

AMENDED AND RESTATED BYLAWS

Early Learning Coalition of Florida's Gateway (ELCFG), Inc.



Revised: March 9, 2022, Nomination and Bylaws Committee

Revised: November 16, 2022, Nomination and Bylaws Committee

Approved: February 1, Board of Directors

EARLY LEARNING COALITON OF FLORIDA’S GATEWAY, INC.

BYLAWS

ARTICLE I

ORGANIZATION

Section 1.1 Identity/Name. The name of this organization shall be “EARLY LEARNING COALITON OF FLORIDA’S GATEWAY, INC”., hereinafter referred to as the Coalition. These are the Bylaws of “Early Learning Coalition of Florida’s Gateway (ELCFG), Inc”., a Florida not-for-profit corporation organized under the laws of the State of Florida.

Section 1.2 Office Location. The Coalition may have offices within the Columbia, Hamilton, Lafayette, Suwannee and Union Counties as the members may determine necessary to fulfill the mission of the organization.

Section 1.3 Mission. The Coalition is committed to supporting parents and quality early learning programs that lead to children’s educational success.

Section 1.4 Government in the Sunshine. The Coalition is committed to ensuring that the deliberations of its business are conducted openly, and the actions of the Board are taken openly in accordance with the Government in the Sunshine Law, Florida Statute Chapter 286.

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Accordingly, in the event of a conflict between a provision of these Bylaws and a section of the Government in the Sunshine Law, the Government in the Sunshine Law shall prevail.

ARTICLE II

PURPOSE

Section 2.1. Purpose of the Coalition.

The Early Learning Coalition of Florida's Gateway (ELCFG) recognizes the primacy of parents as their children's first teachers and the importance of children entering the education system ready to learn and seeks to assist parents by providing opportunities for the at-risk birth-to-kindergarten population to enhance their chances for educational success by participating in quality school readiness programs that can better prepare them for school. The Coalition shall also exist for purposes of implementing, coordinating, and administering the services in Columbia, Hamilton, Lafayette, Suwannee, and Union counties as enacted by the Florida legislature set forth in the School Readiness Program, Florida Statute 1002.89, and the Voluntary Prekindergarten Program, created under Chapter 1002.79, F.S. and in Chapter 617.0202, F. S., Chapter 1002.75 Chapter 1002.84 F.S., during the Legislative session. It shall be the purpose of the Coalition to diligently and efficiently carry-out the intent of the enabling legislation as may be amended from time to time.

Section 2.2 Responsibilities of the Coalition. The Coalition shall develop and oversee a plan for implementing the School Readiness and Voluntary Prekindergarten programs that meet the requirements of applicable Florida Statutes, and the performance standards and outcome

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measures established by the State. The Coalition Plan shall include its goals and values. In fulfilling these responsibilities, the Coalition will exercise authorities not otherwise reserved by statute or other rule of law. The plan shall be reviewed and revised, as deemed appropriate.

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ARTICLE III
MANAGEMENT

Section 3.1 Management of Meetings. Coalition staff will post notice of all coalition board and committee meetings in the manner prescribed in *section 286.011, F.S.* The Chair shall determine the agenda and the order of business at all coalition board meetings but shall at a minimum, include a designated time for public comment.

Section 3.2. Meetings. Regular meetings of the Board, Standing Committees, Ad Hoc Committees and Special Committees shall be held at a time and place to be decided and scheduled by the Coalition. The Annual Meeting of the members of the Coalition shall be held no later than the fourth quarter of each fiscal year and may be combined with a regular Board meeting.

Section 3.3. Time of Meetings. Meeting times of the Coalition Board shall be determined in an annual calendar as approved by the membership.

Section 3.4 Special Meetings. The Chair may call special meetings of the Coalition. In their absence, the Vice-Chair may call special meetings and in the absence of both the Chair and Vice-Chair, the Secretary or Treasurer may call special meetings. The Chair may call a special meeting or emergency meeting at their discretion. Advance notice will be given, but not less

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than twenty-four (24) hours. Notice of special or emergency meetings shall be provided in a form and manner considered to be the most effective. Minutes of all Coalition Board and Committee meetings shall be recorded (audio or written) and filed for future recordkeeping purposes.

Section 3.5. Place. Meetings of members of this coalition must be held within the boundaries of Columbia, Hamilton, Lafayette, Suwannee, or Union Counties, Florida. The office of the Early Learning Coalition of Florida's Gateway, 1104 SW Main Blvd, Lake City, Florida 32025 may serve as the main site for face-to-face meetings of the Board of Directors. If any change to the meeting place, a notice of the alternate or temporary meeting place will be sent to all members and advertised on the Coalition's official website.

Section 3.6 Notice. A notice of each meeting of the Coalition shall be sent via electronic mail to each member at their email address, as the case might be, as such appears on the records of the coalition at the time any such notice is electronically mailed. The notice shall also be placed on the Coalition's website. An agenda shall be made available before the scheduled meeting.

Section 3.7 Voting. Each board member, except ex-officio, non-voting members, shall be entitled to one vote upon each motion or issue placed before a meeting for decision or resolution by the vote of the Coalition, unless a conflict of interest has been identified as provided by law that would preclude the member from voting. A board member may not appoint a designee to act in his or her place except as otherwise provided by law. All members may meet and fully exercise their rights and responsibilities as Coalition members. Board

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meetings may be conducted face-to-face, via teleconferencing, videoconferencing, hybrid option or by other virtual communication methods necessary to conduct coalition business, such as voting. Each Board member of an Early Learning coalition is subject to *Florida Statutes, 112.313, 112.3135 and 112.3143*. For purposes of *F. S. 112.3143 (3)(a)*, each voting member is a local public officer who must abstain from voting when a voting conflict exists. Voting may take place via online, as deemed necessary when member's schedule does not allow for face-to-face meetings.

Section 3.8 Quorum. A majority fifty plus one (51%) of the membership of the Coalition, except the Ex-officio, non-voting members, constitutes a quorum required to conduct the business of the Coalition.

Section 3.9 Conduct of Meetings, and Robert's Rule of Order

Members of the Coalition must adhere to the public meetings and records law as it relates to board member communications and board/committee meetings (*s. 286.011(1), (2) and (6), F.S.*)

All meetings shall be conducted in accordance with the parliamentary procedures as outlined in Robert's Rules of Order. **Robert's Rules of Order**, as amended, shall be the parliamentary authority for all matters or procedures not specifically covered in the Bylaws.

ARTICLE IV

MEMBERSHIP

Membership Function, Number of Members, Membership Composition and Term Limits

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Section 4.1 Function. The business of the Coalition shall be managed, and its corporate powers exercised by the members of the Coalition in accordance with applicable law.

It is the responsibility of members of the Board of Directors and Coalition Staff to adhere to the **Separation of Duties: Board Governance Operational Policy adopted in 2012. Governance Process**

The purpose of the Board, on behalf of the communities of Columbia, Hamilton, Lafayette, Suwannee, and Union counties, is to ensure that the Early Learning Coalition of Florida's Gateway, Inc., which serves these counties achieves appropriate results for eligible children and their families at an appropriate cost.

The Board will govern with an emphasis on:

- Outward vision rather than internal preoccupation
- Encouragement of diversity of viewpoints
- Strategic leadership more than administrative detail
- Clear distinction of Board and Executive Director roles
- Collective rather than individual decisions
- Future rather than past or present
- Proactivity rather than reactivity
- Ensure effective organizational planning

Accordingly,

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A. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board's values or mission.

B. The Board will direct, control, and inspire the organization through effective policy and planning and measurement of performance outcomes.

The Role of the Board of Directors

“Early Learning Coalition of Florida’s Gateway, Inc.” is governed by its Board of Directors, which is responsible for the oversight of the organization. As a member of the Board, members must agree to abide by the expectations outlined in the by-laws, board member ethics and standards of conduct, legal duties, and exercise prudence with fiduciary responsibility.

The Roles of the Executive Director and Staff

The Executive Committee hires, fires and evaluates the Executive Director, who reports directly to the Board of Directors. The Executive Leadership Team determined by the Executive Director/CEO reports directly to the Executive Director/CEO as outlined in the approved organizational chart. The Board of Directors sole official connection to the operational organization, its achievements, and conduct will be through the Executive Director. The Executive Director/CEO has complete oversight of coalition personnel regarding daily operations (e.g., hiring, firing, and evaluation of all staff, directing staff in the assignments and performance of duties) and functions of the coalition. Board members should direct all inquiries through the Executive Director/CEO to request utilizing coalition staff for purposes of conducting coalition business.

Section 4.2 Number of Members. *Section 1002.83, F.S.* requires the Florida’s Division of Early Learning (DEL) to adopt standards establishing the minimum and maximum number of members that may be appointed to an Early Learning Coalition. Each coalition must be comprised of at least 15 members but not more than 30 members or as mandated in legislation.

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Section 4.3 Membership Composition. The Governor shall appoint the Board Chair and two other Gubernatorial Appointees who must each meet the same qualifications as private sector business members appointed by the coalition. Members of the Coalition Board are mandated by *Florida Statute as noted in Section, 4.4.* A member who no longer represents his/her constituency shall notify the Board Chair in writing and their seat shall remain vacant until the organization or group they represent identifies a new representative. As a multi-county Coalition, ELC of Florida's Gateway membership shall be comprised of individuals from the counties of Columbia, Hamilton, Lafayette, Suwannee, and Union.

The Early Learning Coalition of Florida's Gateway must include the following member positions. In a multi-county coalition, multiple non-voting members may fill each ex officio member position, but the coalition may seat only one voting member per position (s.1002.83 (4), F.S.). Voting privileges shall rotate among the ex-officio members, such as School District and Health Department designees, annually.

Section 4.4 Required Members

- **Private Sector Business Members -Rule 6M-9.110, F.A.C. (Including Appointed**

Members:

Private sector business member means an individual who does not work for a business entity that the government owns or operates. The term also includes:

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- 1. An individual who has dual employment in both a business entity and the public sector.
- 2. An individual who is retired or no longer works for a business entity, provided that individual is not currently employed in the public sector.

- **Mandated Representative Board Members:**

The Governor shall appoint the Board Chair and two additional Gubernatorial Board members, who shall meet the same qualifications as private sector business members the coalition appoints. In the absence of a governor-appointed chair, the Commissioner of Education may appoint an interim chair from the current early learning coalition board membership.

- A Chair, appointed by the Governor.
- A Private Sector, appointed by the Governor.
- An Additional Private Sector, appointed by the Governor.
- A Department of Children and Families Regional Administrator or designee.
- A District Superintendent of Schools or designee.
- A local Workforce Board Executive Director or designee.

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- A County Health Department Director or designee. Privileges shall rotate among the representatives annually.
- A President of a Florida College System Institution or his or her permanent designee.
- A member appointed by Board of County Commissioners or the governing board of a municipality.
- A Head Start Director.
- A Representative of private, for-profit child care providers, including private for-profit family child care homes.
- A Representative of faith-based child care providers.
- A Representative of programs for children with disabilities under the Federal Individuals with Disabilities Education Act.
- A Children’s Services Council or Juvenile Welfare Board Chair, or Executive Director from each county, if applicable.
- A Department of Children and Families Child Care Regulation representative or an Agency Head of a local licensing agency as defined in *s.402.302*, where applicable.

Including the members appointed by the Governor(*s.1002.83(5)*), if members of the board are found to be non-participating according to the early learning coalition bylaws, the early

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learning coalition may request an alternate designee who meets the same qualifications or membership requirements of the non-participating member (*s. 1002.83(5), F.S.*).

The Coalition may appoint additional members who may be private sector business members., either for profit or nonprofit, who do not have, and none of whose relatives as defined in *s. 112.3143* has, a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program created under part V of this chapter or the school readiness program.

Section 4.5 Term. A member's term shall begin the first day of the month following when the membership is ratified by the board. The terms shall be staggered and must be a uniform length that does not exceed four (4) years per term (*s. 1002.83(12), F.S.*).

Section 4.6 Term Limits. Appointed Members may serve a maximum of two consecutive terms (*s. 1002.83 (12), F.S.*). The board may vote to appoint members rs longer than two consecutive terms. An Appointed Member elected to fill a vacant officer position of one year or less will be eligible to serve two additional consecutive terms in that office. An Appointed Private Sector member may re-apply after two consecutive terms after a leave of absence, a minimum of 30 days, due to historical challenges to fill positions in the rural, multi county service area. A Representative member, who has counterpart(s) in another county served by the Coalition, may be asked to rotate membership, and voting privileges with counterpart(s).

Section 4.7 Removal of a Member for Cause. Except as otherwise provided by law, a Coalition Board Member may be removed from office before the expiration of his or her term

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for cause upon the affirmative vote of two-thirds (2/3) of the members of the Coalition, except ex-officio, non-voting members, at a properly called meeting. For purposes hereof, a cause shall be defined as:

- a. Conviction of a crime involving moral turpitude or dishonesty.
- b. An intentional and flagrant violation of Coalition rules, policies, or procedures.
- c. Any conduct which 2/3 of the Coalition, except the ex-officio, non-voting members, determines to be significantly detrimental to clients, programs, or activities of the Coalition.

Before any final vote is taken by the Coalition on the question of removal or not of a Coalition member, such member shall first be advised in writing of the alleged cause for which his or her removal is sought no later than fifteen (15) days prior to the Coalition meeting, at which such final action is taken. At such meeting, the Coalition member sought to be removed shall be afforded the opportunity to be heard.

Section 4.8. Disputes Among Members. Disputes among and between members of the Coalition regarding formal actions taken by the Coalition shall be directed to a resolution committee, consisting of the Executive Committee plus one other member selected by the disputing party, who is not the disputing party. If the determination by majority vote of the resolution committee is disputed, the dispute shall be directed to the Coalition as a whole, which shall make the final determination by majority vote.

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Section 4.9. Absences. Absences from four (4) consecutive regularly scheduled meetings by a representative or appointed member may be considered as equivalent to resignation from the Coalition Board.

Section 4.10 Resignations. Except as otherwise provided by law, any member may resign by giving written notice to the Board Chair or Executive Director. Such resignation shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

Section 4.11 Compensation. Members shall not receive any compensation for their services.

Section 4.12 Vacancy. Vacancies on the Coalition Board shall be filled in accordance with applicable law in the specific area that the vacancy occurs or through the recommendation of members of the Board and approved by a majority vote. A vacancy for an unexpired term may be filled for a period of less than a year or remain vacant until vacancy is filled, and the Coalition show due diligence to fill the position. This may include requesting that the applicable agency designate a member. When a vacancy occurs in an appointed position, the Coalition must advertise the vacancy.

If the Coalition has vacancies in the governor appointee private business sector positions, the coalition(or prospective appointee) must submit appointment applications to the Governor's Office of Appointments and inform the Division of Early Learning that the application is being submitted. (*s.1002.83(3), F.S.*)

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Election of Child Care Provider Board Representatives. If a vacancy of a Child Care Provider Board Representative seat becomes vacant on the Coalition Board of Directors:

- The Executive Director/CEO or assigned Coalition Staff Designee will send notification to all currently contracted early learning providers regarding the vacancy. The notification will include information about the nominating application process, the specified timeline for submitting documentation and contact information for further information.
- Candidates with a nomination will be placed on a voting ballot and submitted to all currently contracted early learning providers for a vote. Votes by ballot may be submitted to the Coalition via mail, fax or via electronic source with tracking to ensure one vote per person/provider/facility.
- The Coalition will tally all votes received by the advertised due date and time. Any votes received after that time will not be counted in the final tally. The nominee with majority of votes submitted will be established as the incoming Provider Representative.
- In the event only one candidate is nominated for the election, the board has the authority to appoint a provider representative (Faith-Based or Private).
- In the event of a tie between two faith-based providers or two private child care providers, the Coalition will approve a four-year consecutive term for each with only one serving with voting power during each term.

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- Written communication of the outcome of the vote will be provided to all currently contracted early learning providers.
- The Executive Director/CEO will notify the Nominating Committee Chair. The Committee Chair or Co-Chair will announce the outcome at the next scheduled meeting of the Board of Directors.
- The elected Child Care Provider Board Representative will take membership at the next scheduled meeting of the Board of Directors. Provider Representatives (private and faith-based) are elected to serve two four-year terms; and may serve additional terms ratified by the full board or until such time referred in **Section 4. 7** (Removal of a member for cause).

Section 4.13. Conflict of Interest. Each member of the Coalition is subject to *s.112.313, 112.3135, and 112.3143 of the Florida Statutes*. For purposes of *s.112.3143(3)(a)*, each voting member is a local public officer who must abstain from voting when a voting conflict exists. Members of the Coalition Board will conduct themselves in an ethical and professional manner and are subject to sections *112.313, 112.3135 and 112.3143, F.S.*

ARTICLE V

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OFFICERS

Section 5.1. Officers. The Officers of the Coalition Board shall be the Board Chair, Vice-Chair, Secretary, Treasurer and a Member-at-Large. Except for the Chair, who shall be appointed by the Governor of the State of Florida, coalition board members shall elect Officers from among coalition membership as needed. Elected Officers shall serve a four-year term and are eligible for re-appointment.

Section 5.2. Chair. The Chair, appointed by the Governor, shall preside at Coalition Board and Executive Committee meetings. In his or her absence, the Board Chair may delegate a Board Officer. The Board Chair, or his/her designee, shall represent the Coalition Board in all official business with the Florida Department of Education/Florida Division of Early Learning (“the Funding Agency”) and perform other duties as assigned by the Coalition Board. The Board Chair has the responsibility to lead the Coalition Board in effectively and efficiently accomplishing its vision and mission, and the requirements of *Part V and Part VI, Chapter 1002, F.S.* The Board Chair shall be a member of all committees and shall perform other duties pertaining to the office as required.

Section 5.3. Vice-Chair. The Vice-Chair has the responsibility to support the Chair in leading the Coalition Board. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of that officer and shall assume such other duties and responsibilities as may be assigned by the Board Chair.

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Section 5.4. Secretary. The Secretary shall supervise the recording of minutes of all meetings, shall supervise the maintenance of general records of the Coalition, and shall assume other duties as may be assigned by the Board Chair.

Section 5.5. Treasurer. The Treasurer shall serve as Chair of the Finance Committee and in collaboration with members of the Finance Committee shall review all Coalition fiscal operations and financial records, shall review accounts of receipts and disbursements, shall supervise the preparation of fiscal reports, and shall present such reports at coalition board meetings along with the Finance Director/Chief Finance Officer or delegated Finance/Compliance Team designee. The Treasurer has the responsibility of ensuring Coalition financial accountability and compliance in collaboration with members of the Finance Committee, Board Officers, and the entire Membership.

Section 5.6. Officer Vacancies. A vacancy in any Principal Officer position shall be filled by a member of the Board of Directors to serve the unexpired term.

Section 5.7. Removal of Officers/Members. Except as otherwise provided by law, officers/members of the Coalition may be removed from office for neglect of duty, misconduct, malfeasance of office, or four (4) consecutive absences within a fiscal year. The Officer/Member in question must be informed in writing of the cause for removal and afforded an opportunity to a hearing by the Coalition, at its next regular or special meeting, if so requested.

ARTICLE VI

COMMITTEES

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Standing Committees:

Section 6.1 Executive Committee. The Executive Committee shall be comprised of the four elected officers of the Coalition plus a fifth member who shall be chosen by the Board Chair.

The Executive Committee shall have all the authority of the Coalition Board between meetings but cannot modify any action taken by the full board. All members of the Executive Committee may meet and fully exercise their rights and responsibilities as Executive Committee members by means of face-to-face meetings, teleconferencing or videoconferencing. The Executive Committee has the full authority of the board to act on its behalf, to include, hiring the Executive Director/CEO.

The Executive Committee shall meet as needed at the request of the Executive Director/Chief Executive Officer of the Coalition. The Executive Committee shall be responsible for overseeing board policies and ensuring good governance practices. The Executive Committee may provide oversight to coalition functions not assigned by a committee that relate to service delivery.

Section 6.2. Finance Committee. The Finance Committee shall be a Standing committee and is responsible for providing oversight of the Coalition's financial operations and for reviewing compliance with Coalition fiscal policies, procedures and applicable laws and regulations. The Finance Committee shall be responsible for ensuring that the Coalition has established accounting, purchasing, and other financial procedures which provide adequate internal controls, delineate a separation of duties, and carry out oversight responsibilities, financial planning and strategic overview of finances. The Finance Committee shall present a report to

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the full board on the activities of the Committee and their recommendations regarding acceptance of reports, approval of agenda items or ratification of purchases made in accordance with the Purchasing Guidelines.

The Finance Committee shall be comprised of at least three (3) members of the Board of Directors appointed by the Board Chair. The Board Chair may appoint more members as needed. The Finance Committee may periodically meet with Executive Committee members to strategically plan and oversee the financial operations of the Coalition. Meeting with Executive Committee and Finance Committee members will be referred to as Executive/Finance Committee (Finance Committee) All such meetings will be advertised in advance.

Section 6.3. Quality Committee. The Quality Committee shall be a Standing committee that is responsible for addressing the issues and concerns of both School Readiness and Voluntary Prekindergarten (VPK) early care and education providers in Columbia, Suwannee, Hamilton, Lafayette, and Union counties. This committee shall be responsible for evaluating and disseminating information concerning the Coalition's services, programs and policies impacting providers of early care and education. This committee shall review, analyze, formulate, and recommend relevant policies, procedures, and training requirements for participation in the Coalition's programs. The Quality Committee shall review, analyze, and disseminate information concerning child health and development, professional associations, the availability of technical assistance, coaching, training opportunities, grants, stipends, provider incentives and other provider resources and enhancements. The Quality Committee shall collect and

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analyze data, information, and comments from providers in support of its mission and to implement and improve child-teacher outcomes.

Duties include:

- (a) Address and provide resolution, whenever possible, to concerns, requests or ideas brought forth by early child care and education providers.
- (b) Report matters to the Board of Directors requiring Board action and provide feedback to providers regarding Board responses.

Section 6.4. Nomination and Bylaws Committee. The Nomination and Bylaws Committee shall be a Standing committee with member(s) appointed by the Board Chair, as needed. The Committee will report board appointments, vacancies, and recommendations for nomination. The Nomination and Bylaws Committee implements bylaws revisions and updates to the coalition as presented and proposed by coalition staff.

Section 6.5. Communications, Marketing & Outreach Awareness Committee (CMOAC). Communications, Marketing & Outreach Awareness Committee shall convene as a Standing committee, and members are appointed by the Board Chair, as needed. The CMOAC Committee will plan for Communications, Marketing and Community Outreach recommendations for review and consideration by the Coalition Board.

Section 6.6. Appeals Hearing Review Committee. Appeals Hearing Review Committee will convene as a Special Committee for the sole purpose of reviewing complaints and appeals initiated by parents and guardians. Review unresolved early child care education provider's,

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and employee grievances submitted pursuant to the Coalition's grievance policies. All decisions made by the Appeals Hearing Review Committee are final.

Section 6.7. Other Standing Committees, Ad Hoc Committees, and Special Committees.

The Coalition may establish other standing committees, in addition to special committees as it deems appropriate to fulfill the Coalition's mission or needs. Standing committees convene on a regular basis, at a minimum, once per year. Special committees and/or Ad Hoc committees will convene, as needed.

The Coalition may also establish Special committees that are advisory or fact-finding committees. The Coalition may appoint Members and Non-members to its advisory or fact-finding committees. Fact-finding and advisory committees shall not be standing committees, cannot exercise Coalition authority and shall be limited to purposes of advising and making recommendations to the Board of Directors.

Ad Hoc Committees shall operate for limited period to complete specific projects as assigned by the Coalition Board Chair. A Coalition Board member shall Chair an Ad Hoc or Special Committee; and others may be selected from the Coalition Board Membership.

Section 6.8. Coalition Staff Assignments. The Executive Director/Chief Executive Officer shall ensure that adequate staff support is provided to each committee to coordinate with the Committee Chairs to review and complete minutes, to post meeting schedules, assist with data analysis and collection, prepare meeting agenda, and provide administrative support.

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ARTICLE VII

BOOKS AND RECORDS

Section 7. Books and Records. All records will be kept and maintained in accordance with Coalition policy at the main office of the Coalition or Coalition's secured off-site storage. All public records will be subject to the inspection of any member of the Coalition or the public according to *Section 119.01, F.S.*

Section 7.2. Proper records maintenance and retention regarding custodial, preservation and retention requirements based on s. 119.021(1), F.S.

(1) Public records shall be maintained and preserved as follows:

- a. All public records should be kept in the buildings in which they are ordinarily used.
- b. Insofar as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use.
 1. Record books should be copied and repaired, renovated, or rebound if worn, mutilated, damaged or difficult to read.
 2. Whenever any state, county or municipal records are in need of repair, restoration or rebinding, the head of the concerned state agency, department, board, or commission: the board of county commissioners of such county; or the

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governing body of such municipality may authorize that such records be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them.

3. Any public official who causes a record book to be copied shall attest and certify under oath that the copy is an accurate copy of the original book. The copy shall then have the force and effect of the original.

Section 7.3. State, Federal, and local matching funds. Funds provided to the early learning coalition may not be used directly or indirectly to pay for meals, food, or beverages for coalition members, coalition employees, or subcontractor employees. Preapproved, reasonable, and necessary per diem allowances and travel expenses may be reimbursed. Such reimbursement shall be at the standard travel reimbursement rates established in s. 112.061 and must comply with applicable Federal and State requirements.

Section 7.4. Executive Director/CEO Evaluation. The Board Chair or his/her designee shall complete an annual evaluation of the Executive Director/CEO on forms adopted by the Florida Division of Early Learning (DEL) /Department of Education (DOE) or as otherwise specified in statute or in DEL rule. The annual evaluation must be submitted to the Florida Division of Early Learning no later than August 30 of each year.

ARTICLE VIII

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IMPLEMENTATION AND AMENDMENTS

Section 8.1. Implementation. The Bylaws shall become effective immediately upon adoption by majority vote of the Coalition Board. The Coalition Board's interpretation of the Bylaws shall be considered the correct interpretation when reached by majority vote.

Section 8.2 Amendments. The Bylaws may be amended solely by the affirmative vote of at least 51% of the entire membership of the Coalition, except the ex-officio, non-voting members, at any meeting duly and properly called. The Articles of Incorporation and Bylaws are a part of the coalition's school readiness plan and any amendments to them constitute an amendment to the plan. The Articles of Incorporation shall not conflict with current statute or applicable rules (*s. 1002.83(2)(12), F.S.*).

ARTICLE IX

MISCELLANEOUS

Section 9.1. Fiscal Year. The fiscal year of the Coalition shall begin July 1 and end on June 30.

Section 9.2. Annual Review of Bylaws. The Executive Director /CEO shall at least annually review these Bylaws, and report proposed revisions thereon to the members each fiscal year.

Section 9.3. Single Independent Annual Fiscal Audit. The Coalition members shall be responsible for providing an annual certified audit of the Coalition's annual financial statements and any required compliance audits. Such audits shall be conducted by an independent firm of Certified Public Accountants (CPA) with demonstrated expertise in publicly funded not-for-

Revised: March 9, 2022, Nomination and Bylaws Committee

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profit organizations. The Coalition shall maintain proper records and retention regarding audit reports based on *Florida's Single Independent Audit Act, s. 215.97, F.S.*

DECLARATION OF CONFORMITY

I declare that the attached copy of the Bylaws of Early Learning Coalition of Florida's Gateway, Inc., a Florida not-for-profit corporation, is a complete and accurate copy of the amended document, effective as of December 21, 2022.

EARLY LEARNING COALITON OF FLORIDA'S GATEWAY, INC.

By: _____

Print Name: Connie Anderson

Title: Board Chair

Annual Board Meeting Tasks/Responsibilities

- Approval of Budget
- Election of Officers and/or Board Governance/Membership

Revised: March 9, 2022, Nomination and Bylaws Committee

Revised: November 16, 2022, Nomination and Bylaws Committee

Approved: February 1, Board of Directors

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