NOEEN | NEW ORLEANS EARLY EDUCATION NETWORK

Executive Summary of Proposed Amendments to Current NOEEN Bylaws
August 2022

Proposed by Derrick Toups

ARTICLE I - PURPOSE AND DUTIES

- Expand history and provide additional context and details of lead agency and Ready Start Network designation.
- Clarify roles of contracted administrative parties (co-lead agencies and Ready Start Network).

ARTICLE II - MEMBERSHIP AND VOTING PROVISIONS

- Introduce definitions for public bodies and entities represented on steering committee and clarify term limits and voting privileges since previously not recorded in bylaws.
    - While members may be eligible to represent multiple entities, they must serve on the Steering Committee as a designated representative of only one of the entities outlined in bylaws.
- Expand the steering committee from 13 to 19 members to be more comprehensive of community players and funding streams not previously involved.
    - Add NOEEN Board of Directors representative given update to NOEEN corporate structure.
    - Add New Orleans City Council representative (at large member or designee) to reflect greater public responsibility and collaboration given millage.
    - Add Ready Start Network contracted administrative party given increased scope of work and responsibility.
    - Update City of New Orleans Health Department (Early Steps or designee) to Louisiana Department of Health Early Steps System Point of Entry to reflect true designation.
    - Add NOLA Public Schools (NOLA-PS) Exceptional Children Services (Child Search) representative as corollary to Louisiana Department of Health Early Steps System Point of Entry to bridge gap between services for children with exceptionalities.
    - Add City Seats funding stream representative since there is currently no representation.
    - Add B-3 funding stream representative since there is currently no representation.
    - Update At-Large (Parent) to Early Care & Education Community (At Large) to provide greater flexibility. Would then have two Early Care & Education

Community (At Large) members.
    - Update At-Large (Licensed provider) to Family Child Care Providers (At Large) to include family child care provider voice and to eliminate redundancy of provider representation given funding stream seats.
- Clarify roles of officers and add Past Chair as officer.
- Consolidate subcommittees and clarify roles of subcommittees.
    - Consolidate Governance Subcommittee and Nomination and Membership Subcommittee into Executive Subcommittee.
    - Consolidate Coordinated Funding Subcommittee and Coordinated Enrollment Subcommittee into Coordinated Enrollment & Coordinated Funding Request Subcommittee.
    - Eliminate Coordinated Observation Subcommittee since activities are led by contracted administrative parties.
    - Add Family Engagement Subcommittee to create formal, ongoing structure for family involvement.
- Create new article for voting provisions found in this article for improved organization and clarity.

ARTICLE III – MEETINGS

- No significant changes, just organize and format more clearly.

ARTICLE IV – AMENDMENTS TO THE BYLAWS

- Revise proposing updates from two weeks to one week prior to next meeting to align with timeline of submission of agenda items.

Proposed Amendments to NOEEN Bylaws
August 2022

Proposed by Derrick Toups

NOEEN | NEW ORLEANS EARLY EDUCATION NETWORK

BYLAWS OF THE
NEW ORLEANS EARLY EDUCATION NETWORK (NOEEN) STEERING COMMITTEE

ARTICLE I - PURPOSE AND DUTIES
ARTICLE II - STEERING COMMITTEE MEMBERSHIP
ARTICLE III - MEETINGS
ARTICLE IV - VOTING
ARTICLE V - AMENDMENTS TO THE BYLAWS

ARTICLE I - PURPOSE AND DUTIES

SECTION 1 - Purpose

In 2012 Louisiana's legislature passed the Early Childhood Care and Education Act of 2012 (Act 3) which charged the Board of Elementary and Secondary Education (BESE) to unify publicly-funded preschool, Head Start, and child care programs into a statewide network so that families have easy access to high-quality early learning options that put every at-risk child on track for success in school. The Louisiana Department of Education (LDOE), under the leadership of BESE, thus created local early childhood networks comprised of child care, Head Start, and publicly-funded pre-k programs in public and nonpublic schools under a unified system of early learning and development standards, expectations for adult/child interactions, and accessible enrollment. LDOE designates an Early Childhood Community Network Lead Agency (Lead Agency) for each community network to coordinate essential administrative activities, observations, and enrollment.

In 2018, Louisiana's legislature authorized BESE to allocate public and philanthropic funds to high-performing community networks to establish a Ready Start Community Network (Ready Start Network). The goal of the Ready Start Network is to implement a formal local governance structure that expands community partnerships, to increase access to care and education by strategically managing seats and funding across the community, and to improve the quality of early childhood care and education programs. The Ready Start Network is also tasked with building a long-term plan for early care and education in the community that will drive overall program improvement and create more options for families who need service for their children.

In 2018, the New Orleans City Council determined that the Orleans Parish Community Network Lead Agency, NOEEN, would serve as the administrator of the city's local investment in early care and education (City Seats). New Orleans City Seats provides free, high-quality early childhood education to low-income families with young children in Orleans Parish.

The name of the Lead Agency and the Ready Start Network for Orleans Parish will be the New Orleans Early Education Network (NOEEN).

SECTION 2 - Duties

The NOEEN Steering Committee (Steering Committee) shall serve as the formal advisory and oversight body for the contracted administrative party (or parties) who execute the daily activities of the Orleans Parish Lead Agency and Ready Start Network. The Steering Committee will thus serve as a representative decision-making body for important plans and activities required of the Orleans Parish Lead Agency and Orleans Parish Ready Start Network.

SECTION 3 - Contracted Administrative Parties

The Steering Committee shall provide input and guidance to the Lead Agency and Ready Start Network contracted administrative parties 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 outlined in Bulletin 140 and any state contracts. Additionally, the contracted administrative parties shall provide relevant information, updates, and reports at Steering Committee meetings and as officially requested by members of the Steering Committee.

The contracted administrative parties for the Orleans Parish Lead Agency from July 1, 2022 through June 30, 2023 will be Agenda for Children and NOLA Public Schools, operating as co-lead agencies.

The contracted administrative party for the Orleans Parish Ready Start Network from July 1, 2022 through June 30, 2023 will be Agenda for Children.

ARTICLE II - STEERING COMMITTEE MEMBERSHIP

SECTION 1 - Steering Committee Composition

The Steering Committee shall consist of nineteen (19) members. Seventeen (17) members will be voting members representing public entities involved in the administration of early care and education programs and policies in Orleans Parish, each of the publicly-funded early childhood program funding sources utilized by programs in Orleans Parish, and the Orleans Parish early care and education sector as a whole. Two (2) members will be non-voting ex officio members representing the Lead Agency and Ready Start Network contracting administrative parties.

The Steering Committee shall include members representing the entities outlined below, and members must meet the qualifying representation definitions before being nominated by the Executive Subcommittee. A member's term will be defined by the entity they represent, and the appointment designation is outlined below as either static or term-limited. While members may be eligible to represent multiple entities, they must serve on the Steering Committee as a designated representative of only one of the entities outlined below.

1. **NOEEN Board of Directors**
   Static Appointment, Voting Member
   This member represents the NOEEN 501(c)(3) Board of Directors and must be a fiduciary representative of the NOEEN Board of Directors.
2. **City of New Orleans Mayor's Office**
   Static Appointment, Voting Member
   This member represents the City of New Orleans Mayor's Office and must be an executive or administrator of the City of New Orleans Mayor's Office.
3. **NOLA Public Schools**
   Static Appointment, Voting Member
   This member represents NOLA Public Schools and must be an executive or administrator of NOLA Public Schools.
4. **New Orleans City Council (At Large)**
   Static Appointment, Voting Member
   This member represents the New Orleans City Council and must be an at-large city council member or designee.
5. **Louisiana Department of Health Early Steps System Point of Entry**
   Static Appointment, Voting Member
   This member represents the Orleans Parish Early Steps System Point of Entry organization designated by the Louisiana Department of Health and must be an executive or administrator of the Orleans Parish Early Steps System Point of Entry organization.
6. **NOLA-PS Exceptional Children Services (Child Search)**
   Static Appointment, Voting Member
   This member represents NOLA-PS activities related to exceptional children services

and must be an executive or administrator of the NOLA-PS Exceptional Children Services and/or Child Search Office.

7. **Orleans Parish Child Care Resource & Referral Agency**
   Static Appointment, Voting Member
   This member represents the Orleans Parish Child Care Resource and Referral Agency designated by LDOE and must be an executive or administrator of the Orleans Parish Resource and Referral Agency.
8. **Child Care Assistance Program (CCAP)**
   Term-Limited Appointment, Voting Member
   This member represents the children, caregivers, educators, and leaders of Orleans Parish programs receiving Child Care Assistance Program (CCAP) funds and must be the executive or administrator of an early care and education program in Orleans Parish that receives CCAP funds.
9. **Cecil J. Picard LA 4 Early Childhood Program (LA 4)**
   Term-Limited Appointment, Voting Member
   This member represents the children, caregivers, educators, and leaders of Orleans Parish programs receiving Cecil J. Picard LA 4 Early Childhood Program (LA 4) funds and must be the executive or administrator of an early care and education program in Orleans Parish that receives LA4 funds.
10. **Nonpublic School Early Childhood Development Program (NSECD)**
    Term-Limited Appointment, Voting Member
    This member represents the children, caregivers, educators, and leaders of Orleans Parish programs receiving Nonpublic School Early Childhood Development Program (NSECD) funds and must be the executive or administrator of an early care and education program in Orleans Parish that receives NSECD funds.
11. **Early Head Start**
    Term-Limited Appointment, Voting Member
    This member represents the children, caregivers, educators, and leaders of Early Head Start programs in Orleans Parish and must be the executive or administrator of an Orleans Parish Early Head Start grantee or Early Head Start program.
12. **Head Start**
    Term-Limited Appointment, Voting Member
    This member represents the children, caregivers, educators, and leaders of Head Start programs in Orleans Parish and must be the executive or administrator of an Orleans Parish Head Start grantee or Head Start program.
13. **City Seats**
    Term-Limited Appointment, Voting Member
    This member represents the children, caregivers, educators, and leaders of Orleans Parish programs receiving City Seats funds and must be the administrator of an early care and education program in Orleans Parish that receives City Seats funds.
14. **B-3**
    Term-Limited Appointment, Voting Member
    This member represents the children, caregivers, educators, and leaders of Orleans

Parish programs receiving B-3 funds and must be the administrator of an early care and education program in Orleans Parish that receives B-3 funds.

15. **Early Care & Education Community (At Large)**
    Term-Limited Appointment, Voting
    This member represents the children, caregivers, educators, and leaders of the Orleans Parish early care and education sector at large and may be a parent or family member of a child currently enrolled in a publicly-funded early childhood program or may provide specific expertise related to NOEEN strategic priorities.
16. **Early Care & Education Community (At Large)**
    Term-Limited Appointment, Voting
    This member represents the children, caregivers, educators, and leaders of the Orleans Parish early care and education sector at large and may be a parent or family member of a child currently enrolled in a publicly-funded early childhood program or may provide specific expertise related to NOEEN strategic priorities.
17. **Family Child Care Providers (At Large)**
    Term-Limited Appointment, Voting
    This member represents Orleans Parish family child care providers at large and must be either an Orleans Parish family child care provider with academic approval from LDOE or the representative of an entity or organization supporting the work of family child care providers.
18. **Orleans Parish Lead Agency**
    Static Appointment, Non-Voting
    This member represents the contracted administrative party who leads day-to-day activities of the Orleans Parish Lead Agency and must be an executive or administrator of the Lead Agency contracted administrative party.
19. **Orleans Parish Ready Start Network**
    Static Appointment, Non-Voting
    This member represents the contracted administrative party who leads day-to-day activities of the Orleans Parish Ready Start Network and must be an executive or administrator of the Ready Start Network contracted administrative party.

SECTION 2 - Membership

Steering Committee members may be appointed throughout the year upon the recommendation of the Executive Subcommittee and approval by a majority vote of Steering Committee members present at a meeting with quorum. In making recommendations for Steering Committee membership, the Executive Subcommittee shall work to ensure diversity, equity, and inclusion and to sustain racial, gender, geographic, and age diversity among Steering Committee members.

SECTION 3 - Compensation of Steering Committee Members

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

SECTION 4 - Length of Membership
A member's term will be defined by the entity they represent. The appointment designation for entities represented on the Steering Committee is defined in Article II, Section 1 as either static or term-limited.

Steering Committee members with designated static appointments are not subject to term limits and may serve on the Steering Committee as long as they fulfill the requirements to represent that entity as outlined in Article II, Section 1.

Steering Committee members with designated term-limited appointments shall serve for a term of three (3) years, which shall be renewable a maximum of two (2) times, with each renewal occurring via a recommendation of the Executive Subcommittee and a vote of a majority of Steering Committee members present at a meeting with quorum. Steering Committee members who serve the maximum term limit may rejoin the Steering Committee no sooner than one (1) year after the completion of their final term.

SECTION 5 - Removal of Steering Committee Members
A Steering Committee member may be removed for any of the following reasons, pending a recommendation of the Executive Subcommittee and a majority vote of the Steering Committee at a meeting with quorum:

- absence from two (2) consecutive Steering Committee meetings if no written excuse was submitted to the Steering Committee Chair prior to the meeting;
- a total of three (3) absences in a single year, whether consecutive or nonconsecutive, excused or unexcused;
- they no longer qualify for the appointed position because they no longer represent the entity represented upon appointment to the Steering Committee; and/or
- they fail to effectively discharge their duties and responsibilities as a Steering Committee member.

Members who have been removed from membership shall be notified in writing by the Steering Committee Chair.

SECTION 6 - Steering Committee Member Resignation
Any Steering Committee member may resign at any time by sending a written notice of such resignation to the Steering Committee 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, removal, or a shift to represent another entity on the Steering Committee, a member representing the same entity, including current Steering Committee members, should be appointed via the process outlined in Article II, Section 2.

Should a current Steering Committee member elect to end their current term as a representative of one entity to fill a vacancy within another entity, they shall begin a new term and be eligible for the maximum term limits as outlined in Article II, Section 4.

SECTION 8 - Officers

Officers of the Steering Committee shall consist of a Chair, a Vice Chair, and a Past Chair.

The Chair and Vice Chair shall each be appointed upon nomination by the Steering Committee and adopted by a majority vote of Steering Committee members present at a meeting with quorum.

The Chair shall preside at all meetings of the Steering Committee and perform such duties as may be required, including working with the contracted administrative parties to prepare meeting agendas. Additionally, the Chair shall participate in Subcommittees and Working Groups as outlined in Article II, Section 9 and Article II, Section 10.

The Vice Chair shall, at the request of the Chair and/or in the Chair's absence, perform the duties of the Chair. Additionally, the Vice Chair shall participate in Subcommittees and Working Groups as outlined in Article II, Section 9 and Article II, Section 10.

The Past Chair shall, in the absence of both the Chair and Vice Chair, perform the duties of the Chair. Additionally, the Past Chair shall participate in Subcommittees and Working Groups as outlined in Article II, Section 9 and Article II, Section 10. Should the Steering Committee member's term as Past Chair occur in the year after they served their maximum term limit, they may remain on the Steering Committee as Past Chair, in a non-voting capacity, and their year served as Past Chair may count as the one (1) year recess from the Steering Committee since they will have served in a non-voting capacity.

Both the Chair and Vice Chair shall serve a term of one (1) year, which can be renewed a maximum of two (2) times at the recommendation of the Executive Subcommittee and a majority vote of the Steering Committee at a meeting with quorum. Upon completion of the Chair's term, the Vice Chair shall become the Chair, pending a recommendation of the Executive Subcommittee and a majority vote of the Steering Committee at a meeting with quorum. The Vice Chair shall serve no fewer than one (1) term before becoming Chair. This minimum term requirement for Vice Chair may be negated if both Chair and Vice Chair positions are vacant. The Past Chair shall serve a term of one (1) year, which is not eligible for renewal. Upon completion of the Past Chair's term, the position shall remain vacant until the current Chair completes the entirety of their total terms.

SECTION 9 - Subcommittees

Each Subcommittee of the Steering Committee shall meet at a minimum twice annually, once in the fall and once in the spring. Each Steering Committee member must serve on at least one subcommittee. The following Subcommittees should be in operation:

1. **Executive Subcommittee**

   The Executive Subcommittee shall be composed of the Chair, Vice Chair, Past Chair, NOEEN Board of Directors representative, and the Lead Agency and Ready Start Network contracted administrative parties.

   The Executive Subcommittee will furnish an annual funding and strategy plan to the NOEEN Board of Directors outlining past fiscal year budget expenditures, future fiscal year projections, and annual strategy updates.

The Executive Subcommittee will review and propose updates to the bylaws of the NOEEN Steering Committee as outlined in Section V as needed.

The Executive Subcommittee will identify and recommend qualified candidates for appointment to the Steering Committee. In fulfillment of this role, the Executive Subcommittee shall publicly advertise open Steering Committee positions and coordinate with partnering organizations to identify qualified candidates. It shall also create a plan of action to promote diversity, equity, and inclusion among Steering Committee nominees and members.

At least once each year, the Executive Subcommittee shall review the performance of all current Steering Committee members and make recommendations to the Steering Committee for renewal or conclusion of each Steering Committee member's appointment. This includes making recommendations for the positions of Chair and Vice Chair as outlined in Article II, Section 8.

In the event that there are vacancies for one or multiple officer positions, either the Lead Agency or Ready Start Network contracted administrative party shall lead the Executive Subcommittee with additional support as needed from additional Steering Committee members.

2. **Coordinated Enrollment and Coordinated Funding Request Subcommittee**
   The Coordinated Enrollment and Coordinated Funding Request Subcommittee shall be composed of the Lead Agency and Ready Start Network contracted administrative parties and at least two (2) other Steering Committee members.

   To assist with NOEEN's fulfillment of Bulletin 140 (Louisiana Early Childhood Care and Education Network), the Coordinated Enrollment and Coordinated Funding Request Subcommittee will assist the contracted administrative parties with the execution of coordinated enrollment and coordinated funding request activities. Coordinated enrollment and the coordinated funding request refer to the annual, community-wide enrollment plan and funding proposal to enroll and fill available early childhood seats, which are voted on by the Steering Committee prior to submission to LDOE.

3. **Family Engagement Subcommittee**
   The Family Engagement Subcommittee shall be composed, at minimum, of the City of New Orleans Mayor's Office member and each Steering Committee member representing a funding stream.

   The Family Engagement Subcommittee will find meaningful ways to engage and represent the voices of the children and families served by publicly-funded early care and education programs in Orleans Parish. The Family Engagement Subcommittee will collect input from families on NOEEN-related activities at least once annually and report trends and relevant recommendations to the Steering Committee.

SECTION 10 - Working Groups

The creation and participation of Steering Committee members in Working Groups is an important way to promote active engagement in the Steering Committee's work and leverage the experience and

expertise of Steering Committee members. The Steering Committee Chair or the Steering Committee by majority vote may establish Working Groups to research and present findings and recommendations on specific questions, issues, or plans related to policies, processes, or documentation to be submitted to the Louisiana Department of Education, the City of New Orleans, or other stakeholders.

For each Working Group, the Steering Committee Chair shall appoint a Working Group Chair who has the requisite expertise or subject matter knowledge to 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.

Each Working Group shall be constituted for a predetermined length of time, to be defined at its establishment. 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. When external expertise is required, the Working Group may solicit the support of external experts and contractors.

Each Working Group shall meet as needed, meeting at minimum twice annually, once in the fall and once in the spring.

ARTICLE III - MEETINGS

SECTION 1 - Steering Committee Meetings
The Steering Committee shall consider items and receive information at each regularly scheduled meeting related to network strategy and administration, coordinated observations, coordinated enrollment, the coordinated funding request, child count activities, Ready Start Network activities, and other activities related to the Orleans Parish Early Childhood Community Network Lead Agency and Ready Start Network. Steering Committee meeting agendas shall be set by the Chair in consultation with the contracted administrative parties.

SECTION 2 - Order of Meetings
The Chair shall set the rules and procedures for engaging in discussion and receiving items during the meeting to ensure that Steering Committee business is conducted in an orderly and efficient fashion. The Chair may choose to adopt Robert's Rule of Order or some other meeting system or process.

Meetings shall be conducted in accordance with Louisiana's Open Meeting Law.

SECTION 3 - Location
All meetings of the NOEEN Steering Committee shall be held in Orleans Parish at a location specified by the Lead Agency contracted administrative party in consultation with the Chair. Meetings may be held virtually as necessary to accommodate for emergency situations, such as severe weather events and public health crises.

SECTION 4 - Date and Time of Meetings
Prior to July 1 of each year, the Steering Committee shall approve a meeting calendar for the year, ending June 30 of the following year. Meeting dates and times may be amended or canceled at the discretion of the Chair and in consultation with members of the Steering Committee and contracted administrative parties.

The Lead Agency contracted administrative parties shall provide public notice of each meeting stating the time, place, and agenda. The notices shall be posted at the meeting location (if applicable), posted on the Lead Agency website, and emailed to Steering Committee members no later than 24 hours prior to the meeting.

SECTION 5 - Meeting Types
All regular meetings shall be held in accordance with the annual meeting calendar, as approved by the NOEEN Steering Committee.

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

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

SECTION 6 - Submission of Agenda Items

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

SECTION 7 - Public Comment

Opportunity to comment publicly at 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 8 - Meeting Minutes

The minutes of all Steering Committee meetings shall be maintained and available for public access and review for a minimum of three (3) years. Official Steering Committee reports, documents, and records of policy actions shall be included in meeting minutes. The Lead Agency contracted administrative party shall post meeting minutes on its website within ten (10) 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 - VOTING

SECTION 1 - 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 Steering Committee shall be entitled to one vote. There shall be no voting by proxy.

SECTION 2 - Quorum
The presence of a simple majority of voting Steering Committee members, whether virtual or in-person, shall constitute a quorum – in the case of seventeen (17) voting members, quorum shall be nine (9) voting members. 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 3 - Conflict of Interest
Steering Committee members shall recuse themselves in matters that constitute a conflict of interest. Conflicts of interest may include, but are not limited to, a financial interest and/or working for or representing an agency which may benefit as a result of the matter in question.

SECTION 4 - Proxy
A proxy may attend a meeting in the place of any member of the Steering Committee 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.

ARTICLE V - AMENDMENTS TO THE BYLAWS

SECTION 1 - Amendments
The Governance Subcommittee shall review the bylaws annually and propose amendments to the bylaws as necessary and appropriate. At any time throughout the year, any Steering Committee member may propose amendments to the bylaws as necessary and appropriate. Amendments to the bylaws shall be proposed and adopted as outlined in Article V, Sections 2-5.

SECTION 2 - Notice
A copy of the proposed amendment(s) shall be submitted to the Chair and the Lead Agency contracted administrative party at least one (1) week prior to any meeting at which the proposed amendment(s) is to be considered.

SECTION 3 - Format
Proposals to amend existing bylaws shall contain the full text to be amended. New words shall be underlined and the words to be deleted shall be struck through. All proposals received in the appropriate format shall be considered at the next scheduled Steering Committee meeting. In the case of substantial amendments to the bylaws, an executive summary may be provided along with a copy of both the current bylaws and the text of the proposed amendments.

SECTION 4 - Adoption
A proposed amendment revision shall be adopted if it receives a two-thirds majority vote of the Steering Committee present at a meeting with quorum.

SECTION 5 - Inclusion
A proposed amendment revision shall become effective immediately upon approval.

Current NOEEN Bylaws

NEW ORLEANS EARLY EDUCATION NETWORK (NOEEN) BYLAWS

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 parties for Orleans Parish is Agenda for Children (Ready Start Network) and Agenda for Children and NOLA-Public Schools (co-Lead Agencies) from July 1, 2020- June 30, 2022.

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 NOEEN Steering 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, NOLA Public Schools, and the Orleans Parish Child Care Resource and Referral grantee; it shall also include two At-Large members. The Committee members

(members) shall be appointed upon the recommendation of the NOEEN Nomination and Membership Subcommittee 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 and Membership Subcommittee 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 shall include the representation outlined below:

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

Members may be added to the Steering Committee throughout the year upon a recommendation of the Nomination and Membership Subcommittee 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 and Membership Subcommittee 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.

SECTION 5 - Removal of NOEEN Steering Committee Members

A Steering Committee member may be removed for any of the following reasons, pending a recommendation of the Nomination and Membership Subcommittee and a majority vote of the Steering Committee at a meeting of the Committee with quorum:

- Absence from two consecutive Committee meetings if no written excuse was submitted to the NOEEN Steering Committee Chair prior to the meeting;
- A total of three absences in a single year, whether consecutive or nonconsecutive, excused or unexcused;
- They no longer qualify for the appointed position because they no longer represent the organization and/or funding source they represented upon election to the Committee; and/or
- They fail to effectively discharge their duties and responsibilities as a Steering Committee member.

Members who have been removed from membership shall be notified in writing by the NOEEN Steering Committee Chair.

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 voting Chair and voting Vice Chair shall each be appointed upon recommendation by the Nomination and Membership Subcommittee and adoption by a majority vote of the Steering Committee members present at a Committee meeting with quorum. The Chair shall preside at all meetings of the NOEEN Steering Committee and perform such duties as may be required. 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 one year, which can be renewed a maximum of two times at the recommendation of the Nomination and Membership Subcommittee and a majority vote of the Steering Committee at a meeting of the Committee with quorum. Upon completion of the Chair's term, the Vice Chair shall become the Chair, pending a recommendation of the Nomination and Membership 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 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 subcommittee 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 and Membership Subcommittee. There shall be a Nomination and Membership Subcommittee. The Nomination and Membership 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 and Membership 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 and Membership Subcommittee shall also review the performance of current Committee members and make recommendation to the Committee for renewal or conclusion of Committee membership. The Nomination and Membership Subcommittee shall be composed of either 3 or 5 members, that include at a minimum the Vice Chair, Lead Agency Representative, and the Chair, who shall lead the Subcommittee.

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 subcommittee 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 subcommittee

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 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

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 Steering 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 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.