section 1608 (B1)) and Article III, section I (7) above by December 1, 2015.

Article VIII. Expenses

Section 1. Members of the Council 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 the Standard State Travel Regulations, and as provided in the State budget.

Article IX. Procedures

Section 1. The Council shall meet at the call of the Chair.

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

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

Section 4. The Chairperson and/or their designee shall function as the Parliamentarian for official Council conduct of business.

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

Article X. Amendments

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

CERTIFICATION:

These bylaws were approved at a meeting of the Council membership by _____ vote on _____.