NEW ORLEANS EARLY EDUCATION NETWORK (NOEEN) BYLAWS [DRAFT]

ARTICLE I - PURPOSE AND DUTIES
ARTICLE II - MEMBERSHIP AND VOTING PROVISIONS
ARTICLE III – MEETINGS
ARTICLE IV – AMENDMENTS TO THE BYLAWS

ARTICLE I - PURPOSE AND DUTIES

Louisiana is in a multi-year effort to unify its early childhood system and improve kindergarten readiness.

The New Orleans Early Education Network (NOEEN) Steering Committee shall serve as a formal advisory and oversight body for the contracting party for Orleans Parish in its capacities as the Lead Agency and Ready Start Network. The name of the Ready Start Network and Lead Agency is the New Orleans Early Education Network. The current contracting party for Orleans Parish is Agenda for Children.

SECTION 1 – The NOEEN Steering Committee shall provide input and guidance to the Lead Agency/Ready Start Network contractor on matters related to the development and implementation of the responsibilities of the Lead Agency and Ready Start Network for the New Orleans Early Education Network, as provided for in Bulletin 140. Contractor shall provide relevant information and reports to the NOEEN Steering Committee and as officially requested by NOEEN members.

SECTION 2 – The NOEEN Steering Committee shall also act as a representative decision-making body for important plans and actions required of the Lead Agency and Ready Start Networks by the Louisiana Department of Education (LDE).

SECTION 3 – The NOEEN Steering Committee shall consider items and receive information at each regularly scheduled meeting related to Network Development, Coordinated Observation and Supports, Coordinated Enrollment and Information Campaign, Coordinated Funding, Ready Start Networks, and other activities, as appropriate.

SECTION 4 – Members of the NOEEN Steering Committee shall not receive compensation, reimbursement, or a per diem for their services or attendance at committee meetings.

ARTICLE II - MEMBERSHIP AND VOTING PROVISIONS

SECTION 1 - Membership and Term

A) Membership

The NOEEN Steering Committee (Committee) shall consist of 13 voting members representing each publicly funded early childhood program funding source, the Orleans Parish School Board, and the Orleans Parish Child Care Resource and Referral grantee; it shall also include two At-Large members. The Committee

DRAFT

Members (Members) shall be appointed upon the recommendation of the NOEEN Nomination Committee and adoption by a majority vote of Members present at a meeting with a quorum of the Steering Committee. In making recommendations for Committee membership, the Nomination Committee shall work to ensure diversity, equity, and inclusion and to sustain racial, gender, geographic, and age diversity among the Steering Committee's members. The Committee membership seats must include representation from: listed below:

- City of New Orleans Mayor's Office
- Child Care Assistance Program (CCAP)
- Early Head Start
- Department of Health (Early Steps or designee)
- Head Start
- LA4
- Lead Agency
- Nonpublic School Early Childhood Development Program (NSECD)
- Orleans Parish School Board
- Orleans Parish Child Care Resource and Referral Contractor
- At-Large (Licensed provider)
- At-Large (Community)
- At-Large (General)

Members may be added to the Steering Committee throughout the year upon a recommendation of the Nomination Committee and approval of the majority of Members attending a Steering Committee meeting with quorum.

B) Length of Membership Term

Steering Committee members shall serve for a term of three (3) years, which shall be renewable a maximum of two times, with each renewal occurring via a recommendation of the Nomination Committee and a vote of a majority of Members present at a meeting of the Committee with quorum. Members who are appointed to fill a vacant term, and who have served less than 183 days at the conclusion of the term, shall be eligible to have their terms renewed two times; those who have been appointed to fill a vacant term, and who have served 183 days or more shall be eligible to have their terms renewed one time.

SECTION 2 - Voting

All voting shall be by voice vote; however, a roll call vote shall be taken on any motion if requested by any one member of the Steering Committee. Each present voting member of the NOEEN Steering Committee shall be entitled to one vote. There shall be no voting by proxy.

SECTION 3 - Quorum

The presence in-person of a simple majority of the Committee membership shall constitute a quorum. Meetings may be held in absence of a quorum, but no official business or business action may occur, and the minutes must record that a quorum was not present.

SECTION 4 – Proxy

A *nonvoting* proxy may attend a meeting in the place of any member of the Steering Committee member who cannot attend a scheduled meeting. The proxy shall not be permitted to vote, but may participate in Steering Committee discussions as the member they represent would.

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SECTION 5 - Removal of NOEEN Steering Committee Members

A) Repeated Absences

A Steering Committee member may be removed after absence from two consecutive committee meetings if no written excuse was submitted to the NOEEN Steering Committee Chair prior to the meeting. In such a case, the member may be removed from membership by the NOEEN Steering Committee Chair upon written notification to the member.

A Steering Committee member may be removed after three total absences per year, consecutive or nonconsecutive, excused or not excused, by a simple majority vote of present members of the NOEEN Steering Committee at a meeting. Upon such removal, the member shall be notified in writing by the NOEEN Steering Committee Chair.

B) Disqualification for Appointed Position

A Steering Committee member may be recommended for removal from membership if he or she no longer qualifies for the appointed position because he or she no longer represents the organization and/or funding source represented upon appointment or election to the Steering Committee. In such a case, the member may be removed from membership by the NOEEN Steering Committee Chair upon written notification to the member.

SECTION 6 – Steering Committee Member Resignation

Any NOEEN Steering Committee member may resign at any time by sending a written notice of such resignation to the Chair. Unless otherwise specified, the resignation shall take effect immediately.

SECTION 7 – Steering Committee Member Vacancies

If a seat on the Steering Committee becomes vacant by reason of death, resignation, retirement, disqualification, or removal, a member representing the same funding source and/or organization represented by the member prior to vacancy may be appointed via the process outlined in Section 1.A, to serve for the remainder of the membership term.

SECTION 8 - Officers

Officers of the Steering Committee shall consist of a Chair and Vice Chair. The Chief Executive Officer and/or Administrator of the Lead Agency Contractor shall appoint a Chair for the NOEEN Steering Committee. The Chair shall preside at all meetings of the NOEEN Steering Committee and perform such duties as may be required. The voting Vice Chair shall by appointed upon recommendation by the Nomination Subcommittee and adoption by a majority vote of the Steering Committee Members present at a Committee meeting with quorum. The Vice Chair shall, at the request of the Chair and/or in the Chair's absence, perform the duties of the Chair. Both the Chair and Vice Chair shall serve a term of two years, which can be renewed at the recommendation of the Nomination Subcommittee and a majority vote of the Steering Committee at a meeting of the Committee with quorum.

SECTION 9 – Order of Meetings

The Chair shall set the rules and procedures for engaging in discussion and receiving items during the meeting to ensure committee business is conducted in an orderly and efficient fashion. Chair may choose to adopt Robert's

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Rule of Order or some other meeting system or process.

SECTION 10 – Subcommittees and Working Groups

A) Subcommittees of the Steering Committee

i) Appointment of Subcommittee Chairs and Members

Membership on Subcommittees is an important means of promoting active engagement in the Steering Committee's work and leveraging the experience and expertise of Steering Committee Members. The Chair of the Steering Committee shall appoint the chair of each subcommittee from among the members of the subcommittee. The Steering Committee Chair shall, with the concurrence of the Steering Committee, also appoint the members of the subcommittees.

ii) Standing Subcommittees of the Steering Committee

a) Governance Subcommittee. There shall be a Governance Subcommittee. The Governance Subcommittee will review and update bylaws of NOEEN as needed. This committee shall be composed of the Chair, Vice Chair, and NOEEN Executive Director and/or designee. All bylaws and/or changes therein must be approved by majority vote of members of the Steering Committee at a meeting where there is quorum.

b) Nomination Subcommittee. There shall be a Nomination Subcommittee. The Nomination Subcommittee will identify and recommend to the Steering Committee qualified candidates for membership on the Committee. It shall also identify and recommend candidates for the position of Vice Chair. In fulfilment of its role, the activities of the Nomination Subcommittee shall include, but not be limited to, public outreach and advertisement of open positions on the Committee and coordination with partnering organizations to identify qualified candidates. The Nomination Subcommittee shall be composed of the Vice Chair, who leads the Subcommittee, plus two other Steering Committee members

c) Coordinated Funding Subcommittee. There shall be a Coordinated Funding Subcommittee. The Coordinated Funding Subcommittee will help guide the work of Section 709 of Bulletin 140 that requires that each Lead Agency submit a Coordinated Funding Request on behalf of their Community Network to the Louisiana Department of Education (LDE). The Coordinated Funding Subcommittee will work with the Lead Agency staff to submit an annual, community wide funding request and plan to enroll and fill available seats for approval by the Steering Committee.

d) Coordinated Enrollment Subcommittee. There shall be a Coordinated Enrollment Subcommittee. The Coordinated Enrollment Subcommittee will work with the Lead Agency staff to submit an annual, community wide enrollment plan to enroll and fill available seats for approval by the Steering Committee and the LA Department of Education. This committee will also work with the coordinated enrollment staff to make recommendations related to early childhood enrollment procedures and/or policies and to conduct the annual enrollment self-assessment review as required by LDE.

e) Coordinated Observation/Quality Subcommittee. There shall be a Coordinated Observation/ Quality Subcommittee. The Coordinated Observation/Quality Subcommittee will work with the Lead Agency staff to submit an annual, community wide observation plan. In addition, this committee will review observation data and work with Lead Agency staff to make adjustments to procedures, protocols, and/or ancillary strategic goals that further NOEEN's efforts to improve the quality of

DRAFT

learning and care for children in Orleans Parish.

B) Working Groups of the Steering Committee

i) Purpose of Working Groups

Working groups may be established by the Chair or the NOEEN Steering Committee, as necessary, to:

- Research and present findings and recommendations on specific questions or issues; or
- Help develop and/or make recommendations on proposed or existing plans, policies, processes, or documentation/reports to be submitted to the Louisiana Department of Education

ii) Appointment of Working Group Leaders and Members

The Chair shall appoint a leader of each working group who has the requisite expertise or subject matter knowledge to help lead the working group. The Chair may also appoint working group members, help set the agenda, coordinate and staff meetings, and develop reports for the Steering Committee.

ii) Functioning of Working Groups

Each working group shall be constituted for a predetermined length of time, to be defined at the establishment of the working group. Each working group shall have a clearly defined set of objectives and shall make regular reports on the progress made against the objectives at Steering Committee meetings that occur during the working group's tenure.

ARTICLE III - MEETINGS

SECTION 1 – Location

All meetings of the NOEEN Steering Committee shall be held in New Orleans at a location specified by the Lead Agency Contractor in consultation with the Chair.

SECTION 2 – Date and Time of Meetings

Prior to July 1st of each year, the NOEEN Steering Committee shall approve a meeting calendar for the year, ending June 30th of the following year. Meeting dates and times may be amended or canceled at the discretion of the Chair and in consultation with the members of the Steering Committee and Lead Agency Contractor staff.

The Lead Agency Contractor shall provide public notice of each meeting stating the time, place, and agenda. The notices shall be posted at the meeting location, posted on the Lead Agency Contractor website, and emailed to Steering Committee members no later than 24 hours prior to the meeting. Steering Committee Meeting agendas shall be set by the Chair in consultation with the Lead Agency Contractor staff.

SECTION 3 - Meetings

A) Open Meetings

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All meetings shall be conducted as open meetings in accordance with the Louisiana Open Meetings Law.

B) Regular Meetings

Regular meetings shall be held in accordance with the annual meeting calendar, as approved by the NOEEN Steering Committee.

C) Special Meetings

If necessary, special meetings of the NOEEN Steering Committee shall be called by the Chair. Business transacted at all special meetings shall be confined to the purposes stated in the notice.

SECTION 4 – Submission of Agenda Items

Items to be considered for placement on a Steering Committee meeting agenda shall be submitted in writing to the Chair no less than one (1) week prior to the meeting at which the item is to be discussed.

SECTION 5 – Public Comment

Opportunity to comment publicly at the NOEEN Steering Committee meetings shall be provided prior to action on an agenda item upon which a vote is to be taken. However, comments may be restricted by the Chair at their discretion to ensure the efficient conducting of the meeting. The Chair may not omit the opportunity for public comment from the meeting agenda.

SECTION 6 - Minutes of the Meetings

The minutes of all NOEEN Steering Committee shall be maintained and available for public access and review for a minimum of three years. Official Committee reports, documents, and records of policy actions shall be included in meeting minutes. NOEEN shall post meeting minutes on its website within ten business days of meeting. The inability of the public to access the public body's website due to any type of technological failure shall not be a violation of this provision.

ARTICLE IV - AMENDMENTS TO THE BYLAWS

The Board Chair may propose amendments to update the bylaws on an annual basis, as necessary and appropriate, and such amendments shall be adopted and effective immediately upon approval of a two-thirds majority vote of the NOEEN Steering Committee present at the meeting. Amendments to the bylaws at any other time throughout the year shall be proposed and adopted in the following manner:

SECTION 1 - Notice

Amendments may be proposed by any Steering Committee member or the Governance Subcommittee. A copy of the proposed amendment(s) shall be submitted to the Chair at least two (2) weeks prior to any meeting at which the proposed amendment(s) is to be considered.

SECTION 2 - Format

Proposals to amend existing bylaws shall contain the full text to be amended. New words shall be underlined and

DRAFT

the words to be deleted shall be struck through. All proposals received in the appropriate format shall be considered at the following meeting.

SECTION 3 - Adoption

An amendment(s) shall be adopted if it receives a two-thirds majority vote of the NOEEN Steering Committee membership present at a meeting with quorum.

SECTION 4 - Inclusion

The amendment(s) shall become effective immediately upon approval.

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