

## Article I – Name

Nevada’s state advisory council on early childhood education and care shall be the Nevada Early Childhood Advisory Council, hereafter referred to as the Council.

## Article II – Creation & Purpose

### Section 1. Creation

In compliance with section 642B of the Head Start Act, Governor Jim Gibbons created the Council by executive order in September 2009. The Council was continued by an executive order signed by Governor Brian Sandoval in July 2011. Effective May 24, 2013, Assembly Bill (AB) 79 established the Council in in Chapter 432A of the Nevada Revised Statues (NRS).

### Section 2. Purpose

The Council shall work to strengthen state-level coordination and collaboration among the various sectors and settings of early childhood education programs in Nevada.

## Article III – Roles & Responsibilities

### Section 1. AB 79 and the Head Start Act of 2007

AB 79 includes State Advisory Council responsibilities as outlined in the Head Start Act of 2007. AB79 establishes in Nevada Statute that the Council shall:

- A. Conduct periodic statewide assessments of needs relating to the quality and availability of programs and services for children who are in early childhood education programs.
- B. Identify opportunities for and barriers to coordination and collaboration among early childhood education programs funded in whole or in part by the Federal Government, the State, or a local government.
- C. Develop recommendations for:
  1. Increasing the participation of children in early childhood education programs funded in whole or in part by the Federal Government, the State, or a local government, including, without limitation, providing information on such programs to underrepresented and special populations.
  2. The establishment or improvement of core elements of the early childhood system in this State, including, without limitation, a statewide unified system for collecting data relating to early childhood education programs.
  3. A statewide professional development system for teachers engaged in early childhood education; and
  4. The establishment of statewide standards for early childhood education programs in this State.
- D. Assess the capacity and effectiveness of institutions of higher education in this State in developing teachers in the field of early childhood education.
- E. Establish, in cooperation with the State Board of Education, guidelines for evaluating the school readiness of children. The guidelines must:
  1. Be based on national school readiness indicators.
  2. Address the following components of school readiness:

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- a. Physical and developmental health.
  - b. Social and emotional development.
  - c. Approaches to learning.
  - d. Language and early literacy development; and
  - e. Cognition and general knowledge.
- F. Develop recommendations for increasing parental involvement and family engagement in early childhood education programs.
- G. Perform such other duties relating to early childhood education programs as designated by the Governor.

## Section 2. Child Care and Development Block Grant (CCDBG)

- A. The 2014 reauthorization of CCDBG requires that the Council provide guidance in the development of Nevada’s CCDF State Plan in the following areas:
- 1. Training and Professional Development,
  - 2. Early Learning and Development Guidelines, and
  - 3. Subsidy Payment Rates to Providers.
- B. Additionally, CCDBG requires the state to coordinate activities and collaborate with the Council on the Statewide Child Care Disaster Plan.

## Article IV – Membership & Terms

### Section 1. Membership

As established in AB 79 and the Head Start Act of 2007, the Council membership shall include:

Representation	Head Start Act	AB 79
State Agency Responsible for Child Care	X	
Local Educational Agency	X	
Head Start State Collaboration (42 U.S.C. 9837b(a)(3)(A))	X	X
Local Provider of ECE and Development Services	X	X
State Health or Mental Health	X	X
Head Start Grantee	X	X
State Education Agency / Department of Education	X	X
619 Coordinator*	X	X
Part C Coordinator*	X	X
Institute of Higher Education	X	X
Board of Trustees of the School Districts		X
Health Division Responsible for Child Care		X
Southern Nevada nonprofit organization that provides early childhood programs		X
Northern Nevada nonprofit organization that provides early childhood programs		X
Other members as the Governor determines are appropriate		X

*\*Note: AB79 and the Head Start Act of 2007 require one 619 Coordinator OR Part C Coordinator; however, the Council has both representatives.*

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## Section 2. Appointment

Members of the Council shall be appointed by the Governor. Nothing in this subsection shall be construed to limit the Governor's authority to make a direct appointment to the Council. There shall be no compensation for Council membership service.

## Section 3. Subcommittees

- A. The Council shall create standing subcommittees deemed necessary to improve the functioning of a comprehensive early childhood system in three general areas:
  1. **Health:** Comprehensive services that promote children's physical, developmental, and mental health.
  2. **Early Learning and Development:** Nurturing relationships, safe environments, and enriching experiences that foster learning and development.
  3. **Family Leadership & Support:** Resources, experiences, and relationships that strengthen families, engage them as leaders, and enhance their capacity to support children's well-being.
- B. Each voting member of the Council shall serve on at least one standing committee, based on the committee member's area of expertise.
- C. Each standing committee shall have one chair or two co-chairs who are voting members of the Council.
- D. The Chair of the ECAC shall appoint the standing committee chair or co-chairs from the ECAC membership.
- E. Each standing committee may appoint additional non-voting members to their committee, as needed based on area of expertise and/or specific projects.
- F. Ad hoc committees may be created by the Council as necessary.

## Section 4. Officers

- A. The officers of the Council shall be a Council Chair and Council Vice Chair. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Council.
  1. Officers of the Council Shall.
    - a. Develop the agenda, with input from the council membership
    - b. Conduct the meetings
    - c. Oversee public hearings
    - d. Represent the opinions of the Council to the Governor and to the public as appropriate
    - e. Convene special meetings, as necessary
    - f. Appoint chairpersons for any subcommittees, Task Forces, Work groups or other ad-hoc committees that may be formed by the council
    - g. Prepare reports as requested by the governor, Legislative Counsel Bureau (LCB), or Superintendent of Public Instruction
  2. Council Vice Chair serves in the absence of the Chair.
- B. Council members may nominate themselves or others for either Chair or Vice Chair.
- C. Notification of officer election shall be posted as a business item on the agenda of a regularly scheduled meeting.
- D. Election of each position is determined by a simple majority vote.

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- E. Terms of officers may be up to three years and officers may serve more than one term upon election of the Council.

### Section 5. Terms

- A. Members may serve up to three-year terms upon the Governor's appointment. Appointed members can serve for more than one term, and it is the member's responsibility to reapply for appointment.

### Section 6. Vacancies

- A. Vacancies among the Council shall be filled according to the appointment section of these bylaws. The initial term shall be for the remaining length of the vacated term.

### Section 7. Resignation

- A. A member who resigns from the Council must provide written notification to the Chair of the Council and to the head of the agency or organization he or she was representing. The agency/organization will suggest a replacement candidate for consideration to the Chair who will then forward to the Governor for consideration.

### Section 8. Removal

- A. A member may be presented to the Governor for consideration of removal for three absences during any consecutive 12-month period. After the third absence within this period, the chair shall forward to the Governor for consideration:
  - 1. The name of the member to be considered for removal.
  - 2. A statement describing the individual's history of attendance during the preceding 12-month period.

## Article V – Meetings

### Section 1. Procedures

All proceedings and actions shall be conducted in accordance with the Nevada Open Meeting Law (N.R.S. 241.010 through 241.040, inclusive).

### Section 2. Quorum

A simple majority of appointed Council members shall constitute a quorum for the transaction of business.

### Section 3. Regular Meetings

The regular meetings of the Council shall be held at least four times per year.

### Section 4. Special Meetings

Special meetings may be called by the Chair. A request for special meeting can also be made by other Council members through a written request submitted to the Chair for approval.

### Section 5. Notice of Open Meetings

All regular and special meetings of the Council shall be in compliance with Nevada's Open Meeting Law.

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## Section 6. Voting

All actions shall require a simple majority vote of a quorum. Members participating in a meeting of the Council by means of a conference call, video conference, or other such means that allow for each participant to hear and be heard by each participant at the same time, shall be deemed to be present at such meeting. Voting on all matters shall be by voice vote and shall be entered in the minutes of the meeting. Each Council member shall have one vote.

The Council Chair will have a vote on any measure before the Council. The Chair may not make or second motions.

## Section 7. Record Keeping

The conduct of all meetings and public access thereto, and the maintaining of all records of the Council shall be governed by Nevada's Open Meeting law.

## Article VI – Fiscal Support

- A. As established in AB 79, the Council may accept gifts, grants and donations from any source for the support of the Council in carrying out the provisions of this section.
- B. Any fiscal administration shall be overseen by the Nevada Department of Education.

## Article VII – Conflict of Interest

Each Committee member is responsible for declaring when a conflict of interest exists, including any matter that would provide direct personal financial benefit for that member. When a conflict of interest exists, the conflicted member will refrain from the voting process. If a conflict of interest is known to exist but is not declared by an individual, one or more members of any group governed by these bylaws may ask that individual to refrain from the voting process.

## Article VIII – Statement of Non-Discrimination

The ECAC Council is an equal opportunity / affirmative action entity. Qualified persons are considered for membership without regard to race, sex, sexual orientation, gender identity or expression, religion, color, national origin, age, genetic information, or disability, as outlined in the state affirmative action plan.

## Article IX – Revision of Bylaws

- A. These bylaws will be reviewed at least every two years or sooner as deemed necessary by the Council. Proposed amendments will be distributed to the Council members in writing at least one week prior to a regularly scheduled or special meeting. These bylaws may be altered, amended or repealed by a majority of the Council members at any regularly scheduled or special meetings in compliance with Nevada's Open Meeting Law.
- B. These bylaws were originally approved and adopted at a regularly scheduled meeting of the Council on December 1, 2015.
  1. Revised and adopted at a regularly scheduled meeting of the Council on August 18, 2016.
  2. Revised and adopted at a regularly scheduled meeting of the Council on October 13, 2016.