

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

ELCFH Administrative Committee Meeting Wednesday, August 12, 2009 9 AM

1-866-628-8620; passcode 504163

- 1) **Welcome and Introductions** Sheila Nobles, ELCFH Board Officer

- 2) **Proposed ELCFH Policy: ADM5- Governance and Operations Policy**

- 3) **Proposed ELCFH Policy: ADM6- Policy Revisions**

- 4) **Plan for review of ELCFH Bylaws**

- 5) **ELCFH Board Membership**

- 6) **Open Forum**



♥ **Charlotte Office**
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: (941) 255-1650
Fax: (941) 255-5856

♥ **DeSoto Office**
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: (863) 494-5233
Fax: (863) 494-5291

♥ **Hardee Office**
324 N. 6th Avenue
Wauchula, FL 33873
Phone: (863) 767-1002
Fax: (863) 767-1007

♥ **Highlands Office**
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: (863) 314-9213
Fax: (863) 314-4480



"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." Margaret Mead



Subject: ELCFH Governance and Operations		Policy/Procedure # ADM-5
Page: 1 of 5	Adoption Date: 08.26.09	
Approved by: ELCFH Board of Directors	Title: Ed Osborne, Chair	
Distribution: Upper Administrative staff	Authority References: Executive Director	

I. Cross References: Florida Statutes Section 411.01; AWI-OEL Policy Number OEL-PI-0012-05; AWI-OEL Policy Number OEL-PI-0003-05; AWI-OEL Policy Number OEL-PI-0028-05; AWI-OEL Policy Number OEL-IM-00128-05; ELCFH Bylaws (rev. 12.3.08); ELCFH Policy No. ADM-2 (Faith-based representative Board seat definition); ELCFH Policy No. ADM-3 (Provider Representation); ELCFH Policy No. ADM-4 (Board Seat Rotation)

II. Introduction: The Early Learning Coalition of Florida’s Heartland, Inc. supports families and children in accessing high quality early care and education services via School Readiness and Voluntary Pre-kindergarten programs. The ELCFH also serves as a point of access for families to needed resources and referrals for health care and family support services.

The structure of the ELCFH ensures that overall governance of the organization is separate from operational function. The Board in effect governs the organization and serves as its accountable body. The Board creates and drives the vision, mission, values, and policies for the organization with financial oversight as one of the key responsibilities (reference: Boardsource, Knowledge Center; accessed 7.24.09); operational oversight is defined as the day-to-day oversight of the organization including staffing, facilities and operationalizing of approved policy. The ELCFH Board of Directors under the direction of the Board Chair is responsible for the governance of the ELCFH including development of all policy, budgetary oversight and approval of the ELCFH Plan.

The Board cultivates a sense of group responsibility and uses the expertise of individual members to enhance the ability of the Board as a body rather than substitute individual judgments for the Board’s values or mission. The Board directs and inspires the organization through effective policy, planning and reviews measurement of performance outcomes. Board members understand that they are responsible for attending all Board and applicable committee meetings including review of materials distributed prior to the meeting.

III. Process for Recruiting Board Members: Current Board Members and the Executive Director strive to identify prospective private sector members when a vacancy occurs. The appropriate Board member and/or Executive Director will meet with the prospective Board Member to discuss the ELCFH and the important effect of high quality early learning programs in the community.

Prospective Board members will be required to complete the Board membership application for review and recommendation by the Administrative Committee. Applications for Private Sector Business membership must be accompanied by a nomination letter from the local chamber of commerce or economic development council. Recommendations will be presented to the full Board or Executive Committee for final approval. Once approved, a Board member orientation will be scheduled by the Executive Director.

Vacated or termed mandatory and conditional Board seats are typically filled by applicable entity directors or designees (as mandated in FS Chapter 411). When such seats become available, the Executive Director will consult ELCFH Policy ADM-4 (Board Seat Rotation) to determine the appropriate county representation and contact the

applicable entity director. The entity director will be required to submit a letter of appointment to the ELCFH Executive Director if appointing a designee. The results of the mandatory and conditional seats recruitment will be presented to the Administrative Committee for recommendation and to the full Board or Executive Committee for approval.

Candidates for Provider Representative seats will be selected and approved as stated in ELCFH Policies ADM-2 and ADM-3.

IV. Process for Nominating and Electing Board Officers: ELCFH Board Officers will be elected at the ELCFH Annual meeting which is the last full Board meeting of the fiscal year. If an officer position is vacated prior to the completion of a term, a voting member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

The *(Executive/ Administrative/ annually appointed Ad-hoc??)* Committee will serve as the Nominating Committee for the ELCFH Board. Prior to the scheduled Annual Meeting, the appointed Committee Chair will convene the Nominating Committee meeting to create a recommendation of nominations for each officer position. Nominees will be voting members in good standing with the ELCFH Board. The Committee Chair will instruct the Executive Director to contact each nominee prior to the election to determine if they wish to be considered for the officer position.

During the Annual Meeting, the slate of nominees will be presented by the Committee Chair. At the time of the meeting, individual Board members may choose to either introduce additional nominees for consideration or close the floor and not present other nominees for each position. In the event that more than one Board member is considered for a position, the Board Chair will conduct an election based on number of votes per candidate by voting members. . (Question: how will be election be run? Recorded ballots as stated in the ELCFH bylaws (III.7.3) ? Will there be a provision for acclamation if there is only one nominee per position- reference- Robert's Rule in Plain English pge 29)

V. Roles of ELCFH Board Officers: Governance

Per the ELCFH Bylaws, (Article VI, Section VI.2.1), the ELCFH Executive Committee has the authority to act on urgent matters that occur between meeting of the full Coalition Board. The Executive Committee will report such actions regarding to the full Board during the next regularly scheduled Board meeting.

A. Board Chair

- Purpose: The role of the Board Chair is to manage the decision making process and the members on the Board. The Chair manages the process of long-range planning, and leads and inspires the Board to establish a plan that meets the needs of clients and providers. The Chair is also responsible for ensuring that the Board periodically reviews its progress towards identified priorities and to assure a sound governance process that focuses on the mission.
- Governance Duties: The Chair ensures that communication is constructive and moves toward a decision. When discussion gets off track, it the responsibility of the Chair to reestablish the focus. It is the responsibility of the Chair to appoint committee chairs. The Chair encourages Board members to set aside personal agendas and advocate for improved early care and education services for children. The Chair is authorized to call meetings; determine the Board agenda content with respect shown for the Board's articulated governing priorities and ELCFH Plan; Chairs the Executive Committee and appoints special committees for a specific task or projects when needed; acts upon decisions made with the full Board or Executive Committee's approval; appoints standing and ad hoc committee chairs; ensures officers are elected by the Board annually, serves as a liaison between the Board and the Executive Director; facilitates the performance review of the Executive Director; facilitates the governance self-assessment of the Board.

B. Vice Chair

- Purpose: The Vice Chair performs the duties of the Chair in the Chair's absence.
- Governance Duties: The Vice Chair serves on the Executive Committee and is able to facilitate the duties of the Chair. It is the responsibility of the Vice Chair to work closely with the Chair.

C. Secretary

- Purpose: The Secretary of the Board serves as a monitor to ensure the Board's secretarial duties are carried out by ELCFH staff.
- Governance Duties: Ensures all Board actions are recorded in the minutes and distributed to members.

D. Treasurer

- Purpose: The Treasurer of the Board provides oversight to ensure the financial integrity of the organization, reviews financial documents, and gives/ designates regular reports to the Board on the financial status of the organization.
- Governance Duties: It is the responsibility of the Treasurer to Chair the Finance Committee.

VI. Role of the ELCFH Executive Director: Operations

The Board of Directors hires the Executive Director, who reports directly to the Board of Directors. All staff report to the Executive Director as outlined in the approved organizational chart. The Executive Director, under the direction of the Board of Directors, has responsibility of operationalizing all policies etc. set by the Board of Directors including staffing, facilities, and program services. Detailed duties and responsibilities of the Executive Director are outlined in the Executive Director position description. The Executive Director will ensure that at least two upper administrative staff positions will be familiar with Board and Executive Director issues and processes to secure the integrity and continued operations of the ELCFH.

Accountability:

The Executive Director, as chief executive officer is accountable to the full Board and not to individual members. The Board will instruct the Executive Director through written policies, delegating interpretation and implementation. The Board's sole official connection to the operational organization, its achievements, and conduct will be through the Executive Director.

The Board of Directors approves the general personnel line item within the ELCFH Budget including all benefits. The Executive Director ensures that the organization chart/ staffing pattern is within the approved budget and provides regular informational updates to the Board of Directors regarding staffing.

The Executive Director has complete oversight of ELCFH personnel regarding daily operations and functions of the coalition. Board members will direct all inquiries through the Executive Director to request utilizing of coalition staff for purposes of conducting coalition business.



**ELCFH Governance and Operations Policy (ADM-5)
Board Member Acknowledgement**

I _____ have received the governance policy established by the Early Learning Coalition of Florida’s Heartland, Inc. and agree to read and comply with the policies contained therein and any subsequent revisions approved by the ELCFH Board of Directors.

Board Member Signature

Date

Board Chair Signature

Date

This acknowledgement page is retained in the ELCFH Board Member files.

Subject: ELCFH Policy Revision	Policy/Procedure # ADM-6
Page: 1 of 1	Adoption Date: 08.26.09
Approved by: ELCFH Board	Title: Ed Osborne, Chair
Distribution: Upper Administrative staff	Authority References: Executive Director

Updates to approved policy including the ELCFH employee handbook and fiscal manual, are required due to changes in law, rule or funder guidance. In instances where there is little or no fiscal impact, the ELCFH Executive Director will be authorized to incorporate needed revisions and report these revisions via the regular information update to the Board of Directors.

Policy revisions with fiscal impact or that result in a significant shift or change in the original intent of the policy will be presented by the Executive Director to be reviewed and approved by the ELCFH Board prior to adoption and implementation.

**BYLAWS
of the
EARLY LEARNING COALITION OF FLORIDA’S HEARTLAND, INC.**

Article I. NAME AND LOCATION OF THE ORGANIZATION

I.1 NAME OF ORGANIZATION

The name of the organization will be the Early Learning Coalition of Florida’s Heartland, Inc, hereinafter referred to as the Coalition.

I.1 LOCATION OF THE COALITION

Offices of the Coalition will be located in Charlotte, DeSoto, Hardee and Highlands Counties or in such counties as deemed appropriate by the Board.

Article II. PURPOSE AND RESPONSIBILITIES

II.1 PURPOSE OF THE COALITION

The purposes for which this Coalition is organized are to implement the provisions of the School Readiness Act, section 411.01, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes (“F.S.”) in the Coalition service area which includes Charlotte, DeSoto, Hardee and Highlands Counties. The Legislature recognizes that early learning programs increase children’s chances of achieving future educational success and becoming productive members of society.

II.2 MISSION AND VISION OF THE COALITION

The Mission of the Coalition is primarily to facilitate access to high-quality early education and care and to provide Voluntary Prekindergarten Education and School Readiness Programs for children ages birth to five through an integrated system of services that include linkages to health care and parenting support. Furthermore, the Coalition may facilitate access to safe child care for school-age children eligible for services as described in the Florida Administrative Code. The Coalition will develop a Plan to achieve the following Vision: “All children will enter school healthy and prepared to succeed in school and in life.”

II.3 RESPONSIBILITIES

In carrying out the intent of the School Readiness Act and the Voluntary Prekindergarten Education Act, the Coalition will develop and administer a Plan for the early learning program to meet the requirements of the statute and the performance standards and outcome measures established by the Agency for Workforce Innovation, Office of Early Learning. These Bylaws are part of the Coalition’s Plan and any amendment to them constitutes an amendment to the Plan.

Article III. MEMBERSHIP

III.1 MEMBERSHIP

The Coalition Board will have at least 18 but not more than 35 members. Within this range, the Coalition Board’s membership may not exceed the number of members necessary for the

appointments of the mandatory members, conditional members, private-sector members, or optional members authorized by OEL-PI-0012-05.

- III.1.1** The Coalition Board will seek applications of persons who are ready, willing, and able to commit service and time, including attending Coalition Board meetings, participating in committee work, and acquiring general knowledge about the many aspects of early childhood development and school readiness.
- III.1.2** The Coalition Board’s membership must be geographically representative of all counties served by the Coalition. The Coalition Board will seek applications from individuals with varied abilities, including persons from diverse ethnic, socio-economic and cultural groups.
- III.1.3** The Governor will appoint the Chair and two (2) other members from the private-sector business.
- III.1.4** Coalition Board membership- Section 411.01(5)(a)3.-6 and 11.,F.S., requires each Early Learning Coalition to appoint Coalition Board members consistent with the following standards for mandatory, conditional, private-sector business, and optional members.

III.2 MANDATORY MEMBERS

Thirteen (13) members of the Coalition Board are mandated in Section 411.01(5)(a)3. and 11.,F.S. A Board member who no longer represents the constituency in that capacity will notify the Chair in writing and the seat will remain vacant until the group represented identifies a new representative. The Board must include the following mandatory members:

- III.2.1** Chair, appointed by the Governor (voting).
- III.2.2** Private-sector business member appointed by the Governor (voting).
- III.2.3** Private-sector business member appointed by the Governor (voting).
- III.2.4** Department of Children and Family Services District Administrator or designee (voting).
- III.2.5** Superintendent of Schools or designee (non-voting).
- III.2.6** Regional Workforce Development Board Director or designee (voting).
- III.2.7** County Health Department Director or designee (voting).
- III.2.8** President of a Community College or designee (voting).
- III.2.9** Member appointed by a Board of County Commissioners (voting).
- III.2.10** Head Start Director (non-voting).
- III.2.11** Representative of private child care providers (non-voting).
- III.2.12** Representative of faith-based child care providers (non-voting).
- III.2.13** Representative of programs for children with disabilities under the Federal Individuals with Disabilities Education Act (non-voting).

III.3 CONDITIONAL MEMBERS

Section 411.01 (5) (a)5.e, f, and i., F.S., requires each Coalition Board, if applicable, to include each of the following conditional members:

- III.3.1** Children’s Services Council Chair or Executive Director (may be voting or non-voting pursuant to OEL PI-0012-05 subject file no. 206.01).
- III.3.2** Child Care Licensing Agency Head (voting).

III.4 PRIVATE-SECTOR BUSINESS MEMBERS

Including the Chair and two Coalition Board members appointed by the Governor, more than one-third (1/3) of each Coalition's Board membership must be composed of private-sector business members appointed in accordance with OEL File 206.02.

III.4.1 The Governor will appoint the Chair and two (2) other members from private-sector business. Private-sector members appointed by the Governor will serve as determined by the Governor and in terms designated by the Governor. Private-sector Board members not appointed by the Governor may serve a maximum of two (2) consecutive three (3) year terms.

III.4.2 Including the Chair and two members appointed by the Governor, more than one-third of a Coalition Board must be private-sector business members who do not have, and none of whose relatives have, a substantial financial interest either in the Coalition School Readiness Program or the Voluntary Prekindergarten Education Program.

III.4.3 Nominations will be solicited from the area Chambers of Commerce or local Economic Development Councils. Coalition staff will screen the endorsed applicants and the Executive Committee will make recommendations for appointment to the Coalition Board.

III.4.4 Other than those membership terms stipulated in the Florida Statutes, the terms of all appointed members of the Coalition Board must be staggered.

III.5 OPTIONAL MEMBERS

In addition to the mandatory and conditional members specified in law, each Coalition is authorized, but not required, to appoint up to two (2) optional members from each county served by the Coalition. Each optional member must reside in, or must represent a legal entity located in the county from which the member is appointed. Neither he/she nor any of his/her relatives may have a substantial financial interest in the delivery of services. An optional member may not represent a legal entity already represented by a member listed in III.2, III.3 or III.4 above, with some exceptions provided in OEL-PI-0012-05. Every Coalition is encouraged to appoint a parent of a child currently being served through a Coalition program.

III.6 TERMS OF OFFICE

III.6.1 Board members not appointed by the Governor may serve a maximum of two (2) consecutive three (3) year terms. The Coalition Board will determine the length of the terms of the initially appointed members to assure rotation among counties.

III.6.2 When a seat becomes vacant, the Coalition Board may appoint a replacement. Every reasonable effort will be made to fill the vacancy with a representative from the county to which the seat is allotted; however, if this is not possible, or if the term of the vacated seat is near its end, the Coalition Board may rotate the seat.

III.6.3 Coalition Board members are expected to attend all regular Coalition Board meetings. Unexcused absences from three (3) consecutive meetings shall be deemed to constitute resignation from the Coalition Board.

III.7 POWERS AND DUTIES

The members of the Coalition Board will possess the following powers and duties:

III.7.1 To approve Bylaws for the Coalition.

- III.7.2** To approve amendments to the Articles of Incorporation or to the Bylaws.
- III.7.3** To elect by majority vote through the use of a recorded ballot all officers of the Coalition Board.
- III.7.4** To establish procedures related to Coalition Board membership representation from private, faith-based or family child care providers, representation of children with disabilities, and other mandated positions.
- III.7.5** To remove any member of the Coalition Board by a two-thirds (2/3) vote of a quorum whenever such action is deemed to be in the best interest of the Coalition. The Secretary will give written notice of such action to the member before the next Coalition Board meeting.
- III.7.6** To act on official recommendations received from the Agency for Workforce Innovation, Office of Early Learning, and to administer State rules, policies, and official guidelines and requests relevant to the Coalition’s responsibilities and duties.
- III.7.7** To manage and control the Coalition and all of its affairs as outlined in the School Readiness Act, section 411.01, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes (“F.S.”).

Article IV: OFFICERS OF THE ORGANIZATION

IV.1 ELECTION OF OFFICERS

A voting member of the Coalition Board in good standing will be eligible for nomination and election to any elective office of the Coalition Board.

- IV.1.1** Coalition Board officers will be elected by majority vote during the Annual Meeting of the Coalition Board which will be held at the last meeting prior to the beginning of the fiscal year.
- IV.1.2** If an office is vacated prior to the completion of a term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the term ends.

IV.2 POWERS AND DUTIES OF OFFICERS

The powers and duties of officers will be:

- IV.2.1** The Chair, in cooperation with the Executive Director, will develop agendas for the Coalition Board meetings. The Chair will preside at all regular Coalition Board meetings. The Chair will appoint, with the approval of the members, chairpersons for all committees and will perform such other duties as prescribed.
- IV.2.2** The Vice Chair will perform the duties of the Chair in the absence of the Chair.
- IV.2.3** The Treasurer will keep an account of monies received and expended for the use of the Coalition, will chair the Finance Committee and will make regular reports to the Coalition Board.
- IV.2.4** The Secretary will ensure that notices required by these Bylaws are posted in a timely and accurate manner. The Secretary will maintain records of all proceedings of the Coalition Board.

Article V. MEETINGS

V.1 REGULAR MEETINGS

Regular meetings of the Coalition Board will occur at least quarterly or on a more frequent schedule agreed upon by the members. The time and place will be determined by the members at the beginning of each fiscal year.

V.1.1 The Annual Meeting is defined as the Coalition Board’s regular meeting held during the last meeting prior to the beginning of the fiscal year.

V.1.2 A special meeting may be called by the Chair upon concurrence by a majority of the Coalition Board or upon petition signed by a majority of the Coalition Board.

V.2 MEETING NOTIFICATIONS

V.2.1 Notice of Coalition Board meetings, including the agenda, will be made by mail, fax, or by electronic means to each Coalition Board member no less than seven (7) calendar days prior to the meeting date.

V.2.2 Non-scheduled meetings may be called by the Board Chair and will be afforded the most appropriate and effective public notice under the circumstances.

V.2.3 Notice of all Coalition Board and committee meetings will be made pursuant to Florida State Statute 286.011, commonly known as the Government in the Sunshine Law.

V.3 GOVERNING RULES

The Coalition Board will adopt rules of procedure for the conduct of its business.

V.3.1 Robert’s Rules of Order, Newly Revised (latest edition), will govern all official proceedings of the Coalition, subject to such special provisions as the Coalition Board may adopt.

V.3.2 Members of the Coalition Board are subject to the ethics provisions in Section 112.313 (Standards of Conduct for Public Officers, etc.), 112.3135 (Restriction on Employment of Relatives) and 112.3143 (Voting Conflicts).

V.3.3 Members of the Coalition Board and staff will conduct themselves in an ethical and professional manner at all times.

V.4 VOTING REGULATIONS

A majority of voting membership of the Coalition Board constitutes a quorum to conduct business.

V.4.1 Fifty-one percent (51%) of the voting members will constitute a quorum for the transaction of business at any meeting of the Coalition Board. If less than a majority of voting members is present at said meeting, a majority of the members present may adjourn the meeting without further notice.

V.4.2 Any voting member who has a conflict of interest on any item brought before the Coalition Board for discussion or action will disclose that conflict in advance, complying fully with statutory rules governing conflicts of interest.

Article VI. COMMITTEES

VI.1 COMMITTEES

Standing committees will be established by the Coalition Board. Ad hoc committees and task forces may be established by the Coalition Board and Standing Committees as needed. All committee chairs shall provide a report to the Coalition Board at the next regularly scheduled meeting.

- VI.1.1** The chair of each committee will be a member of the Coalition Board, be appointed by the Coalition Board Chair and approved by the Coalition Board.
- VI.1.2** Committee chairs serve a one-year term. Chairs may be nominated to serve more than a one-year term.
- VI.1.3** Each committee shall meet as necessary at meeting times designated by the committee chair.
- VI.1.4** Notice of all committee meetings will be made pursuant to Florida State Statute 286.011, commonly known as the Government in the Sunshine Law.
- VI.1.5** Each committee chair will submit written minutes to the Coalition Board, and will present recommendations at the next regularly scheduled Coalition Board meeting.
- VI.1.6** The Executive Committee will consist of the four elected officers of the Coalition Board. The Administrative and Finance Committees each will consist of eight (8) Coalition Board voting members, two (2) of which will represent each county. Appointment to the Administrative and Finance Committees will be made by action of the Coalition Board.
- VI.1.7** Other committees will consist of a chair and at least two (2) additional Coalition Board members. Representatives from the community may serve as members of any standing or ad hoc committee as needed to carry on the work of the Coalition.

VI.2 STANDING COMMITTEES

- VI.2.1** The Executive Committee will serve as the Appeals Board to hear and decide appeals relative to personnel issues and client/ provider grievances as stipulated in approved ELCFH policy. A full report on any appeals will be made to the Coalition Board. This committee will complete an annual performance appraisal of the Coalition Executive Director. This committee will also have the authority to act on urgent matters that occur between meetings of the full Coalition Board.
- VI. 2.2** The Finance Committee will provide regular monitoring of program action, financials and program reports, budgeting and any other activities as needed. The Treasurer will be the chair of this committee.
- VI.2.3** The Administrative Committee will approve and ensure adherence to the Coalition's Bylaws, develop policies and procedures, and uphold the Coalition's required membership composition. The Committee will be responsible for submitting policies and procedures to the Coalition for approval.
- VI.2.4** The Quality Committee will assess the school readiness needs of the communities served and ensure that provider training, child care environmental assessments, child screenings and assessments, parent involvement, community development and awareness, and any other needed quality activities are provided on a regular basis.
- VI.2.5** Each county may elect to establish a local Provider and Community Forum whose purpose will be to engage local child care providers, community members, Coalition Board members and parents to discuss and provide input on issues related to the needs of young children and other Coalition related matters. This Forum will also assist in local needs assessments and in generating local financial support.

VI.3 AD HOC COMMITTEES

An Ad Hoc Committee will be comprised of members of the Coalition Board. An Ad Hoc Committee may be established by the Coalition Board, Standing Committees or the Board Chair to address specific, short-term Coalition related issues. The duties of such a committee will be determined at the time of its establishment. Each committee will be responsible for bringing recommendations to the appropriate Standing Committee submitting reports to the Coalition Board Chair.

Article VII. PROGRAM

VII.1 PROGRAM PARTICIPATION

- VII.1.1** The School Readiness Program and Voluntary Prekindergarten Education Program must meet the program expectation and implementation guidelines as outlined in the School Readiness Act, section 411.01, and the Voluntary Pre-kindergarten Act, Part V, Chapter 1002, Florida Statutes (“F.S.”) and in any subsequent legislative revisions.
- VII.1.2** The Coalition is responsible to implement School Readiness standards, Birth to Three, and Three to Five, developed by the Florida Department of Education.
- VII.1.3** The Coalition may facilitate access to safe child care for school-age children eligible for services as described in the Florida Administrative Code.
- VII.1.4** The Coalition will be guided by the Plan submitted periodically to the Agency for Workforce Innovation, Office of Early Learning. The Plan will be monitored and revised as needed through submission of Plan amendments.
- VII.1.5** The Coalition will develop and implement policy, monitor School Readiness and Voluntary Prekindergarten status, and manage the systems necessary to improve the quality of early care and education services in Charlotte, DeSoto, Hardee and Highlands Counties.

Article VIII. BOOKS AND RECORDS

VIII.1 RECORD KEEPING

Correct and complete books and records of the proceedings of the Coalition Board, its committees, and its financial accounts will be maintained at the office of the appointed fiscal agent for a period of five (5) years and will be subject to inspection by any member of the Coalition Board or the public at any reasonable time. The organization will keep an accurate record of the names and addresses of the members.

VIII.2 AUDIT

An audit of the books and records will be conducted annually by an independent auditor per the procurement process and approval by the Board. The audit report will be presented to the Coalition Board within thirty (30) days of its completion.

Article IX. FINANCIAL SYSTEM

IX.1 CONTRACTS

The Executive Director or the Board Chair is authorized to enter in the name of and on behalf of the Coalition any contract of \$5000 or more for which the Coalition Board has voted and given approval.

IX.2 FISCAL YEAR

The fiscal year will begin on July 1 and end on June 30.

IX.3 CHECKS AND DRAFTS

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Coalition will be signed by agent(s) of the Coalition as determined by the Coalition Board.

IX.4 DEPOSITS

All Coalition funds will be deposited in a timely manner to the credit of the Coalition in such banks, savings and loans, or other depositories as the Coalition Board may select.

IX.4 GIFTS

The Coalition may accept on behalf of the Coalition any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Coalition.

Article X. BYLAWS

X.1 IMPLEMENTATION

These Bylaws will become effective immediately upon adoption. The Coalition Board will have the authority to enact and adopt any amendment to the Bylaws that may be necessary.

X.2 AMENDMENTS

The Bylaws can be amended through the following process:

- X.2.1** Any Coalition Board member can propose an amendment to the Bylaws. Proposed amendments will be submitted in writing to the Coalition Board Chair.
- X.2.2** The Coalition Board Chair will ensure that notice of any proposed amendment to the Bylaws is provided to members of the Coalition Board at least fifteen (15) days prior to the consideration of action on the proposed amendment. The notice may include the complete text of the proposed amendment, but must include a summary of the intent of the proposed amendment, including administrative and financial implications of the amendment.
- X.2.3** Any proposed amendment to the Bylaws will be approved by a three-fourths (3/4) vote of the Coalition Board.
- X.2.4** An amendment to the Bylaws will be effective upon adoption by the Coalition Board.
- X.2.5** Because the Bylaws are a part of the Coalition's Plan, any amendment to the Bylaws constitutes an amendment to the Plan.