



Early Learning Coalition of Southwest Florida, Inc.

Bylaws

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(Amended October 1, 2005)
(Amended November 29, 2006)
(Amended January 24, 2007)
(Amended March 26, 2008)
(Amended May 28, 2008)
(Amended January 21, 2009)
(Amended March 18, 2009)
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Article I. NAME AND LOCATION OF ORGANIZATION

1.1 NAME OF ORGANIZATION

The name of the organization shall be the **Early Learning Coalition of Southwest Florida, Inc.**, hereinafter referred to as the Coalition.

1.2 LOCATION OF THE COALITION

The offices of the Coalition shall be located in Lee County.

1.3. HISTORY

The Early Learning Coalitions were established in 1999 pursuant to Section 411.01 of the Florida Statutes.

1.3.1 At that time, Hendry and Glades counties chose to join together as one Coalition known as the Hendry/Glades School Readiness Coalition. Collier County and Lee County each created an individual coalition for its county, designated as the Collier County School Readiness Coalition and the Lee County School Readiness Coalition.

1.3.2 In December 2004, Section 411.01 of the Florida Statutes was amended to incorporate Voluntary Pre-Kindergarten funding and local county Coalitions merged into one of 31 Coalitions statewide.

Article II. PURPOSE AND RESPONSIBILITIES

2.1 PURPOSE AND SCOPE OF THE COALITION

2.1.1. The purposes for which this Coalition is organized are exclusively to fulfill the intent of Florida State Statutes 411.01 (School Readiness Act), and Section 1002.55-79, F.S.(Voluntary Prekindergarten Education Act). The Legislature recognizes that

early learning programs increase children’s chances of achieving future educational success and becoming productive members of society.

2.1.2. The Coalition Governance Policy (ELCSWF-EL0024-08) is intended to work in tandem with these Bylaws.

2.2. AUTHORITY

The Coalition is authorized to implement the provisions of the School Readiness Act (ss.411.01,F.S.) and the Voluntary Prekindergarten Education Act (ss.1004.55-79 F.S.) in Collier, Glades, Hendry, and Lee Counties.

2.3 MISSION AND MOTTO OF THE COALITION

2.3.1. Our mission is to enhance the quality of children’s lives by providing families, early childhood educators, caregivers and community partners in Collier, Glades, Hendry and Lee Counties, with opportunities to positively impact the future.

2.3.2 Our Motto is “Nurturing young children of Southwest Florida and those who care for them!”

2.4 VISION OF THE COALITION

All children in Collier, Glades, Hendry and Lee communities will be healthy, eager, and successful learners, supported by well-informed parents, involved citizens, and collaborative community partners. Early Learning Programs will have high quality standards, comprehensive services; seamless delivery systems with diverse settings, and well-educated, competent, and adequately compensated staff.

2.5 RESPONSIBILITIES

2.5.1 In carrying out the intent of the School Readiness Act and the Voluntary Prekindergarten Education Act, the Coalition is required to develop and administer a plan for the early learning program to meet the requirements of the statute and the performance standards and outcome measures established by the Office of Early Learning.

2.5.2 The Articles of Incorporation and the Bylaws are a part of the coalition’s plan and any amendments to them constitute an amendment to the plan.

2.6 POLICIES

2.6.1 The Coalition will have policies approved by the Board to guide operations and processes, including but not limited to, dispute resolution for parents, providers, coalition staff and all interested parties.

2.6.2 Subsequent minor, non-substantive changes, which do not alter the original intent to the policy previously approved by the Board, will not require full Board approval and may be approved by the Executive Committee.

2.6.3 The Board must be notified of any policy revisions approved by the Executive Committee.

Article III. MEMBERSHIP

3.1 MEMBERSHIP

Section 411.01 (5) (a) 4, F.S. requires that the Coalition shall have at least 18 but not more than 35 members. Within this range, the coalition's membership may not exceed the number of members necessary for the appointment of the mandatory members, conditional members, private-sector members, or optional members authorized by AWI Policy number OEL-PI-0012-05.

3.1.1. The Coalition shall seek applications of persons who are ready, willing, and able to commit service and time, including attending coalition meetings, committee involvement, and reading and becoming educated about many aspects of early childhood development and school readiness.

3.1.2. Each multi-county coalition's membership must be geographically representative of each county served by the coalition. (*Section 411.01 (5) (a) 4 and 12, F.S.*)

3.1.3 The Coalition shall seek applications of persons with diverse abilities, including those from diverse ethnic and multicultural groups.

3.1.4. The Governor will appoint the Chair and two (2) other members from the private business sector. (*Section 411.01 (5) (a) 5, F.S.*)

3.1.5. Coalition membership -- Section 411.01(5) (a) 5-7 F.S., requires each early learning coalition to appoint coalition members consistent with law.

3.1.6. A member who no longer represents the constituency in the assigned capacity shall notify the chair in writing and the seat shall remain vacant until the Board identifies a new representative.

3.1.7 With the exception of the mandatory positions and those appointed by the Governor, all Board appointments and reappointments to Board positions shall be made with Board approval.

3.2 MANDATORY MEMBERS

Pursuant to ss.411.01 (5) (a) 5-7, F.S. the coalition is required to have the following members:

3.2.1. Chair, appointed by the Governor (voting member).

3.2.2. Private sector appointed by the Governor (voting member).

3.2.3. Private sector appointed by the Governor (voting member).

3.2.4. A Department of Children and Family Services district administrator or his or her designee authorized to make decisions based on behalf of the department (voting member).

3.2.5. A district superintendent of schools or his or her designee who is authorized to make decisions on behalf of the district, who shall be a non-voting member.

3.2.6. A regional workforce board Chief Executive Officer or his or her designee (voting member).

3.2.7. A county health department director or his or her designee (voting member).

3.2.8. A children's services council or juvenile workforce board chair or Chief Executive Officer, if applicable, who shall be a non-voting member if the council or board is the fiscal agent of the coalition or if the council or board contracts with and receives funds from the coalition.

3.2.9. An agency head of a local licensing agency as defined in s 402.302 F.S.

- 3.2.10. A President of a community college or designee (voting member).
- 3.2.11. One member appointed by a board of county commissioners (voting member).
- 3.2.12. A central agency administrator who shall be a non-voting member.
- 3.2.13. A Head Start director who shall be a non-voting member.
- 3.2.14. A representative of private child care providers, including family day care homes, who shall be a non-voting member.
- 3.2.15. A representative of faith-based child care providers (non-voting).
- 3.2.16. A representative of programs for children with disabilities under the federal “Individuals with Disabilities Education Act”, who shall be a non-voting member.

3.3 PRIVATE SECTOR MEMBERS

3.3.1 Including the members appointed by the Governor, more than one-third of each early learning coalition must be private sector business members 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 Chapter 1002, F.S. or the coalition’s School Readiness program.

3.3.2. To serve as a private sector business member representative, the following requirements will apply:

- (a) Each private-sector business member must reside in Florida and must be one of the following individuals associated with a private-sector business entity conducting business in the coalition’s region:
 1. An owner having at least a 10-percent ownership interest in the business entity;
 2. The chief executive or operating officer of the business entity;
 3. A business executive or employee of the business entity who is at the management level or higher with optimum policymaking or hiring authority for the business entity; or
 4. An individual who previously met one of the criteria in 1.-3. but who is retired from the business entity.

(b) The individual, the individual’s relatives, and the business entity must not have a substantial financial interest in the design or delivery of the Voluntary Prekindergarten Education Program or an early learning coalition’s school readiness program. As used in this paragraph, the term “relative” has the meaning ascribed in s. 112.3143, F.S.:

“Relative” means any father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.”

- (c) The following individuals **may not** be appointed as private-sector business members:
 1. An employee of the early learning coalition or of the fiscal agent, central agency, contractor, or subcontractor of the coalition.
 2. An employee of a school readiness provider, private prekindergarten provider, public school, or school district.
 3. An employee of a child care facility, family day care home, large

family child care home, nonpublic school, or faith-based child care provider.

4. An employee of a state university, community college, or other public educational institution.

5. An employee of the Federal Government or state government; of a state, county, or municipal government; or of a public agency.

3.3.3 The Governor will appoint the Chair and two (2) other members from the private business sector. Private sector members appointed by the Governor will serve at the pleasure of the Governor and in terms designated by the Governor.

3.3.4. Private sector members appointed by the governor may serve a maximum of 2 consecutive four year terms.

3.3.5. Including the Chair and two members appointed by the Governor, more than one-third of a coalition must be private sector business members.

3.3.6. Nominations will be solicited from the area Chambers of Commerce or local Economic Development Councils. The Nominations Committee will screen the endorsed applicants and make recommendations for appointment to the Coalition. *(Section 411.01 (5) (a) 7, F.S.)*

3.3.7. Other than those membership terms stipulated in the legislation, the terms of all appointed members of the Coalition must be staggered.

3.3.8. Not counting the Governor appointees, the private sector membership shall have each of the three pre-merger coalitions (Collier, Hendry/Glades and Lee) represented by at least 1 and not more than 4 members with staggered terms of three (3) and four (4) years for no more than two (2) consecutive terms.

3.3.9 Thereafter, private sector members will be selected from individual applicants, or from the list of nominees presented by a chamber(s) of commerce or economic development council, and approved by the Coalition. *(Section 411.01 (5) (a) 7, F.S.)*

3.4 OPTIONAL MEMBERS

3.4.1 In addition to the mandatory members specified in law, each early learning coalition is authorized, but not required, to appoint up to two optional members from each county served by the coalition pursuant to AWI Policy OEL-PI-0012-05.

3.4.2. Each optional member must reside in, or must represent a legal entity located in the county from which the member is appointed,

3.4.3 Optional member and the member's relatives must not have a substantial financial interest in the design or delivery of the Voluntary PreKindergarten Education Program or the coalition's school readiness program and will be a voting member with the exception of paragraph (c).

3.4.5. Optional members may not duplicate representation of a legal entity, or of a mandated or conditional membership position. However, if the mandated board member representative for private child care provider is not a representative of the family child care home providers, then a family child care home provider may be appointed as an optional member in a nonvoting capacity.

3.4.6 The Coalition is encouraged to appoint as one of its optional members, a parent of a child enrolled in the Voluntary PreKindergarten program or the coalition's School Readiness program. The parent must meet the same criteria in paragraphs (a) and (b) above.

3.5 TERMS OF OFFICE

3.5.1. Private Sector Members -

Private sector members may serve a maximum of two (2) consecutive terms as designated by the term assigned upon appointment to the coalition board.

3.5.2. Mandatory Members

- a. Mandatory positions pursuant to ss 411.01 (5) (a) 5-7, F.S., of entities serving the four (4) county area (i.e. Workforce Development Board, Child Care Licensing, etc.) shall not be subject to rotation and will serve on an ongoing basis.
- b. Mandatory positions of entities serving pre-merger geographic areas, shall serve a two-year term. The mandatory position will be rotated among the three pre-merger coalitions (Collier, Hendry/Glades and Lee) at the conclusion of the initial term.
- c. Private and Faith-Based Representatives child care providers (Non-voting private and faith based representatives) will serve one two-year term.

3.5.3. Optional Members

- a. Optional Members may serve a designated term, followed by a second term consistent with the length of the initial appointment.
- b. The appointment of optional members is dependent on whether the number of existing private sector members will support the addition of an optional board member.

3.6 POWERS AND DUTIES

The powers, management, and control of the Coalition Board, and all its affairs shall be vested in the Coalition Board as outlined in the School Readiness Act of Section 411.01, Florida Statutes. The members of the Coalition shall possess the following powers and duties:

3.6.1 To approve Bylaws for the Early Learning Coalition of Southwest Florida, Inc.

3.6.2 To approve amendments to the Bylaws.

3.6.3 To elect by majority vote of all voting members, the officers of the Coalition, with the exception of any Governor appointee as Chair.

3.6.4 To establish procedures relating to its membership representation from private, faith-based, family child care providers, representative of children with disabilities, and appointed members from the community.

3.6.5 To remove any representative or appointed member of the Coalition by a two-thirds vote of a quorum of the voting members whenever, in their judgment, the best interests of the organization would be served. The Secretary before the next Coalition meeting shall give a notice of removal in writing.

3.6.6. Governor appointees may not be voted out, however they may be asked to resign. The Governor's office is to be notified of issues which caused the request for resignation.

3.6.7 To act on such official recommendations from the Agency for Workforce

Innovation, Office of Early Learning, as may be received and which fall within the focus of the organization.

3.6.8 To manage and control the Coalition and all of its affairs vested in the members as outlined in Florida State Statute 411.01 (School Readiness Act) and Section 1002.55-79, F.S., (Voluntary Prekindergarten Education Act).

3.7 MEMBERSHIP ATTENDANCE

3.7.1. Coalition members are expected to attend all regular meetings.

3.7.2 Any member who has two (2) consecutive unexcused absences or more than three (3) unexcused absences annually shall be considered as voluntarily resigned from the Coalition. Unexcused absences are defined in the Coalition Governance Policy #ELCSWF-EL0024-08.

3.7.3 When mandated members, including gubernatorial appointments, do not attend as required, the Coalition Chair will write the appointing authority, including the Governor of the State of Florida, notifying of the member's absences and requesting the appointment of a designated replacement.

3.7.4. The Board may reinstate members in special circumstances. Reinstatement under special circumstances must be documented by the chair.

3.7.5 An early learning coalition board may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate. (*Section 411.01 (5) (a) 8 F.S.*)

3.8 MEMBERSHIP RESIGNATION, TERMINATION, AND COMPENSATION

3.8.1 Any member may resign by giving written notice to the Chair. Governor appointees must provide written notice to the Governor's office with a copy to the Coalition Chair.

3.8.2 Resignations shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

3.8.3 Members will not receive any compensation for their services.

3.8.4. Travel expenses related to Coalition business, other than the regularly scheduled local Board meetings, shall be reimbursed by the Coalition.

Article IV. OFFICERS OF THE ORGANIZATION

4.1 ELECTION OF OFFICERS

A Coalition, non-conflicted, voting member in good standing shall be eligible for nomination and election to any elective office of the Coalition.

4.1.1. Each elected officer shall take office at the annual meeting at which time officers will be installed. Annual meeting is defined as the first meeting of the calendar year.

4.1.2. Elected officers shall serve for a term of one year or until a successor is duly qualified and elected.

4.1.3. Officers may serve in the same position for a maximum of four consecutive years; officers may be nominated to serve additional terms after a one-year break in service unless otherwise approved by the majority of the Coalition. The exception is

the Chair who is appointed by the Governor.

4.1.4. If an office is vacated prior to the completion of a one-year term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

4.1.5. Each officer shall serve as a voting member of the Coalition and provide leadership to the Coalition's planning and programs.

4.1.6 The voting membership shall elect the officers for vice-chair, treasurer and secretary by majority vote.

4.1.7. The nominee for each position, receiving the highest number of votes, shall be elected.

4.2 POWERS AND DUTIES OF OFFICERS

The powers and duties of officers shall be:

4.2.1 The Chair shall develop the agendas and preside at all regular Coalition meetings.

4.2.2. The Chair shall appoint, with the approval of the voting members, chairpersons of all committees and perform such other duties as prescribed.

4.2.3 The Vice-Chair shall serve in the Chair's place and with the Chair's authority in the case of that officer's absence, inability, or unwillingness to serve.

4.2.4. The Vice-Chair shall oversee the work of, and ensure the submission of, reports from the chairs of all committees.

4.2.5 The Treasurer shall keep an account of monies received and expended for the use of the **Coalition** and shall make a report at the annual meeting or when called upon by the Chair.

4.2.6 The Secretary shall ensure that notice required by these Bylaws is given and keep records of all proceedings of the Coalition. The Secretary may perform any other duties incident to the Office of Secretary, or assigned by the Chair.

Article V. COALITION STAFF

5.1 The Roles of the Chief Executive Officer and Staff

5.1.1. The Board of Directors hires the Chief Executive Officer, who reports directly to the Board of Directors.

5.1.2. All staff report to the Chief Executive Officer, or their department director, as outlined in the approved organizational chart.

5.1.3 The Chief Executive Officer is responsible to:

- a) Manage the non-profit organization and its employees under the direction of the full board; day-to-day activities are the responsibility of the Chief Executive Officer, such as supervising the hiring, firing, and evaluation of all staff and directing staff in the assignment and performance of duties
- b) Initiate and directs the development of policies for Board Approval and implements those policies;
- c) Represent the organization as its Chief Executive Officer in all dealings with other organizations, individuals, and the general public;

- d) Develop short range (one-year) goals for the organization and works with the Board to prepare long-range plans for the organization;
- e) Reports to the Board on the progress towards organizational objectives, new state policies, directives and legislation, and other issues of concern to the Board.

5.2 Accountability:

5.2.1 The Chief Executive Officer, is accountable to the full Board.

5.2.2. He/she is not accountable to any individual member of the Board.

5.2.3 The Board will instruct the Chief Executive Officer, delegating interpretation and implementation of policies and directives to the Chief Executive Officer.

Article VI BOARD MEETINGS

6.1 REGULAR MEETINGS

6.1.1 Regular Board meetings shall be held at a time and place to be decided by the members. The Coalition will meet bi-monthly unless decided otherwise by members.

6.1.2 An early learning coalition board may use any method of telecommunications to conduct meetings, including establishing a quorum through telecommunications, provided that the public is given proper notice of a telecommunications meeting and reasonable access to observe and, when appropriate, participate. (*Section 411.01 (5) (a) 8 F.S.*)

6.1.3.The annual meeting is defined as the Coalition’s regular meeting in the first month of the calendar year.

6.1.4 A special meeting may be called by the Chair upon concurrence by a majority of the Coalition Board Members or upon petition signed by a majority of the Coalition.

6.1.5. A quorum of voting members must be established at the start of a meeting and prior to conducting any Coalition business.

6.2 MEETING NOTIFICATIONS

Notice of all Coalition meetings will be made pursuant to s. 195.901 F.S.

6.2.1. Notice of Board meetings shall be posted and made available by mail, fax, or by electronic means to each Coalition member, with an agenda prepared by the Chair, no less than 7 calendar days prior to the meeting date.

6.2.2. Emergency sessions shall be afforded the most appropriate and effective notice under the circumstances. Special meetings shall have at least 24 hours’ reasonable notice to the public.

6.3 GOVERNING RULES

6.3.1 The Coalition shall adopt rules of procedure for the conduct of its business.

6.3.2. Robert’s Rules of Order, Newly Revised, (latest edition), shall govern all official proceedings of the Coalition, subject to such special rules as the Coalition may adopt.–

6.3.3 Members of the Coalition are subject to the ethics provisions in Section 112.313 (Standards of Conduct for Public Officers, etc.), 112.3135 (Restriction on Employment of Relatives) and 112.3143 (Voting Conflicts). For 112.3143, a voting member of a coalition must abstain from voting when a voting conflict exists.

6.3.4 Members of the Coalition are subject to Florida State Statute 286.011, commonly known as the Government in the Sunshine Law.

6.4 VOTING REGULATIONS

6.4.1. A majority of the **voting membership (51%)** of the coalition constitutes a “quorum”. A majority of the voting membership of an early learning coalition constitutes a quorum required to conduct the business of the coalition.

6.4.2. Fifty-one percent (51%) of the voting members present either physically or through telecommunication,, shall constitute a quorum for the transaction of business at any meeting of the Coalition.

6.4.3 If less than fifty-one percent (51%) of the voting membership is in attendance at a Board meeting; a majority of the members present may adjourn the meeting without further notice.

6.4.4 A voting member of an early learning coalition may not appoint a designee to act in his or her place, except as a representative to coalition meetings, but that representative does not have voting privileges. (*Section 411.01 (5) (9) F.S.*)

6.4.5. Any action legally exercised by the Coalition shall be valid without further approval.

6.4.6. A conflict of interest may occur when an item is presented for a vote that will directly affect the member, his/her employer, another organization in which they have significant interest or in which he/she have a direct financial interest.

6.4.7. Members shall disclose orally the nature of the conflict and abstain from discussion or voting on the matter and complete a conflict of interest form.

Article VII. COMMITTEES

7.1 COMMITTEES

7.1.1. Standing committees shall be established by the Coalition.

7.1.2. Ad hoc committees and task forces may be established by the Chair, the Executive Committee or the Coalition.

7.1.3. All committee chairs shall provide a report to the Coalition at the next regularly scheduled meeting.

7.1.4. All committee action items must be submitted to the Executive Committee in advance of Board Meetings.

7.1.5 To avoid duplication of issues or attendees, committees may join together to consolidate common interests and goals.

7.1.6. A quorum of committee members must be present prior to conducting a committee meeting. (see Governance policy #ELCSWF-EL0024-08 for committee guidelines).

7.2 COMMITTEE MEMBERSHIP

7.2.1` The Chair of each committee shall be a member of the Coalition and be appointed by the Coalition Chair.

7.2.2. Committee chairs serve a one-year term. Chairs may be re-appointed to serve more than a one-year term.

7.2.2. Each committee shall consist of the chair and at least two (2) additional individuals who are not required to be board members.

7.2.3. Representatives from the community may serve as members of any standing committee and task force as needed to carry on the work of the Coalition.

7.2.4. Committees may join together for meetings and be chaired by the same Board member if it is deemed more efficient and effective in serving the Coalition.

7.2.5. Each committee shall meet as necessary at meeting times designated by the committee chair.

7.2.6. Notice of all committee meetings will be made pursuant to Florida State Statute 286.011, commonly known as the Government in the Sunshine Law.

7.2.7. Each committee chair shall submit written minutes to the Coalition members, and present committee outcomes at the next regularly scheduled Coalition meeting.

7.3 NOMINATION/ BYLAWS/ POLICY COMMITTEE

7.3.1.The Coalition Chair shall appoint the Nominations/Bylaw/ Policy Committee Chair each year.

7.3.2 The Nominations/Bylaw/Policy Committee shall consist of Coalition members and, to the extent possible, represent all counties.

7.3.3 The Nomination Committee is responsible for presenting to the Coalition a slate of officers for election one month prior to the annual meeting.

7.3.4 Nominations may also be submitted from the floor by members at the annual meeting.

7.3.5. This standing committee will approve and ensure adherence to the Coalition's by-laws, be responsible for recruiting members, nominating officers, development of policies and procedures, as it relates to Board Membership and upholding the Coalition's required membership composition.

7.3.6 The Committee will also be responsible for reviewing other types of Coalition policies and procedures, and recommending to the Coalition Board for approval.

7.4 QUALITY ENHANCEMENT/PROFESSIONAL ENHANCEMENT COMMITTEE

7.4.1. The Quality Enhancement/Professional Development Committee will be composed of members of the Coalition and the communities.

7.4.2. The committee will be responsible for developing and recommending quality initiatives in compliance with Federal Code section 45 CFR 98.51 "Activities to improve the quality of child care".

7.4.3. The committee will promote the development, accessibility, and accountability of an articulated professional development path and community support system

7.4.4. The Coalition Chair will appoint a board member as Chair of this committee.

7.5 FINANCE COMMITTEE

7.5.1. The Treasurer will be the Chair of this committee.

7.5.2. The Finance Committee will be comprised of members of the Coalition and the communities.

7.5.3. This Committee will provide regular monitoring of financial and utilization reports and provide budgetary and fiscal policy oversight.

7.6 EXECUTIVE COMMITTEE

7.6.1. An Executive Committee will be composed of officers and the chairpersons of all committees.

7.6.2. This committee is responsible for oversight of the Coalition's responsibilities and business.

7.6.3. This Committee shall also have the authority to approve urgent matters that occur between meetings of the full Coalition, and to bring them to the full board at the next regularly scheduled meeting.

7.7 HEALTH AND DEVELOPMENTAL SERVICES COMMITTEE

7.7.1. The Health and Developmental Services Committee will be composed of members of the Coalition and the communities.

7.7.2. This committee is responsible for coordinating health services and developmental resources so we may effectively serve the children in the community.

7.7.3 The Board Chair will appoint a member as Chair of this committee.

7.8 SCHOOL READINESS AND VOLUNTARY PREKINDERGARTEN COMMITTEE

7.8.1. The School Readiness/VPK Committee will be composed of members of the Coalition and the communities.

7.8.2. The committee will focus on ways to improve program delivery and ensuring children are receiving the services needed to get them ready for school.

7.8.3. The Coalition Chair will appoint a board member as Chair of this committee

7.9 OUTREACH COMMITTEE

7.9.1. The Outreach Committee will be composed of members of the Coalition and the communities.

7.9.2. This Committee's function is to provide public awareness and resource development activities that support the initiatives and programs of the Coalition.

7.9.3. The Coalition Chair will appoint a board member as Chair of this committee

7.10 AD HOC COMMITTEES

7.10.1 An Ad Hoc Committee may be established by the Chair as needed.

7.10.2 Ad Hoc Committees may be established for specific time-limited issues. The duties and composition of each committee will be determined at the time of establishment. An Ad-Hoc Committee may be comprised of members of the Coalition and the communities.

7.10.3. The Ad-Hoc Committees will be responsible for bringing recommendations to the Coalition Board or Chair, as requested.

ARTICLE VIII. PROGRAM

8.1 PROGRAM PARTICIPATION

The Board is responsible to oversee and assure implementation of the School Readiness and Voluntary Prekindergarten Programs.

8.1.1 The School Readiness Program and the Voluntary Prekindergarten Education

Program must meet the program expectation and implementation guidelines as outlined in Florida State Statute 411.01 (School Readiness Act) and 1002, (Voluntary Prekindergarten Education Act), and in any subsequent legislative revisions.

8.1.2 The Early Learning Coalition of Southwest Florida is responsible to implement School Readiness Standards, Birth to Three, and Three to Five, developed by the Florida Department of Education.

8.1.3 The Coalition shall be guided by a plan submitted periodically and will be monitored and revised as needed by submitting plan amendments.

8.1.4 The Coalition has three roles: (a) developing and implementing policies; (b.) monitoring School Readiness and Voluntary Prekindergarten status; and (c) managing the systems necessary to improve the quality of early care and education services in the Collier, Lee, Hendry and Glades Counties.

8.1.5 The Coalition will work in partnership with communities to strengthen and coordinate services that will improve the quality of early care and education in Collier, Lee, Hendry and Glades counties. The Coalition will develop and implement policies, manage systems, and provide monitoring and support for school readiness and VPK service providers.

ARTICLE IV. BOOKS AND RECORDS

9.1 RECORDKEEPING

9.1.1. The Coalition will maintain thorough records of the minutes of all Coalition Board meetings and maintain a complete Coalition Board and Coalition Board Committee membership roster.

9.1.2. Correct and complete books and records of the proceedings of the Coalition, its committees, and its financial accounts will be kept and maintained at the Coalition office for a period of five (5) years and will be subject to the inspection of any member of the Coalition or the public at any reasonable time.

9.2 AUDIT

An audit of the books and records shall be conducted annually by an independent auditor. The audit report shall be presented to the members of the Finance Committee and the Executive Committee, to be shared with the Coalition Board within thirty (30) days of its completion.

Article VII. BYLAWS

11.1 IMPLEMENTATION

These Bylaws shall become effective immediately upon adoption. The members of the Coalition shall have the authority to enact and adopt any amendment to the Bylaws that may be necessary.

11.2 AMENDMENTS

The articles of the Bylaws can be amended using the following procedure:

11.2.1. Any member of the Coalition can propose an amendment to the Articles of

the Bylaws. Proposed amendments shall be in writing and be submitted to the Chair of the Coalition.

11.2.2. The Chair shall ensure that notice of any proposed amendment to the Articles of the Bylaws is provided to the Coalition membership at least seven (7) days prior to the consideration of action on the proposed amendment. At the Chair's discretion, the notice may include the complete text of the proposed amendment, but must include a summary of the intent of the proposed amendment with administrative and financial implications.

11.2.3. Any proposed amendment to the Articles of the Bylaws shall be approved by a two-thirds vote by the members of the Coalition present and voting.

11.2.4. An amendment to the Bylaws shall be effective upon adoption by the members of the Coalition.

11.2.5. The Bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.