



## EL PASO COUNTY'S EARLY CHILDHOOD COUNCIL FOR CHILDREN PRENATAL TO 8 YEARS

### ALLIANCE FOR KIDS' COUNCIL BYLAWS

APPROVED FEBRUARY 2025

#### 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 and PURPOSE, 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](#)

##### **Section 2.4: Values**

Members of the Alliance for Kids shall commit to the utmost professionalism and respect among themselves 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, 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, implement new programs, and produce 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 REQUIREMENTS

### 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

A. The Alliance for Kids Council membership shall include a member from each of the following stakeholder groups, with each representing only one classification. Any other mandated stakeholders, if/when legislation requires, will be added. (Stakeholder groups updated per Council Legislation, February 2017.)

1. Early Care and Education (*Required by legislation*)
2. Family Support and Parent Education Services (*Required by legislation*)
3. Health Care Entity (*Required by legislation*)
4. Local Government (*Required by legislation*)
5. Mental Health Care (*Required by legislation*)
6. Parent (Child five years of age or younger) (*Required by legislation*)
7. Resource and Referral Agency (*Required by legislation*)
8. Past Council Co-Chair
9. Two Duly Elected Council Co-Chairs
10. One Co-Chair of Each Standing Committee
11. Head Start Grantee/Policy Council
12. Faith-Based Agency
13. Family Child Care Provider
14. Fiscal Agent
15. Higher Education Institution
16. Military Family/Care Entity
17. Workforce Organization
18. Community Representative 1 (Representative of business, economic development, community centers, libraries, etc.)
19. Community Representative 2 (Representative of business, economic development, community centers, libraries, etc.)
20. School District Representative from the Southeast Section of the County
21. School District Representative from the Northeast Section of the County

22. School District Representative from the Northwest Section of the County
23. School District Representatives from the Southwest and West Sections of the County

### **Section 3.3 Membership Selection Process**

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 at least annually and will pass through a quorum vote; however, school districts will have a say in who will represent them on the UPK Committee. 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- ROLES AND RESPONSIBILITIES**

### **Section 4.1: Terms and Rotation**

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 Roles of Council Members**

Members shall actively participate in the activities, meetings, and events organized by the organization. Active participation includes attending regular meetings, contributing to discussions,

and volunteering for assignments as needed. Members are expected to support the mission, goals, and values of the organization and contribute to its overall success and sustainability. Members shall conduct themselves in a manner that upholds the integrity and reputation of the organization. All members must demonstrate respect toward fellow members, officers, volunteers, and the community at large. Members are expected to regularly attend scheduled meetings. Members should serve on at least one committee within the organization. Committee assignments will be made based on interests, skills, and the needs of the organization. Members shall respect the confidentiality of sensitive organizational matters, including financial information, personal data, and strategic plans, unless authorized to share. Members must disclose any potential conflicts of interest that may arise in relation to their roles within the organization. They must refrain from actions that could be perceived as benefiting personal interests over the organization's goals.

#### **Section 4.6 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 Section 3.2 and working to collaborate on the work of the Council in conjunction with Joint Initiatives for Youth + Families (JI) staff.

#### **Section 4.6 Resignation or Removal**

A Council member may resign at any time by giving written notice to the Council Co-Chairs or the Alliance for Kids Early Childhood Coordinator. Council 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 Frequency and Schedule of Meetings**

Regular meetings shall be held on a regular basis, with the date, time, and location determined by the Council. Special meetings may be called as needed by the Co-Chairs or upon the request of members.

#### **Section 5.2 Notice of Meetings**

Notice of each meeting, including the agenda, shall be sent to all members prior to the meeting. The notice may be sent via email or other agreed-upon communication channels.

#### **Section 5.3 Quorum**

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

#### **Section 5.4 Agenda**

The agenda for each meeting shall be prepared by the Co-Chairs and/or JI staff, in collaboration with relevant members. Any member may submit items for consideration to the Co-Chairs no later than seven days before the meeting.

#### **Section 5.5 Order of Business**

Meetings shall be conducted in an orderly manner, following the approved agenda. The general order of business will be:

1. Call to order
2. Approval of minutes from the previous meeting
3. Reports (if applicable)

4. Old business
5. New business
6. Announcements
7. Adjournment

Additional items may be added as necessary by the Chairperson with the consent of the members.

### **Section 5.6 Presiding Officers**

The Co-Chairs shall preside over meetings and ensure adherence to the agenda and rules of order. In the absence of the Co-Chairs, a designated Council member and/or JI staff person shall assume the role.

### **Section 5.7 Voting**

Voting on motions shall be conducted either by a show of hands or by electronic votes, as determined by the Co-Chairs. A simple majority shall be required for most decisions unless otherwise specified in these Bylaws. 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.

### **Section 5.8. Minutes of Meetings**

A JI staff person shall keep accurate records of all meetings, including a summary of discussions, motions, and decisions made. Minutes shall be distributed to all members for review prior to the next meeting and shall be approved at that meeting. Meeting minutes should also be posted on the website for others to review.

### **Section 5.9 Remote Participation**

Meetings may be conducted in-person, via teleconference, or through other virtual platforms as agreed upon by the members. Members participating remotely shall have the same rights to speak, vote, and engage in discussions as in-person members.

### **Section 5.10 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 candidates being nominated for stakeholder positions.

### **Section 6.2: 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 to represent that committee.

### **Section 6.3: 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 JI 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 JI staff. JI staff members are responsible for the day-to-day implementation of the Strategic Plan and Work Plan. On behalf of 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 the 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 members 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 for the Alliance for Kids Early Childhood Coordinator) to the members no less than three days prior to the vote. Bylaws should be reviewed and approved by Council members at a minimum of once 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.