**Equity Implementation Committee**Early Learning Council
*Governing Rules*

Adopted:

Revised:

**ARTICLE I** **NAME** Equity Implementation Committee, Early Learning Council

SECTION 1 The name of this group is the Equity Implementation Committee and was formed by the Early Learning Council.

**ARTICLE II PURPOSE**

SECTION 1 The main purpose of the Prenatal to Age 3 Subcommittee is to advise the Early Learning Council (ELC) on policy and emerging issues regarding Early Learning Council (ELC) on the issues, challenges, successes and priorities related to implementing the equity recommendations adopted by the Council on March 18, 2015 relating to aligning early learning policy and practice with the equity lens, with a focus on culturally responsive practice, operating systems and data/resource allocation.

*The Equity Implementation Committee is to act in an advisory capacity to the Early Learning Council*.

**ARTICLE III MEMBERSHIP**

SECTION 1 The Equity Implementation Committee will be chaired by a member of the Early Learning Council may consist of ***up to*** fifteen (15) members. Appointments shall reflect Oregon’s diverse populations, recipients of early childhood support services, community advocates and agencies or organizations who have knowledge of the issues and needs of high risk program participants.

The following expertise will be sought to fill seats on the committee:

Three (3) seats: Parents of children between the ages of 0 and 6.

Three (3) seats: Leadership of culturally specific organizations that serve populations of children and families experiencing disparities in early education or health.

One (1) seat: A researcher with expertise in early learning and/or equity and inclusion.

Two (2) seats: Early learning providers who work with populations of children who typically experience disparities early in life.

Two (2) seats: A representative from the health sector and a representative from human services.

One (1) seat: A representative of the tribal Government-to-Government Education Cluster.

Three (3) seats: Representatives of the Early Learning Council.

SECTION 2 Persons interested in membership will submit a letter of interest. Following the receipt of letters of interest, the chair and the ELD staff member working with her/him will review letters and make recommendations for appointments with a focus on ensuring diversity of race/ethnicity, geography and experience in the field. The ELC Executive Committee will review and approve the recommendations and will bring them forward to the Council for review and consensus.

SECTION 3 The term of membership shall be for three years and may be renewed once, serving a total of 2 terms (6 years).

SECTION 4 When a vacancy exists, committee members shall appoint an Ad Hoc Nominations Committee to establish a list of candidates for recruitment to apply for membership..

 SECTION 5 Committee members anticipating absence from committee meetings shall notify and be excused by the Chair or her/his staff designee. After three absences the Chair will discuss the matter with the member in question.Chair will bring his/her findings and recommendation to the Best Beginnings Prenatal to Age 3 Committee.A motion may be made declaring the position vacant due to a pattern of absenteeism. Upon a majority vote, the position will be declared vacant, and shall be filled according to the provisions of this article.

**ARTICLE IV OFFICERS**

SECTION 1

The Chair shall serve for a three-year term. At the completion of the first three-year term, the Chair can be re-appointed by ELC for one additional three-year term. Upon completion of the Chair’s final term, the Chair may continue as a member of the Committee and a new Chair will be appointed.

The Chair shall call and preside at meetings, establish workgroups and committees, and shall serve as an *ex-officio* member of all committees and task groups.

SECTION 2 The Committee shall appoint a Vice Chair that will serve a three-year term. The Vice Chair shall perform the duties of Chair in his/her absence, and may serve as an *ex officio* member of all work groups upon direction of the Chair.

**ARTICLE V COMMITTEES AND TASK GROUPS**

**SECTION I**

# SECTION I Other Committees.

Additional work groups may be appointed at the discretion of the Chair, continuing work until their purpose is completed, and shall include at least one committee member.

**ARTICLE VI MEETINGS**

SECTION 1 The Equity Implementation Committee shall hold a minimum of six regular business meetings per year. All meetings of the Subcommittee and advisory committees, shall be subject to the provisions of the Oregon Public meetings Law, ORS 192.610 to 192.690.

SECTION 2 Special meetings may be called by the Chair, or by any three members of the Committee

SECTION 3 A quorum of the Committee shall consist of a majority of members present at the meeting either via phone or in person. A majority of present members is needed to take any action. No proxies shall be allowed. In the event an emergency vote is needed, a yes/no votes may be submitted via email and requires a quorum of all committee members.

SECTION 4 It is the policy of the Committee that members who have an actual conflict of interest are precluded from voting on or participating in the deliberation of funding allocations, or performance review of contract activities or actions. A declaration of potential or actual conflict of interest will be noted in the minutes. Minutes shall include outcome of each vote or action in which a conflict of interest was declared.

Definitions:

1. Potential conflict of interest may arise when a member takes official action that could financially impact the member, the member’s relatives, or business with which the member or relative is associated.

1. Actual Conflict of Interest may arise when a member takes official action that would financially impact the member, a relative or an associated business.

**ARTICLE VII PARLIAMENTARY PROCEDURE**

SECTION 1 The parliamentary procedure for meetings and operations of the Committee shall be the responsibility of and within the authority of the Chair. In the event there is a disagreement or objection to procedures pursued by the Chair, the disagreement or objection shall be brought in front of the Early Learning Council

**ARTICLE VIII PRECEDENCE OF STATE LAW AND COUNTY ORDINANCE**

SECTION 1 In the event any provisions of these bylaws are in conflict with Oregon Revised Statutes, Oregon Administrative Rules, these bylaws shall be subordinate.

**ARTICLE IX AMENDMENTS**

 SECTION 1 These bylaws may be amended by majority vote of the Early Learning Council (ELC). ELC will be provided notice of the proposed amendment, including its full text, in accordance with the notice requirements in Article VI of these Governing Rules.