

Plymouth Early Childhood Council Plymouth, CT

BY LAWS

Name:

Plymouth Early Childhood Council (PECC)

Mission:

The mission of the Plymouth Early Childhood Council is to ensure that all Plymouth children (birth to eight years of age) will be healthy, safe and successful.

Membership:

- The Mayor of Plymouth and the Plymouth Superintendent of Schools shall attend Council meetings and/or appoint one member to represent their offices.
- The total membership of the Council shall consist of community representatives such as: parents, local and state officials, providers, seniors, businesses and others.
- The Early Childhood Council shall strive to reflect the racial, ethnic, and cultural diversity of Plymouth among its members.
- Review of membership shall be conducted annually and efforts to recruit individuals shall be on-going.

Governance:

- The Mayor and the Superintendent must be consulted on all matters/decisions that have implications for the community.
- There will be (2) Chairs of the Council.
- Each Subcommittee of the Council will have a Chair who is a voting member of the Council. The Subcommittee Chair will oversee the work of that committee and serve as a member of the Executive Committee.
- The Membership List for the Plymouth Early Childhood Council will consist of voting members.
- The Plymouth Early Childhood Council shall have regular monthly meetings on a schedule determined by the Council. The Council shall meet a minimum of 8 times a year. The members of the Council shall be notified of the meeting in a timely manner.
- The Chairs of the Plymouth Early Childhood Council may call special meetings, giving at least 72 hours notice whenever possible.
- Decisions of the Council shall be made by majority vote.
- Annually in May, there will be a section of the agenda devoted to the appointment and/or reappointment of Co-Chairs and Subcommittee Chairs. At this time a review of the By-Laws will take place.

Role and Responsibilities of Members:

- Our meetings are designed to meet the needs of the community with Council meetings alternating between evening and day meetings. Members shall commit to attending all day and/or evening meetings. If a member is unable to attend a meeting, an alternative representative is welcome to attend.
- Members shall actively participate in at least one Subcommittee.
- Members shall promote the Mission and Action Plans of the Plymouth Early Childhood Council.
- New members shall participate in an orientation that will at a minimum include the governance procedures, the history of the Discovery and School Readiness grants, the most recent minutes and committee descriptions that will include a list of current members.
- Members with an association or involvement with a grant-funded program that is overseen by the Council shall abstain from voting on issues relative to that program or grant.

Role and Responsibilities of the Council:

- Members shall perform the work of the Discovery Community Plan and serve as advisors to the School Readiness Grant program.
- Members shall make informed decisions on early childhood grant opportunities and vote in the best interest of the community.
- Members shall make recommendations to the Mayor and the Superintendent pertaining to early childhood readiness policies and assist in ongoing advocacy efforts toward that end.
- Members shall keep the community informed of the work of the Council and its goals through natural outlets of communication.
- Annually, members shall assess community goals and strategies of the Council and the Community Plan.

Role of Council Chairs:

- Set the agenda for Council meetings and provide minutes.
- Maintain open communication with the Mayor and Superintendent of Schools.
- Direct the process which will establish the Council's work plan.
- Participate on the Executive Subcommittee.
- Call meetings as needed.
- Serve staggered two year term.

Role of Subcommittee Chairs:

- Establish and monitor the work plan of the Subcommittee in consultation with the Council.
- Report to the Council on the Subcommittee's progress and plans.
- Identify and seek resources needed to activate the Subcommittee's work plan.
- Participate on the Executive Subcommittee.
- Organize meetings, set agendas and facilitate Subcommittee meetings.
- Designate a Subcommittee member to prepare a written summary report to be distributed to subcommittee members, Co-Chairs and Discovery Coordinator.
- Serve a two year term.

Role of Mayor and Superintendent (Board of Education) Designees:

- Designees shall attend all meetings.
- Report regularly to the Mayor or Superintendent and communicate the desires of the Mayor or Superintendent to the Council.
- Participate on the Executive Subcommittee.
- Shall promote the Mission of the Plymouth Early Childhood Council.
- Designees shall actively participate on at least one subcommittee.

Subcommittees:

- Subcommittees shall be created by the Council to support and implement the Community Plan.
- The Chairperson of each Subcommittee is a voting member of the Council. Subcommittee membership may include non-council members.
- Subcommittee members can join for a specific task or a time limited project.
- Subcommittees shall provide a verbal and/or written report to the Council, which may include an update or recommendations.
- Ad hoc Subcommittees may be appointed at the discretion of the Council.
- The actions of the Subcommittees are in the form of recommendations to the Council for further consideration and final action.
- Subcommittee Chairs are selected by the individual Subcommittees.

Subcommittee Roles and Responsibilities:

- **Executive Subcommittee:**

Oversees the operations of the Council. The Executive Subcommittee shall include the Chairs of the Council and the Chairpersons of each Subcommittee. The Executive Committee will meet quarterly or as needed to build agendas, help guide work on community plan, provide supervision for the Discovery Coordinator, and address any funding or policy issues that develop. All members of the Executive Subcommittee are voting members, with the exception of the School Readiness Consultant, the Discovery Coordinator, and the Graustein Liaison and any other paid members under the grant(s). This Subcommittee will review membership of the Council annually; identify representation needs of the Council and seek qualified candidates to meet these needs. The Executive Subcommittee will also serve as the nominating Subcommittee for Co-Chairs of the Council.

Membership of the Executive Subcommittee will include:

- Co Chairs of the Council
- Chair of each Subcommittee
- Collaborative Agent
- Graustein Liaison
- Discovery Coordinator
- School Readiness Consultant
- Mayor's Designee
- Superintendent's (Board of Education) Designee

- **Professional Development Subcommittee:**

Responsible for planning and overseeing professional development opportunities, trainings and accreditation workshops for the Early Childhood Development Community. The Subcommittee will work to engage center-based, home and family care providers in the opportunities sponsored by the Early Childhood Council. The Subcommittee will also keep a pulse on what is going on in the Early Childhood field in regards to statewide professional development opportunities, possibilities for funding and also the State Department of Education's requirements.

- **Communication and Membership Subcommittee:**

Responsible for building ongoing relationships with the community about the Plymouth Early Childhood Council's action plans and goals. The Subcommittee will draft and mail out the letter to new recruits; schedule initial orientation meeting with new recruits and will also pair the new member with an existing member of the Council. The Subcommittee will work with the community and the local region to collaborate on communication and public awareness opportunities that focus on Early Childhood and the Community Plan through all forms of accepted forms of communication, including social media. The Communication Subcommittee will also be responsible for securing the Plymouth Early Childhood Council as an ongoing agenda item with the organizations that already currently meet (regional business meeting, PTA meetings, Junior League of America, Rotary and so on...). The Subcommittee will work on cultivating relationships with town government officials and members of the business community.

- **Early Readiness and Transition Subcommittee:**

This Subcommittee will design and implement strategies that will ease the transition to Kindergarten for children and families. The Transition Subcommittee will suggest system enhancement as needed, event planning and implementation and the needed technical assistance for systems change and adaptation as it relates to early readiness and transition.

- **Community Plan Subcommittees (Health, Safety and Success):**

These Subcommittees oversee the implementation of strategies identified in Plymouth's Community Plan. These Subcommittees will also keep a pulse on what is available for grant opportunities. They will monitor the data and outcomes related to the issue and suggest changes when needed.