

**BYLAWS
OF THE
CONNECTICUT PRESCHOOL THROUGH TWENTY AND WORKFORCE
INFORMATION NETWORK DATA GOVERNING BOARD**

**ARTICLE I
PURPOSES**

The Data Governing Board of the Connecticut Preschool through Twenty and Workforce Information Network (P20 WIN) is a multi-agency committee that establishes and implements policies related to cross-agency data management in alignment with the vision for P20 WIN. The Data Governing Board is established pursuant to C.G.S. Sec. 10a-57g(c), with detailed duties and responsibilities identified in the Enterprise Memorandum of Understanding (EMOU) and shall establish policies related to cross-agency data management and shall be responsible for implementing the processes necessary to carry out the approved policies. The responsibilities of the Data Governing Board are defined in Section V, A. of the EMOU.

**ARTICLE II
DEFINITIONS**

For the purpose of these Bylaws, the following definitions shall apply:

“Conflict of Interest” is where the private interests of an individual may differ or influence the responsibilities and/or actions of the individual in her/his official duties.

“Operating Group” is the Connecticut Office of Policy and Management (OPM) that facilitates the smooth and efficient operation of P20 WIN for the benefit of the Participating Agencies and the greater benefit of the State of Connecticut.

“Participating Agencies” are the State Agencies and other entities which have executed the Enterprise Memorandum of Understand (E-MOU) for participation in the P20 WIN and have been approved for participation pursuant to the terms the P20 WIN E-MOU.

**ARTICLE III
MEETINGS**

Section 1. Regular Meetings. The Data Governing Board shall meet at a minimum on a quarterly basis. Regular meetings shall be accessible to the public.

Section 2. Special Meetings. Special meetings may be requested by any representative of the Data Governing Board from a Participating Agency or the Operating Group, as defined in the E-MOU. Such meetings shall be accessible to the public unless permitted to be otherwise pursuant to the Connecticut Freedom of Information Act.

Section 3. Notice. Written notice of all meetings shall be provided under this Article or as otherwise required by law. The notice shall be via email, at least one week in advance of a

Regular Meeting and with as much prior notice as possible for Special Meetings. For meetings where a vote will be held, materials will be shared with the Board at least 1 week in advance. If the notice is for a Special Meeting, the notice shall state the purpose of the meeting. Each notice will be accompanied by an agenda of the meeting and will be listed on the Secretary of State's public calendar. Each meeting and notice shall meet the requirements of Sections 1-200, 1-225, and 1-225a, *et seq.*, of the General Statutes of the State of Connecticut.

Section 4. Place of Meeting. The written notice shall state the place, date, and hour of every meeting. Members of the Data Governing Board may attend meetings in person or virtually in a manner pursuant to which the member can read or hear the proceedings substantially concurrent with the occurrence of the proceedings, pose questions, make comments, and vote on matters presented at the meeting.

Section 5. Quorum. Two-thirds of the Data Governing Board members shall constitute a quorum at the meeting and is necessary to transact business. In the absence of a quorum, a majority of the Data Governing Board members present at the meeting may adjourn the meeting and reschedule the meeting to another time without further notice. If a quorum is represented at the rescheduled meeting, any business may be transacted that might have been transacted at the meeting as originally scheduled. The Data Governing Board members present at a meeting represented by a quorum may continue the meeting without proceeding with votes, pertaining to the duties and responsibilities of the Board referenced in Article I, until adjournment, even if the withdrawal of some Data Governing Board members results in representation of less than a quorum.

Section 6. **Voting.** For issues that require a vote, all members of the Data Governing Board present must vote in favor of the issue in order for the issue to pass unless specifically noted otherwise in these Bylaws or the E-MOU.

Section 7. **Proxy voting.** Members may designate a proxy to attend and participate on their agency's behalf, by sending a letter designating the individual and specifying the duration of the proxy assignment, to the Secretary, before the start of the meeting.

ARTICLE IV DATA GOVERNING BOARD MEMBERS

Section 1. Members. The Data Governing Board shall consist of members from the Participating Agencies, as defined by the E-MOU, those entities as outlined in C.G.S. § 10a-57g(c) and the Bureau of Information Technology Services (BITS) within Department of Administrative Services. Each member shall not only represent the interests of their Participating Agency and/or clients but, consistent with applicable law and their agency's authority, work to support the State's vision of data sharing and the P20 WIN data sharing process. Data Governing Board members shall work collaboratively to develop policies

necessary for the implementation, maintenance, security, privacy, confidentiality, and improvement of the Data Sharing process.

Section 2. Conflict of Interest. A member of the Data Governing Board has a responsibility to disclose to the Data Governing Board any real or apparent conflict of interest regarding a particular vote. The member shall provide such disclosure in advance of the vote. In the determination of a quorum of the Data Governing Board members, the disclosed conflict of interest of a member may or may not disqualify the member from voting on an issue or invalidate her/his vote.

Section 3. Procedures. A member who is present at a meeting of the Data Governing Board at which action on any business matter is taken shall vote explicitly assent, dissent or abstention and such vote shall be entered in the minutes of the meeting. The Data Governing Board shall keep written minutes of its proceedings in its permanent records.

Section 4. Removal/Vacancies. A member shall be subject to removal if the Participating Agency, for which the member represents, is suspended in accordance with the procedures outlined in Appendix 1 of the E-MOU. Additionally, any vacancy that occurs on the Data Governing Board, whether by death, resignation, removal, or any other cause, shall be filled by the respective represented Participating Agency.

ARTICLE V OFFICERS

Section 1. Number of Officers. The officers of the P20 WIN Data Governing Board shall be a Secretary.

Section 2. Secretary. The representative on the Executive Board from the Connecticut Office of Policy and Management (OPM) shall designate an OPM staff person to act as Secretary for the Data Governing Board. The Secretary shall give notice of all meetings of the Data Governing Board, conduct the meetings, and shall maintain an accurate list of the Data Governing Board members and the minutes of the Data Governing Board meetings.

ARTICLE VI AMENDMENT TO BYLAWS

The bylaws may be amended, altered, or repealed by the Data Governing Board by a two-thirds majority of a quorum vote at any Regular or Special Meeting. The text of the proposed change shall be distributed to all Data Governing Board members at least five (5) days before the meeting.

Date Sent	Description/ Reason	Revised by	Revised Date	Approved By	Approved Date
5/5/2023	Proposed bylaws approved	DGB	5/5/2023	P20 WIN Data Governing Board	6/2/2023