

**EL PASO COUNTY’S EARLY CHILDHOOD COUNCIL**

**FOR CHILDREN PRENATAL TO 8 YEARS**

**ALLIANCE FOR KIDS COUNCIL BYLAWS**

APPROVED JUNE 2023

**ARTICLE I**

The name of this Council is the **Alliance for Kids (AFK)** and may be referred to in this document as the Council. (*“Early Childhood Council membership” means the members of a voting body of an Early Childhood Council with governing authority over all of the Council’s duties enumerated in § 7.717.5.)*

**ARTICLE II | VISION, MISSION, SCOPE, GUIDING VALUES, AND PRINCIPLES**

**Section 2.1: Vision**

The Alliance for Kids is dedicated to making El Paso County the best place to raise a child.

**Section 2.2: Mission**

The Alliance for Kids serves as a vehicle, bringing together agencies and individuals to work collaboratively on a high-quality early childhood system for young children and their families in El Paso County.

In partnership with families, this early childhood system encompasses children from prenatal to eight years and includes the domains as outlined in the Early Childhood Colorado Framework.

**Section 2.3: Scope and Purpose**

The scope and purpose of the Alliance for Kids is to serve as the Early Childhood Council in El Paso County and includes, at a minimum community-wide strategic planning and financial oversight of Council funding; development and review of new and ongoing programs/projects; and soliciting and overseeing funding.

The Alliance for Kids also operates under the authority of the Colorado General Assembly’s [House Bill 07-1062](http://media.wix.com/ugd/97dde5_af3a2bfc706b4ac4acdcdb4075fa120c.pdf)

**Section 2.4: Values**

The Alliance for Kids membership shall commit to the utmost professionalism and respect among ourselves and maintain confidentiality in all aspects of conduct and operations, and shall not participate in any form of discrimination.

The Alliance for Kids strives to be child-centered and family-focused, community-based, and culturally- and trauma-responsive.

**Section 2.5 Principles**

The Alliance for Kids serves as the infrastructure for the early childhood system; engages community partners in an open coalition framework to make decisions, implements new programs, and produces positive outcomes for young children and their families; and communicates and collaborates before starting any new initiative or program that impacts the early childhood community.

**ARTICLE III | MEMBERSHIP**

**Section 3.1 Colorado Council Legislation**

*§ 7.717.4* A. Early Childhood Council membership shall: 1. To the extent practicable, reflect local needs and cultural and geographic diversity within the service area; 2. Have voting rights; 3. Consist of a minimum of ten (10) members; 4. Include at least one representative, who operates or resides within the council’s service area, from each of the following seven (7) mandatory stakeholder groups: a. Early care and education; b. Family support and parent education services; c. Health care; d. Local government; e. Parent of a child five (5) years of age or younger; f. Mental health care; and g. Resource and referral agency.

**Section 3.2 Council Membership**

1. Alliance for Kids Council membership shall include a member from each of the following stakeholders’ groups, with each representing only one classification. Any other mandated stakeholders, if/when legislation requires, will be added (Stakeholders group updated per Council Legislation, February 2017).
2. Community Representative 1 (Representative of business, economic development, community centers, libraries, etc.)
3. Community Representative 2 (Representative of business, economic development, community centers, libraries, etc.)
4. Early Care and Education (Required by legislation)
5. Head Start Grantee/Policy Council
6. Faith-Based Agency
7. Family Support and Parent Education Services (Required by legislation)
8. Family Child Care Provider
9. Fiscal Agent
10. Health Care Entity (Required by legislation)
11. Higher Education Institution
12. Local Government (Required by legislation)
13. Mental Health Care (Required by legislation)
14. Military Family/Care Entity
15. One Co-Chair of Each Standing Committee
16. Past Co-Chair
17. Parent (Child five years of age or younger) (Required by legislation)
18. Resource and Referral Agency (Required by legislation)
19. School District (Could include a parent leadership organization such as PTO or BAC)
20. Two duly elected Council Co-Chairs
21. Workforce Organization

Additionally, a standing Universal Pre-K (UPK) Committee was established in accordance with the El Paso County Community Plan to provide general governance for UPK implementation and will link with the AFK Council, which links with JI’s board. The development of this committee expands the Council to include additional community representatives, as well as increased representation from community-based, family child care, and school district early childhood education programs. This results in the addition of the following required Council members:

1. Early Care and Education Community-Based Program with 100+ FTEs
2. Early Care and Education Community-Based Program with 20-99 FTEs
3. Early Care and Education Community-Based Program with less than 20 FTEs
4. Family Child Care Provider Representative 1
5. Family Child Care Provider Representative 2
6. School District Representative from the southeast section of the county
7. School District Representative from the northeast section of the county
8. School District Representative from the northwest section of the county
9. School District Representatives from the southwest and west sections of the county

UPK Committee members who are not required Council members include:

1. Lead or Chair Superintendent of the Superintendents’ Group or Designee

2. Family Representative 2

3. Community Representative 1

4. Community Representative 2

5. Community Representative 3

6. Additional Community Representatives as determined necessary by the AFK Executive Committee

**Section 3.3 UPK Membership Selection**

The AFK Co-Chairs, in consultation with JI’s leadership, will appoint the UPK Committee Chair or Co-Chairs.

The AFK Council will develop a slate of committee nominations; however, school districts will have a say in who will represent them. The school districts will convene at least annually, and at one of these meetings, will nominate representatives from their ranks for consideration by the AFK Council. Also, note that charter school administrators will be invited to participate in the school district meetings and may be nominated as a representative to the UPK Committee. The school districts’ nominees will be added to the slate of members. The AFK Council will vote on the slate and will have final approval on all committee nominations.

**ARTICLE IV | GOVERNANCE**

**Section 4.1: Terms**

Members of the Council will attend regularly scheduled meetings to support the work of AFK. Members will serve a two-year term with staggered terms for continuity. Terms will be laid out in processes and procedures with zero term limits. Members will be voted in to fill a specific stakeholder role and are expected to represent that role during voting and governance conversations. Members will only fill one stakeholder role during their term, except for Co-Chairs, who will carry out their role as stakeholders as well as Co-Chairs.

**Section 4.2: Co-Chairs**

Officers of the Council shall consist of two Co-Chairs, duly elected by the membership. Each Co-Chair shall have served on the Council for a minimum of six months prior to being presented by the Nominating Committee as a potential Co-Chair. Co-Chairs will be elected by a vote of the Council members.

**Section 4.3: Terms of Co-Chairs**

The term of office for a Co-Chair is two years, with one Co-Chair elected each year. Co-chairs are limited to serving two consecutive two-year terms. After serving as a Co-Chair for two years, the Co-Chair will serve one year as Past Co-Chair to ensure continuity.

In the event a Co-Chair is unable to complete his/her term of office, the Nominating Committee will bring forth to the Council a candidate to complete the term vacated by the Co-Chair. This candidate will be seated after a vote of the Council.

**Section 4.4 Duties of Co-Chairs**

The Co-Chairs shall facilitate meetings, affirm agendas, maintain orderly conduct of business, review meeting minutes, provide stewardship of the process, and assure forward momentum and accountability of measurements as defined in the Strategic Plan.

**Section 4.5 MOU**

Each member of the Council shall sign a Memorandum of Understanding (MOU) agreeing to represent one, and only one, of the stakeholder groups listed in 3.2 and working to collaborate on the work of the Council in conjunction with the Alliance for Kids staff.

**Section 4.6 Resignation or Removal**

A member may resign at any time by giving written notice to the Council Co-Chairs or the Alliance for Kids Early Childhood Coordinator. A membership may be revoked by the Council if the member has failed to comply with the membership criteria outlined in the MOU.

**ARTICLE V | MEETINGS**

**Section 5.1: Regular Meetings**

There will be regularly scheduled Council meetings.

**Section 5.2: Voting Provisions**

Decision-making is limited to the Scope of the Alliance for Kids (see Section 2.3).

Each individual member shall have one vote on any matter submitted to a vote. Individual members may submit a vote in writing or electronically.

A majority of all members shall constitute a quorum for the transaction of any business item of the Council.

**Section 5.3: Action without Meeting**

The Council may act without a meeting if a majority of the Council members approve of such action, in writing or electronically. Action taken has the same effect as action taken at a meeting of members and may be described as such in any document.

**ARTICLE VI | STANDING AND AD-HOC COMMITTEES**

**Section 6.1: Nominating Committee**

An ad-hoc nominating committee shall be established annually, with membership consisting of the past Co-Chair, current Co-Chairs, and two to three other members of the Council. The nominating committee will meet at least annually.

Annually, at the Council meeting held closest to September 1, the Nominating Committee will bring forth a slate of candidates to fill the Co-Chair position (in accordance with Article V above) and any vacant stakeholder positions for the upcoming year (September 1 to August 31). The Council members will approve the Co-Chair candidate(s) and the slate of each member of the Council being nominated.

**Section 6.3: Standing Committees**

The Council shall establish standing committees aligned with the key components of the Strategic Plan. Anyone who is interested in the work of the Council is encouraged to join a committee. Committee chairs are selected by their committee, serving a two-year term, with each elected on a rotating annual basis; one committee chair is elected each year. If a committee chair is unable to complete their term, a new committee chair will be selected by their committee to complete their term. At least one Co-Chair from each standing committee will serve as a Member of Council representing that committee.

**Section 6.4: Ad Hoc Committees**

The Council may appoint ad hoc committees when deemed necessary. Ad Hoc Committees serve until the completion of their work.

**ARTICLE VII | FISCAL AGENT**

**Section 7.1: Role of Fiscal Agent and Alliance for Kids Staff**

The Council shall choose a fiscal agent for the Alliance for Kids, who shall remain in that role until otherwise decided by the Council at a regularly scheduled or special meeting. The fiscal agent also employs and manages the Alliance for Kids staff. The Alliance for Kids staff members are responsible for the day-to-day implementation of the Strategic Plan and Work Plan. On behalf of the Alliance for Kids, the fiscal agent enters into all awarded contracts, MOUs, and/or agreements with funders; is responsible for the implementation of subcontracts, MOUs, and/or grants; ensures compliance with deadlines associated with State and funder monthly invoicing, budget revisions, data entry/reporting and fiscal or programmatic audit compliance; provides insurance consistent with applicable laws; and, ensures that programmatic and fiscal reports are shared with the Council in a timely manner.

**ARTICLE VIII | CONFLICT OF INTEREST**

If a voting member of Alliance for Kids is also a current or potential recipient of benefits to that Alliance for Kids member or their organization, a potential conflict of interest may exist, either real or perceived. Such member of the Alliance for Kids will declare the potential conflict of interest at the beginning of any discussion related to the subject and will not take part in any vote taken by the Council related to any circumstances where a potential conflict of interest exists.

It is the responsibility of the Co-Chairs to enforce this provision.

**ARTICLE IX | REVISIONS AND AMENDMENTS**

The Bylaws may be amended or revised by a majority vote of the Council members, provided that the amendments or revisions have been submitted in writing (electronically to the e-mail addresses on file with the Alliance for Kids Early Childhood Coordinator) to the members no less than 30 days prior to the vote.” Bylaws should be reviewed and approved by Council members at a minimum of every three years.

**ARTICLE X | NON-DISCRIMINATION**

The Alliance for Kids shall not restrict its services, employment, membership, or other public involvement because of race, religion, creed, color, ethnicity, national origin, age, gender, sexual orientation, gender expression, disability status, marital status, military status, of any individual who is otherwise qualified.