

## BYLAWS

### Early Childhood Education Endowment Advisory Board

#### ARTICLE I. NAME

This advisory body is known as the Early Childhood Education Endowment Advisory Board ("the Board").

#### ARTICLE II. ESTABLISHMENT AND AUTHORITY

Public Act 25-93, §§ 1-14 & 43 created the Early Childhood Education Endowment and established the Early Childhood Education Endowment Advisory Board to oversee the administration and long-term stewardship of the Early Childhood Education Endowment. The Board operates within the Office of the State Treasurer for administrative support only.

#### ARTICLE III. PURPOSE

Pursuant to Public Act 25-93, § 8 The purpose of the Board is to ensure the responsible management, release, and impact evaluation of Endowment funds. The Board shall:

1. Oversee the administration of the Early Childhood Education Endowment. Ensure that funds released from the Endowment are spent consistent with statute.
2. Review all reports, spending plans, actuarial analyses, and programmatic outcome reports prepared by the Treasurer or Office of Early Childhood (OEC).
3. Assess the outcomes of investments made using Endowment funds. Prepare and submit required annual reports and recommendations to the Appropriations; Children; Education; and Finance, Revenue and Bonding Committees.
4. Host at least one public hearing annually prior to finalizing the Board's annual report.
5. Develop recommendations relating to potential expansion of allowable Endowment expenditures following required impact analyses.

#### ARTICLE IV. MEMBERSHIP

##### SECTION A. Members

The Board consists of both agency representatives and appointed public members who together bring statewide experience, family voice, and early childhood expertise. The Board shall consist of the members designated in Public Act 25-93, § 8.

#### **SECTION B. Terms**

Members appointed by appointing authorities serve at the pleasure of and coterminous to their respective appointing authority and may continue serving until a successor is appointed.

#### **SECTION C. Resignations and Vacancies**

If a Board member resigns their position, the member must submit a letter to the chairpersons of the Board and to their appointing authority notifying them of the date of their resignation. Pursuant to Public Act 25-93, § 8, vacancies are to be filled by the same appointing entity.

#### **SECTION D. Designees**

Pursuant to Public Act 25-93, § 8, state agency members may appoint designees who hold full voting authority. Appointed public members may not assign proxies.

### **ARTICLE V. OFFICERS**

#### **SECTION A. Tri-Chairs**

Pursuant to Public Act 25-93, § 8, the Board is jointly chaired by three Tri-Chairs:

1. The Commissioner of Early Childhood (or designee),
2. The House-appointed legislative member, and
3. The Senate-appointed legislative member.

Tri-Chairs collaboratively set agendas, convene meetings, and coordinate public hearings and Board actions.

#### **SECTION B. Secretary**

The Office of the Treasurer provides a Secretary responsible for maintaining official records, recording minutes, and ensuring public document access.

### **ARTICLE VI. RECORDS**

The official records of the Board shall be housed at the Office of the Treasurer and shall be made available for review upon request in a manner consistent with Connecticut's Freedom of Information Act (FOIA), Conn. Gen. Stat. section 1-200 et seq.

### **ARTICLE VII. COMPENSATION**

Pursuant to Public Act 25-93, § 8, parent members may receive stipends for their participation, processed by the Office of Early Childhood within 30 days of each attended meeting, including virtual attendance.

## ARTICLE VIII. MEETINGS

### SECTION A. Regular Meetings.

Regular meetings of the Board for the transaction of any lawful business shall be held on such dates and at such time, place, and means as shall be designated by the Chairpersons in a notice given to the members of the Board prior thereto and held in accordance with the FOIA, Conn. Gen. Stat. section 1-225 et seq. Participation in meetings is expected to occur in person. Members who cannot attend in person may contact board staff to arrange to participate by electronic means.

### SECTION B. Special Meetings.

The Chairpersons may, when they deem it expedient, call a special meeting of the Board for the purpose of transacting any business designated in the notice; such special meetings shall be noticed and held in accordance with the FOIA, Conn. Gen. Stat. section 1-225 et seq.

### SECTION C. Cancellation and Rescheduling of Meetings.

Any regular or special meetings of the Board may be cancelled and/or rescheduled by the Chairpersons. Whenever any meeting is so cancelled or rescheduled, notice of such cancellation or rescheduling shall be: (a) filed with the records of the meetings of the Board; (b) posted on the Endowment's public website in accordance with the FOIA, Conn. Gen. Stat. section 1-225 et seq.

### SECTION D. Notice of Meetings.

Notices of each meeting of the Board shall be transmitted through electronic communication to members of the Board at least 30 days before the scheduled date of each meeting.

### SECTION E. Notice of Public Hearings.

For each public hearing conducted by the Board, including the annual public hearing required pursuant to PA 25-93, § 8, notice of the date, time, place and subject matter of each public hearing, together with (1) information on how members of the public may view such hearing and (2) information on how members of the public may offer testimony for such hearing, shall be published on the Endowment's public website in accordance with the FOIA, Conn. Gen. Stat. section 1-225 et seq., at least 30 calendar days in advance of the hearing. For the purpose of meeting the hearing requirements

under this subsection, the day of publication on the Endowment's public website and the day of the hearing shall both be counted as full days.

#### **SECTION F. Agenda Format**

Board meeting agendas shall be publicly posted on the Endowment's public website at least 24 hours before the meeting date in accordance with the FOIA, Conn. Gen. Stat. section 1-225 et seq.

A standard meeting agenda may include, but is not limited to:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Reports and Presentations
5. Unfinished Business
6. New Business
7. Votes and Actions
8. Notification of Next Meeting
9. Adjournment

#### **SECTION G. Minutes**

In accordance with the FOIA, Conn. Gen. Stat. section 1-200 et seq., meeting minutes shall be posted within seven (7) calendar days and shall include attendance, motions made and seconded, voting outcomes, and clear summaries of Board decisions. At a minimum, minutes shall include the following:

1. Date, time, and location of meeting
2. Attendance (Board member attendance, Invited Guests, and Individuals who offered public comment)
3. Committee Actions
4. Votes
5. Links of inclusion of documents distributed during or in advance of the meeting

When a vote is taken, minutes must include the following:

- The motion and the individual who made the motion
- The individual seconding the motion
- How each individual voted
- Whether the motion passed or failed with a final vote tally

### **ARTICLE VIII. VOTING**

No vote may be taken during a full Board meeting without having a quorum present. A majority of seated Board members constitutes a quorum. Members must be present in accordance with Article VIII, Section A to vote. Proxy voting is not permitted.

#### **Section A: Voting Privileges**

All members of the Board shall exercise voting privileges. No proxies may be given by any Board member to any other Board member. Per the enabling statute, the following members may appoint a designee to serve in their place: Commissioner of Early Childhood, Commissioner of Education, State Treasurer, and Secretary of the Office of Policy and Management. These designees are not considered proxies and shall exercise full voting privileges on behalf of their appointing authority.

#### **Section B: Tie Votes**

A motion fails on a tie vote.

#### **Section C: Conflicts of Interest**

Members of the Board shall abstain from voting on any action of the Board whereby the Board member may receive direct personal financial benefit or remuneration from the action of the Board. This should not be construed to mean that a board member would be unable to vote or act in their official Board capacity if the action were to benefit an entire class of people or child care providers they represent, or if the action were to benefit the general public. Additionally, members of the board shall strive to be aware of potential conflicts of interest and should abstain from voting when appropriate.

### **ARTICLE IX. Reports and Documents for Public Consumption**

Reports required by Public Act 25-93 are required to receive a majority vote of members present, in accordance with Article VIII, Section A, before being released unless the final motion to endorse and release a statutorily required report fails, the document must clearly state that, "The Board did not reach consensus. The matter is forwarded to [enter the entity receiving the document] without recommendation" and include details of the dissenting Board member's views and objections.

### **ARTICLE X. COMMITTEES**

Committees may be established by the chairpersons of the Board with majority Board approval. The chairpersons of the Board shall allow volunteers to become members of each established committee. At any time, chairpersons of the Board may remove or appoint other board members to the committee.

The committees may consult with any individual not a member of the board who have subject area expertise on the topic for which the committee was created. A committee shall establish their own meeting schedules and agendas to reflect the requirements of the committee's timelines and membership availability, and shall report, as necessary, to the full Board. Any recommendations, including any requested actions of the full board, made by the committee must be approved by a majority vote of the Board before the Board may take the requested action.

## ARTICLE XI. ETHICS

All members of the Board are subject to the Connecticut Code of Ethics for Public Officials (Conn. Gen. Stat. §1-79 et seq.). All members must:

- Avoid conflicts of interest, financial gain, or gifts related to their service.
- Disclose potential conflicts as well as any breach of ethical conduct by any member of the board or commission to the Office of State Ethics.
- Maintain confidentiality when required by law.

### SECTION A. TRAINING

All members who have not previously completed a training on the Code of Ethics for Public Officials offered by the Office of State Ethics must complete the Office's online course and provide the Board's chairpersons and the Office of the Treasurer proof of completion. The online course can be accessed [here](#). If the online course becomes unavailable or discontinued, the chairpersons of the board shall arrange for the members to receive an overview of the Code of Ethics for Public Officials to be provided by the Office of State Ethics.

## ARTICLE XII. RULES OF PROCEDURE

The Board follows Robert's Rules of Order, unless inconsistent with state statute or these bylaws.

## ARTICLE XIII. AMENDMENTS

Bylaws may be amended by a majority vote at a scheduled Board meeting, provided the proposed amendment has been shared with the members of the Board in writing at the preceding meeting and provided the proposed amendment is included on the agenda when the expected action is taken. Any amendments required for the Board to comply with Connecticut General Statutes may be acted upon during the same meeting the proposed changes are introduced.