

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

**ARTICLE I  
PURPOSES**

The Executive Board of the Connecticut Preschool through Twenty and Workforce Information Network (P20 WIN) is a multi-agency committee that provides vision, oversight and leadership for the data governance structure. The Executive Board was created by the Enterprise Memorandum of Understanding (E-MOU) and has ultimate policy decision-making authority for the P20 WIN data sharing process. The responsibilities of the Executive Board are defined in Section IV, 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 of this E-MOU.

**ARTICLE III  
MEETINGS**

**Section 1. Regular Meetings.** The Executive Board shall meet at a minimum on a quarterly basis. In accordance with the E-MOU, an election shall be held every two years for the purpose of electing a Chairperson and a Vice-Chairperson. Regular meetings shall be accessible to the public.

**Section 2. Special Meetings.** Special meetings may be requested by the Chairperson or, in the absence of the Chairperson, the Vice-Chairperson. 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. 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 Executive Board may attend meetings in person or virtually in a manner pursuant to which the member has the opportunity to 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 Executive Board members shall constitute a quorum at a meeting and is necessary to transact business. In the absence of a quorum, a majority of the Executive 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 Executive Board members present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some Executive Board members results in representation of less than a quorum.

**Section 6. Voting.** For issues that require a formal vote, all members of the Executive Board 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. Committees.** The Executive Board shall have the authority to create standing or special committees when necessary, including but not limited to an Executive Committee of the Executive Board.

#### **ARTICLE IV EXECUTIVE BOARD MEMBERS**

**Section 1. Members.** The Executive Board shall consist of members from the Participating Agencies, as defined by the E-MOU, and those entities as outlined in C.G.S. § 10a-57g. Each member shall hold staff within their respective agencies accountable to the goals of P20 WIN. Executive Board members shall work to support and continue to secure resources for the data sharing process and its efficient operation, thereby adding value to their respective agencies and to Connecticut as a whole.

**Section 2. Conflict of Interest.** A member of the Executive Board has a responsibility to disclose to the Executive 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 Executive Board members, the disclosed conflict of interest of a member may or may not disqualify the member from voting on the particular issue or invalidate her/his vote.

**Section 3. Procedures.** A member who is present at a meeting of the Executive 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 Executive 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 Executive 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 Executive Board shall be the Chairperson, Vice-Chairperson, and Secretary.

**Section 2. Chairperson.** The Chairperson shall be a State official or employee and shall conduct all Executive Board meetings, represent the P20WIN data sharing process, and work with all Participating Agency leaders and political leaders to assure agency-to-agency coordination and to further data sharing to improve services provided to the residents of Connecticut. The Chairperson shall lead the Executive Board to set the direction for the data sharing process and shall work with the Operating Group on agenda setting and operational matters. The Chairperson shall preside at all meetings of the Executive Committee, if such a committee is created by the Executive Board.

**Section 3. Vice-Chairperson.** The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the President and shall assist that office in the discharge of its leadership duties.

**Section 4. Secretary.** The representative on the Executive Board from the Connecticut Office of Policy and Management (OPM) shall designate a staff person from OPM to act as Secretary for the Executive Board. The Secretary shall give notice of all meetings of the Executive Board and Executive Committee, if such a committee is created by the Executive Board and shall maintain an accurate list of the Executive Board members and the minutes of the Executive Board meetings and all committee meetings.

**Section 5. Election and Term of Office.** The Chairperson and the Vice-Chairperson shall be elected by a majority of the full Executive Board and shall serve a two-year term or until a successor has been elected and qualified.

**Section 6. Removal or Vacancy.** The Executive Board shall have the power to remove the Chairperson and/or the Vice-Chairperson by a two-thirds vote of the full Executive Board. Any vacancy of the Chairperson shall be filled by the Vice-Chairperson until an election can be held and a new Chairperson is elected a vacancy of the Vice-Chairperson shall be filled by a majority vote of the Executive Board.

**ARTICLE VI**  
**AMENDMENT TO BYLAWS**

The bylaws may be amended, altered, or repealed by the Executive 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 Executive Board members at least ten (10) days before the meeting.