

BY-LAWS of Partnerships 4 Families

Article I: Name

The name of this organization shall be the Partnerships 4 Families Early Childhood Iowa Area Board (hereinafter the Board). The Board is duly organized under Iowa Code Chapter 256I.8.

Article II: Purpose

The purpose of the Board is to oversee and coordinate collaborative services for children and families in Audubon, Carroll, Greene and Guthrie Counties. The initial emphasis will be delivery of services to children 0-5. The long-term purpose will be to improve the efficiency and effectiveness of services in the areas of early care, health and education for all children 0-5 in our designated counties.

The Board has the power to enter into legally binding agreements with any federal, state or local agencies, or with any private funding organization for the purpose of running programs and providing services. In addition, the Board has the following specific powers to:

- A. Appoint an area director or contact person;
- B. Determine, subject to funding source policies, major personnel, organization, fiscal and program policies;
- C. Determine overall program plans and priorities for Partnerships 4 Families Early Childhood Iowa Area including provision for evaluating progress against performance;
- D. Make final approval of all program proposals and budgets;
- E. Enforce compliance with all conditions of any funding source grants;
- F. Oversee the extent and the quality of the participation of the families with children 0-5 in the programs of Partnerships 4 Families Early Childhood Iowa Area yearly;
- G. Determine, subject to funding sources policies, rules and procedures for the governing board;
- H. Select the officers and the executive committee, if any, of the governing Board.

The Board shall have only the powers enumerated in these by-laws.

Article III: Membership

Section 1 Qualification. The Board shall consist of a membership of a range of seven to eleven voting members. All members of the Board shall reside or work in Audubon, Carroll, Greene and Guthrie Counties. Criteria for selection of candidates will provide for fair representation of the counties served. The Board shall comply with federal, state and local laws which prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability creed or national origin and the mandates of Iowa Code Chapter 256I.

Section 2 Selection of Members. All of the members of the Board shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. Membership shall include at least one local representative from each of the following areas: business, education, faith, health, human service and at least one parent, grandparent or guardian of a child zero through age five. Members can not represent more than one of these areas. The fiscal agent and the Board appointed contact will be non-voting members of the Board.

Section 3 Compensation. Members shall serve without compensation. Members may be reimbursed for child care or travel if funds are available.

Section 4 Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of the legislation (or summary), by-laws, annual report and other documentation that would be useful to Board members in carrying out their duties. The Chairperson (or designee) will be responsible for orientation. A mentor from among the continuing Board members will be assigned to each new Board member.

Section 5 Absences. Three consecutive unexcused absences in one year shall result in removal from the Board. Exception to this rule shall be subject to approval by the Board.

Section 6 Vacancies. Although not mandated, the Board may choose to fill any vacancy on the Board because of resignation, death, long-term illness, disqualification or removal after at least 30 days' notice of the vacancy. The Chairperson (or designee) is charged with recruiting applicants to fill vacant positions and with submitting a slate of candidates to the Board. The Board votes on these candidates. Vacancies shall be filled within 60 days, the Board may grant 30 day extensions on a case by case basis as needed by majority vote.

Section 7 Election & Terms. The Board as identified in Article III, Section 2 shall be elected for staggered three-year terms, which will commence in July. Board members shall elect individual to replace members who have served their term. The Secretary will maintain a record of terms. Members will not serve more than two consecutive full terms.

Section 8 Resignations. Resignation shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure.

Article IV: Officers

Section 1 Officers. The officers of this Board shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer, each of who shall be elected by the members of the Board. The officers shall be elected from among the members; officers will be seated in July.

Section 2 Election and Term of Offices. Officers of the Board shall be elected annually at the first regular meeting in July of each year. If the election of officers cannot be held at this meeting, such election shall be held as soon thereafter as possible.

Section 3 Chairperson. The Chairperson shall, when present, preside at all meetings, appoint committees, call special meetings and in general perform all duties incident to the office of a Chairperson, and such other duties as may be prescribed by the members from time to time. The Chairperson shall carry out all functions in consultation with other officers. The Chairperson may participate as an ex-officio member of any standing committee. The Chairperson will be elected from among the members who are citizens or elected officials. The Chairperson cannot serve in this position more than two consecutive fiscal years.

Section 4 Vice Chairperson. In the absence of the Chairperson, or in the event of death, inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

Section 5 Secretary. The Secretary shall have the responsibility of insuring that the Board's minutes are accurate and are circulated as prescribed. The Secretary, in the absence of the Chairperson and Vice Chairperson, shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restriction upon the Chairperson.

Section 6 Treasurer. Working with the fiscal agent, the Treasurer shall have the responsibility for assuring that all deposits and properly authorized expenditures are made in a timely manner, using appropriate accounting practices. The Treasurer shall present financial reports at each Board meeting.

Section 7 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or other cause shall be filled by the members for the unexpired portion of the term. The Board will hold elections for the vacant position(s) as quickly as possible after the vacancy occurs.

Article V: Membership

Section 1 Meetings. All meetings whether regular or special are subject to Iowa's Open Meeting Law, (Chapter 21). All records of the Board are subject to Iowa's Open Records Law, (Chapter 22).

Section 2 Regular Meetings. Regular formal meetings of this Board shall be held at least six times in a fiscal year.

Section 3 Special Meetings. Special meetings of the members may be called by the Chairperson or Vice Chairperson at the request of three or more members.

Section 4 Time and Place of Meetings. Regular formal meetings shall be held at a time agreeable to all members in a location accessible to persons with disabilities.

Section 5 Notice of Meetings. Public notice of regular and special meetings of the Board shall be required; notice for all meetings must be given not less than twenty-four hours in advance of the meeting. A notice of the meeting shall be posted on the Board's website pursuant to State Code. The notice shall include the proposed agenda for the meeting. The Chairperson and Area Director are responsible for establishing the agenda. Items for the agenda must be submitted one week prior to the meeting. Items presented at the meeting can only be placed on the agenda if by the majority vote of the present members. Items may be placed on the agenda of subsequent meetings of the Board if determined appropriate.

Section 6 Minutes of Meetings. Written minutes for each meeting of the Board will be maintained in which a record of votes on all motions will be entered. Minutes of the previous meeting shall be distributed to all members prior to the next meeting. Minutes will be made available to the public, after approval by the Board, on the Board's website or in writing, by phone, email or in person.

Section 7 Quorum. One half the current voting membership plus one Board member shall constitute a quorum at any meeting.

Section 8 Proxies. There shall be no vote by proxy.

Section 9 Public Discussion. Time shall be made available during all regular meetings for open public discussion.

Section 10 Order of Business. Business shall be conducted by modified consensus. The Board shall seek consensus and if consensus cannot be reached in a timely manner, the Board will use standard parliamentary procedures.

Section 11 Conflict of Interest. A member who believes they have a conflict of interest on a matter before the Board shall state the reason for the conflict of interest, refrain from participating in decision-making and shall abstain from voting on the issue. Board members will annually sign a conflict of interest statement. Board members must declare any and all conflicts of interest, including perceived conflicts of interests.

Section 12 Voting. A majority of votes cast at any meeting at which a quorum is present shall be decisive of any motion or election.

Upon request, voting will be by roll call and will be recorded by yeas and nays. Every member of the Board, except the Chairperson, is required to cast a vote upon each motion. In case of a tie vote, the Chairperson will cast the deciding vote.

Article VI: Responsibilities and Authority

Section 1 Fiscal Management. The Board will designate a public agency of this State as defined in Section 28E.2 to be the fiscal agent for allocated state funding or other monies, administered by the Board.

The fiscal agent will administer Early Childhood Iowa Area allocated monies available from the Early Childhood Iowa State Board as provided by law and other monies made available from federal, state, local and private sources.

Section 2 Annual Report. The officers shall be responsible for the preparation of the annual report. This report shall include, but is not limited to, the effectiveness of the funded programs and the Board's effectiveness in achieving state and locally determined goals.

Article VII: Standing Committees

The following committees have been approved by the Board to carry out responsibilities of the Early Childhood Iowa legislation.

Section 1 Executive Committee. The Executive Committee shall be comprised of the officers of the Board, the immediate past chair (if unable to serve, an immediate past officer will be selected). The committee shall assure staff support and oversight and, with staff assure compliance with operating policies and procedures. The Executive Committee shall have no independent decision making authority, but shall forward its recommendations to the Board for action at a regular or special meeting.

Section 2 Fiscal Committee. The fiscal committee shall include the Board Treasurer, a representative of the fiscal agent, and one community representative appointed by the Fiscal Committee. The Fiscal Committee oversees all Board finances, including the Early Childhood Iowa funds and other grants received by the Board, and maintains fiscal accountability.

Section 3 Four Early Childhood Task Force Committees one each in Audubon, Carroll, Greene and Guthrie Counties. The Early Childhood Task Force (ECTF) Committees shall be comprised of a representative of the Board and other interested citizens and early childhood providers within the county. The ECTF Committee shall be responsible for educating each other of current early childhood programs, services and special events; developing and distributing information to the public regarding early childhood programming. The ECTF Committees will be responsible for assessing the local needs of each county's early childhood population, parents and early childhood providers. Board members and the Area Director will report outcomes of the ECTF to the full Board.

Section 4 Other Committees and Community Work Groups. The Board may establish an ad hoc committee or work group as the Board believes will assist the Board to carry out their responsibilities. The Chair will be determined by the committee or work group. Each committee or work group will have representation from the Board. All committees or work groups will report to the Board, which will retain final and complete authority.

Section 5 Committees Subject to Open Meetings Open Records. All committees of the Board are subject to Open Meetings and Open Records regulation.

Article VIII: Appeal Process

All decisions made by the Board will be final. There is not an appeals process in place.

Article IX: Amendments

These bylaws may be altered, amended, or repealed, and new bylaws adopted by an affirmative vote of not less than two thirds of the members of the Board present. Proposed changes to the by-laws brought to the Board at a meeting shall not be voted on at the meeting. Voting on any proposed changes to the by-laws will occur at the meeting subsequent to the meeting where the changes are proposed. Any proposed change needs to be submitted to all members 14 days prior to a vote at a regular meeting or at a special meeting called for that purpose. The Board will review the by-laws at least once annually.

Article X: Parliamentary Authority

The Board will use Roberts Rules of Order as their authority for parliamentary procedure.

Article XI: Location of Records

Board records will be maintained by and kept at the Area Directors Office.

Review of P4F By-Laws

September 2012 Adopted

November 21, 2014 updated to reflect Iowa Code 256i reference in Article I

September 18, 2015 reviewed and approved as stand by P4F Board

September 16, 2016 reviewed and approved as stand by P4F Board

September 15, 2017 membership change in By Laws approved by P4F Board