

Best Beginnings
& Healthy Families Oregon Advisory Committee
Early Learning Council Committee
Governing Rules

Adopted:
Revised:

ARTICLE I	NAME	Best Beginnings, ELC Committee
	SECTION 1	The name of this group is the Best Beginnings Prenatal to Age 3 Committee and was formed by the Early Learning Council.
ARTICLE II	PURPOSE	
	SECTION 1	<p>The main purpose of the Prenatal to Age 3 Committee is to advise the Early Learning Council (ELC) on policy and immerging issues regarding programs serving families prenataally to age 3 and to act as the Advisory Committee to Healthy Families Oregon, ensuring that it is administered and governed in accordance with principles of effective management and of ethical practice.</p> <p><i>Healthy Families Advisory function of committee:</i> As a Statewide/Multi-Site Healthy Families America program, the Central Administration office (Early Learning Division) is required to adhere to additional Multi-Site Standards. Standard A-3 states: “The multi-site system has a broadly-based group (not limited to representatives of member sites/host agencies) which serves in an advisory capacity in the planning and coordination of services and system activities.</p> <p><i>The Prenatal to Age 3 Committee is to act in an advisory capacity to the Early Learning Council.</i></p>

ARTICLE III

MEMBERSHIP

SECTION 1 The Prenatal to Age 3 Committee may consist of *up to* fifteen (15) members. Appointments to Prenatal to Age 3 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 Best Beginnings Prenatal to Age 3 and

Three (3) seats: Early childhood advocates/parents and members of the community

Two (2) seats: HFO and home based services program knowledge

One (1) seat: A researcher with expertise evaluating early childhood programs.

Two (2) seats: Foundations/Community Leaders & Partners

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

One (1) seat: ELC Representative

Four (4) seats: Flexible

The committee will be chaired by a member 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). The Early Childhood Researcher seat shall have no limit to the number of terms served.

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 work groups and committees, and shall serve as an *ex-officio* member of all committees and task groups.

SECTION 2 The Best Beginnings Prenatal to Age 3 Committee Chair 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 committees and 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 Best Beginnings Prenatal to Age 3 Committee member. The chair of each standing work group shall be a current Best Beginnings Prenatal to Age 3 Committee member.

ARTICLE VI MEETINGS

SECTION 1 The Best Beginnings Prenatal to Age 3 Committee shall hold a minimum of six regular business meetings per year. All meetings of the Committee 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 Best Beginnings Prenatal to Age 3 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 Best Beginnings Prenatal to Age 3 Committee member takes official action that could financially impact the member, the member's relatives, or business with which the member or relative is associated.
2. Actual Conflict of Interest may arise when a Best Beginnings Prenatal to Age 3 Committee member takes official action that would financially impact the member, a relative or an associated business.
3. Deliberation is discussion leading to a vote on any issue that could result in disciplinary action with a program not adhering to their contract and HFA standards or discussion leading to or resulting in a vote that affects funding for local programs. Deliberations include those taking place separate from voting process.

ARTICLE VII PARLIAMENTARY PROCEDURE

- SECTION 1 The parliamentary procedure for meetings and operations of the Best Beginnings Prenatal to Age 3 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.