Monroe County Great Start Collaborative
Proposed Revision 2013-2014

I. Name

The name of this organization shall be the Monroe County Great Start Collaborative

II. Purpose

The primary purpose of the Monroe County Great Start Collaborative ~~Network~~ is to assure a coordinated system of community resources and supports to assist all Monroe County families in providing a great start for their children from birth through age five, utilizing, but not limited to the following functions:

A. Organize the resources of the member agencies of the Great Start Collaborative to develop community support for early childhood services.
B. Identify unmet early childhood service needs.
C. Develop collaborative programs for more effective utilization of existing community agency resources.
D. Promote public awareness of early childhood services and programs available in Monroe County.
E. Serve as an advocate early childhood services.
F. Facilitate communication among participating agencies.
G. Share information regarding laws, public policies, statistics, and available funding sources that impact early childhood.
H. Serve as the coordinating body for interagency initiatives.
I. Establish necessary or required policies and procedures to implement the functions set forth in A through H.

III. Membership

Membership in the Monroe County Great Start Collaborative shall consist of two categories: the Executive Committee and the General Membership.

The Great Start Collaborative is comprised of Mandatory Representatives and Appointed Representatives.

A. Mandatory Representatives shall be the director of the agency or the director's designee who shall have the authority to act on behalf of the director.

<u>Mandatory Representatives</u>
United Way of Monroe County
Monroe County Intermediate School District
Monroe County Department of Human Services
Monroe County Health Department
Monroe Community Mental Health Authority
EarlyOn® Michigan
Monroe County Head Start
Monroe County Early Head Start
Parent Consultants (20% of membership)

C. Appointed Representatives shall be recommended by the Executive Committee and approved by the Great Start Collaborative. Initially, the Appointed Representatives shall be divided equally between two year and three years terms, after which all terms will be for three years. All terms are renewable.

Appointed Representatives
Business Leader
Faith-Based Organization
Managed Health Care / Health Care Provider
Great Start Readiness Preschool
Child Care Provider
K-16 School Representative
Public/Governmental Agency / Elected Official
Michigan State University Cooperative Extension
Child Care Network
Monroe County Library System
MCOP
Monroe County Family Medical Center
Mercy memorial Hospital System

Parents (birth, adoptive, foster, non-custodial, or legal guardian) must constitute at least 20% of the total membership, be reflective of the diversity of the community, meet the requirements of the initiatives that are a part of the Great Start Collaborative, and be parenting children age 12 or younger.

Changes to the membership in the Great Start Collaborative shall only be made by a simple majority of those present during a regular meeting.

D. General Membership

General Membership in the Monroe County Great Start Collaborative is open to any private or public human service agency, school districts, consumer / advocacy groups, child care providers, or individuals who subscribe to or support the purpose of the Collaborative. General Membership representatives will be approved by the Great Start Collaborative. General Membership representatives will not vote.

E. Filling Vacancies

In the event that any ~~of the~~ current agency directors leaves his/her agency, the seat shall be filled by the newly hired director. If this is not appropriate / feasible, the Monroe County Great Start Collaborative will pursue a representative from another agency within the area represented.

F. Membership dues may be established by Great Start Collaborative.

G. Parent Consultants on the Great Start Collaborative will be provided a honorarium as funding becomes available and allows.

H. Other members of the Great Start Collaborative will not be compensated by the Collaborative.

IV. Responsibilities of the Membership

The Membership shall set policy for the Great Start Collaborative. Duties of the Membership are:

1. Identify early childhood needs in the community.
2. Appoint work groups to develop action plans in a specific area of concern.
3. Provide staff for task forces when available and appropriate.
4. Review action plans.
5. Ensure coordination of planning and implementation.
6. Monitor and evaluate initiatives, their success in the community, and spending, including capturing of unspent / under spent money and reallocation for use by eligible initiatives or activities.
7. Develop and advocate for new services.
8. Identify and utilize funding sources to implement new or expanded early childhood services.
9. Members of the Collaborative shall notify the Chairperson or Secretary if the member will be absent from the regular meeting and unable to send a representative.
10. Provide updates to the Monroe County Human Services Collaborative Network at least annually.

V. Structure

A. Regular Meeting Days and Times

Great Start Collaborative meetings will be held monthly at a day and time set by the Chairperson of the Executive Committee.

B. Fiscal Year

The fiscal year for the Great Start Collaborative shall commence October 1 and end September 30 of the subsequent year.

C Special Meetings

Special meetings may be called by the Chairperson or at the request of any member of the Membership. Special meetings require at least 24-hour advance notice. Such notice shall include the subject matter of the meeting.

D. Great Start Collaborative Representatives

1. Agencies shall be represented at the meetings by the agency director or the director's designee (who shall be empowered to act on behalf of the agency).

The agency director will be responsible for notifying the Chairperson of the name of the designee.

Newly appointed representatives to the Great Start Collaborative shall be provided an orientation manual.

2. Members may be removed from Membership by a 3/4 vote of the Great Start Collaborative when it is in the best interest of the Great Start Collaborative to do so.

F. Quorum

A quorum for all regular and special meetings of the Great Start Collaborative shall be nine voting members of the Great Start Collaborative membership.

G. Robert's Rules of Order

Robert's Rules of Order shall be the parliamentary authority for all matters of procedures.

H. Officers

The Great Start Collaborative shall elect the Officers at the regularly scheduled meeting in September for two-year terms. The Officers shall be the Chairperson, Vice Chairperson/President Elect, Secretary, and two At-Large Officers. The Officers shall include a minimum of one parent representative. The assumption of Offices by the elected Officers will occur at the first Great Start Collaborative meeting of each fiscal year (October). Officers may be elected for not more than three consecutive two-year terms.

1. Chairperson: The duties of the Chairperson are:
   a. To authorize the agenda and chair all Great Start Collaborative meetings.
   b. To sign all documents on behalf of the Great Start Collaborative, as appropriate.
   c. To call special meetings of the Great Start Collaborative.
   d. To appoint Chairpersons of all Standing or Ad Hoc Committees, as may be established by the Membership or as are required.
   e. To carry out such duties authorized by the Membership.

2. Vice Chairperson/Chairperson Elect: The duties of the Vice-Chairperson/ Chairperson Elect are:
   a. To perform the duties of the Chairperson in the absence or disability of the Chairperson.
   b. To provide an orientation manual to new members seated on the Collaborative
   c. To perform such other duties as may be delegated or assigned by the Chairperson.
   d. One year prior to the end of the Chairperson's term, the Chairperson Elect will work with the Chairperson to develop a transition plan to the position and duties of the Chairperson.

3. Secretary: The duties of the Secretary are:

a. To promulgate all meeting notices.
b. To authorize the Minutes of all meetings of the Executive Committee and the General Membership.
c. To perform such other duties as may be authorized or directed by the Chairperson.

4. At-Large Officers: The duties of the At-Large Officers are:

a. To serve as members of the Executive Committee.
b. To perform such other duties as may be authorized or directed by the Chairperson.

I. Voting

1. All matters requiring a vote of the Great Start Collaborative will be listed on the agenda.

2. Only voting members (or their designees) may vote.

3. All votes of the Great Start Collaborative shall be by a simple majority of the voting members present.

4. Voting can be done orally or by paper ballot as determined by the Chairperson.

5. Each appointed and elected member~~ship~~ carries one vote.

J. Finances

When Great Start Collaborative financially supported project is to be jointly funded, one agency shall be designated as the fiduciary agent for the project.

VI. Organizational Structure

A. Committees

The Collaborative shall consist of an Executive Committee and Ad Hoc Committees as deemed necessary to fulfill its purpose. Other Ad hoc committees can be added as deemed necessary.

Each Committee shall have a Chairperson, appointed by the Chairperson of the Great Start Collaborative. The Committee Chairperson shall report on its assigned responsibilities and activities to the Collaborative as directed. The function and responsibilities of the Committees are to review and recommend to the full Collaborative such actions or undertakings as are appropriate to the respective Committee's assignment.

B. Executive Committee

The composition of the Executive Committee shall be the five elected Officers of the Collaborative: the Chairperson, Vice-Chairperson/Chairperson Elect, Secretary- two At-Large Officers, and the Immediate Past Chairperson.

The Great Start Collaborative Director and Parent Coordinator shall attend Executive Committee meetings.

The Executive Committee is empowered to exercise the authority of the Great Start Collaborative, including fiscal authority, when so authorized by the Collaborative.

The Executive Committee shall be responsible for recommending the Appointed Representatives to the ~~l~~ Collaborative.

The Executive Committee shall be responsible for program planning and program evaluation of the funded initiatives.

VII. Ad Hoc Committees

A. Nominating Committee

The Chair shall appoint a Nominating Committee of not less than three (3) members of the Great Start Collaborative in the month of August during election years for the purpose of preparing a slate of candidates for the Officer positions. Annual elections will take place at the regular meeting in September every two years. One year prior to the end of the term of the Chairperson, a special election will be held to fill the position of Chairperson Elect.

The Nominating Committee's recommendations must be published and disseminated not less than fourteen (14) days prior to the scheduled election. Nominations from the floor prior to the election shall be entertained by the Chair.

B. Bylaw Review Committee

The Bylaws may be suspended, rescinded, or amended by a vote of three fourths (3/4) of the existing Great Start Membership, provided written notice is given at least thirty (30) days in advance.

The Bylaws shall be reviewed bi-annually and revised as necessary.

The Bylaws shall be signed and dated to indicate the review and/or revision.

Signed:
Chairperson _____

Vice-Chairperson/Chairperson Elect _____

Secretary _____

Date _____

12/09