

## **BYLAWS OF THE ILLINOIS EARLY LEARNING COUNCIL**

### **ARTICLE I – NAME & ESTABLISHMENT**

#### *Section 1 – Name:*

The body shall be known as the Illinois Early Learning Council (ELC).

#### *Section 2 – Establishment:*

The Illinois Early Learning Council is established pursuant to the [Illinois Early Learning Council Act](#), 20 ILCS 3933 et seq., signed into law on July 24, 2003.

#### *Section 3 – Intent:*

The intent of these Bylaws is to set the procedural rules of governance for the Illinois Early Learning Council and its Committees.

### **ARTICLE II – VISION**

Illinois' Vision for Early Childhood (adopted June 10, 2019)

To ensure Illinois is a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so they grow up safe, healthy, happy, ready to succeed, and eager to learn.

### **ARTICLE III – STRATEGIC FOCUS**

#### *Section 1 – Mission:*

The mission of the Illinois Early Learning Council is to foster collaboration among child- and family-serving systems to help meet the needs of young children, prioritizing those with the highest needs. We do this via comprehensive early learning and development services and supports for children prenatally to age five and their families.

#### *Section 2 – Strategy:*

Our strategy is to serve as the voice of early childhood by calling for investment in critical components of the early childhood system, with a particular focus on [priority populations](#).

### *Section 3 – Value:*

We value doing so in a way that is anti-racist, culturally and linguistically responsive, values the whole child, engages families, increases self-sufficiency, strengthens community partnerships, relies upon collaboration across systems, increases equitable access, and demonstrates high quality across programs and services.

### *Section 4 – Intended Impact:*

Our intended impact is to increase access to high-quality early learning programs and other comprehensive early childhood education and care services that build on each child’s unique individual and family strengths, cultural background(s), language(s), abilities, and experiences, and eliminate differences in developmental and educational outcomes as a result of where children live and what resources their families have.

### *Section 5 – Racial Equity Statement:*

Early Learning Council Racial Equity Definition (adopted July 12, 2018)

A racially equitable society values and embraces all racial/ethnic identities. In such a society, one’s racial/ethnic identity (particularly Black, Latino, Indigenous, and Asian) is not a factor in an individual’s ability to prosper.

An early learning system that is racially equitable is driven by data and ensures that:

- Every young child and family regardless of race, ethnicity, and social circumstance has everything she/he/they need to develop optimally;
- Resources, opportunities, rewards, and burdens are fairly distributed across groups and communities so those with the greatest challenges are adequately supported and not further disadvantaged; and
- Systems and policies are designed, reframed, or eliminated to promote greater justice for children and families.

## **ARTICLE IV - PURPOSE**

### *Section 1 – General:*

The Illinois Early Learning Council was created to coordinate existing programs and services for children from birth to age five in order to better meet the early learning and developmental

needs of children and their families. The goal of the Council is to build more equitable early childhood systems in order to fulfill the vision of a statewide, high-quality, accessible, and comprehensive early learning and development system based on the principles of equity and social, racial/ethnic, and economic justice so all young children whose parents/families choose it can benefit. As part of the Council's work, it shall identify and recommend to the Governor and Illinois' State agencies the elimination of disparities (e.g., race/ethnicity, social class, gender, geographic) due to systemic factors that may hinder the development of young children. The Council shall guide collaborative efforts to improve and expand upon existing early childhood programs and services, including those related to nutrition, child welfare, housing, mental health, health care, and other systems that help shape children's developmental outcomes. This work shall include making use of existing reports, research, and planning efforts, and coordinating with other early childhood bodies such as the P-20 Council, the Illinois Children's Mental Health Partnership, the Illinois Interagency Council on Early Intervention, and other child- and family-serving councils.

## **ARTICLE V – FULL EARLY LEARNING COUNCIL MEMBERSHIP**

### *Section 1 – Overview:*

The Illinois Early Learning Council is an advisory body of public and private stakeholders who represent the diversity of Illinois children, families, and communities, hold the statewide vision, support an integrated strategy across systems, lift the recommendations of the Early Learning Council Committees, and raise issues that develop in the field to the Executive Committee. The Early Learning Council is comprised of an Executive Committee, several topically focused Committees (whose membership is limited to Early Learning Council members but all meetings are open to the public), and time-limited Ad Hoc Committees (whose membership is unlimited to engage a broad group of stakeholders with content expertise until the charge has been met). The Executive Committee is the decision-making body of the Early Learning Council. The Illinois Early Learning Council will also support the efforts that emanate from the recommendations made by the Illinois Commission on Equitable Early Childhood Education and Care Funding ("Early Childhood Funding Commission").

This Illinois Early Learning Council also serves as the State Advisory Council as set out in the Head Start Act.

### *Section 2 - Representation:*

The Illinois Early Learning Council shall include parent/guardian representation as well as representation from both public and private organizations across the State. Membership shall

reflect regional, racial/ethnic, and cultural diversity to ensure representation of the needs of all Illinois children. Representation shall include both experienced and emerging leaders and create opportunities for underrepresented voices in the early childhood landscape. Service on the Illinois Early Learning Council will not be restricted on the basis of age, race, sex, religion, national origin, political party affiliation, ability, economic status, sexual orientation, gender identity, or any other protected category under local, State, or federal law.

*Section 3 – Size & Distribution:*

The full Early Learning Council is not to exceed 65 members. No more than two (2) members from a non-governmental organization are permitted to serve at the same time in order to ensure diversity of voice and uphold regional diversity (urban, suburban, and rural).

*Section 4 – Membership Composition:*

- a. One member shall be appointed by the President of the Senate.
- b. One member shall be appointed by the Minority Leader of the Senate.
- c. One member shall be appointed by the Speaker of the House of Representatives.
- d. One member shall be appointed by the Minority Leader of the House of Representatives.

The Governor's appointments shall include without limitation the following:

(1) Co-chairpersons:

- e. A person of authority from the Governor's office to serve as Co-chairperson of the Council.
- f. One of the members who is a nongovernmental stakeholder to serve as Co-chairperson.

(2) Representatives from the following governmental agencies who hold oversight/responsibility for the functions when listed:

- g. Illinois State Board of Education
  - a. Early Childhood
  - b. Special Education
  - c. McKinney-Vento Homeless Education
- h. Illinois Department of Human Services
  - a. Early Childhood
  - b. Early Intervention
  - c. Home Visiting
  - d. Director of Head Start Collaboration "as required by the Head Start Act"
- i. Illinois Department of Children and Family Services
  - a. Child Welfare

- b. Day Care Licensing
- c. Education & Transition Services
- j. Illinois Department of Public Health
- k. Illinois Department of Healthcare and Family Services
- l. Illinois Board of Higher Education
- m. Illinois Community College Board
- n. Illinois Governor's Office of Early Childhood Development
- o. City of Chicago Office of the Mayor
- p. Chicago Public Schools
- q. Chicago Department of Family Support Services

(3) Government and nongovernment stakeholders with an interest in early childhood education and care, including representatives from the following private-sector fields and constituencies:

- a. Illinois Head Start Association
- b. Parent/guardian representative(s) selected by the Family Advisory Committee
- c. Early childhood education and development
- d. Data and research
- e. Child advocacy
- f. Maternal and child health
- g. School-aged care
- h. K-12
- i. Parenting support
- j. Family child care
- k. Center-based child care
- l. For-profit child care
- m. Montessori
- n. Community collaborations
- o. Business
- p. Labor
- q. Philanthropy
- r. Professional development for the early childhood workforce

\*Members who sit on the Early Learning Council because of their seat on other child-serving Councils are expected to make intentional connections between the work of both groups to streamline efficiencies and avoid duplication of effort.

(4) Federal stakeholder:

- s. In addition, the Governor shall request the Region V office of the U.S. Department of Health and Human Services' Administration for Children and Families to appoint a member to the Council to represent federal children's programs and services.

#### *Section 5 – Appointments:*

The Governor's Office of Executive Appointments manages all appointments to the Illinois Early Learning Council. All Council members are required to complete both Open Meetings Act (OMA) and Ethics trainings, and to submit a Non-Senate Confirmed Appointment Packet at the start of their term on the Council.

#### *Section 6 - Terms:*

Members are appointed for a term of three (3) years. Terms are staggered to ensure the cultivation and development of new racial equity leadership and to include representation that reflects the ever-changing needs of the State. Appointed *representatives from governmental agencies* shall fulfill their term as long as they remain in their position. *Members appointed by General Assembly members, and government or nongovernment stakeholders appointed by the Governor* shall serve their terms as long as they remain in their position. Because government and nongovernment stakeholders with an interest in early childhood education and care serve on the Council due to their area of expertise or organizational affiliation, if such a member leaves their position during their term, the Governor will determine whether the individual will retain their seat on the Council in their subsequent position. No member shall exceed more than two (2) full, consecutive terms at the discretion of the Governor. Council members who have previously served can be considered for reappointment to the Council after not serving on the Council for a minimum of one full term (three (3) years). A Council member whose term has expired shall continue to serve until a successor is appointed. All members shall serve on a voluntary, unpaid basis, with the exception of parent/guardian representatives who may be provided with reimbursements for travel or child care if funds are available.

#### *Section 7 – Vacancies:*

Vacancies shall be filled in the same manner as original appointments, and any member so appointed shall serve during the remainder of the term for which the vacancy occurred. Appointments should reflect regional, racial/ethnic, and cultural diversity to ensure representation of the needs of all Illinois children.

#### *Section 8 – Participation:*

Although participation is voluntary, active participation by all members is essential to fully address the purpose of the Illinois Early Learning Council. Participation consists of two

components: attendance at full Early Learning Council meetings and membership on at least two Committees.

*Full Early Learning Council meeting attendance:* A member shall be counted as *present* by attending a meeting in person, by calling in remotely via phone, or by virtual participation via video conferencing.

*Committee meeting attendance:* Every Council member is required to participate on at least two Committees of the Illinois Early Learning Council A schedule of full Early Learning Council, Executive Committee, Committee, and Ad Hoc Committee meetings is available at: <https://www2.illinois.gov/sites/OECD/Events/SitePages/List.aspx>. Committees typically meet between three and ten times per year, depending on their scope of work.

#### *Section 9 – Member Representative:*

If a member must be absent for a meeting of the full Early Learning Council a member representative may be designated to attend in their place. Participation by a member representative counts as “present” for the member at the meeting. The member must notify the Illinois Early Learning Council Staffer/Facilitator of the anticipated absence a minimum of 48 hours prior to the time of the meeting along with the name of the individual from the same organization who will attend on their behalf.

#### *Section 10 – Termination & Resignation:*

Any member may be asked by the Governor’s Office to resign from the Council so another representative may be appointed to participate on the Illinois Early Learning Council. Any member desiring to resign from the Early Learning Council shall submit a letter of resignation to the Governor through one of the Early Learning Council Co-chairs. A vacancy in the membership of the Council occurring other than by expiration of term shall be filled in the same manner as the original appointment.

#### *Section 11 – Public Participation:*

All Early Learning Council meetings shall remain open to interested members of the public. Representatives from organizations and agencies that are not members of the Illinois Early Learning Council are encouraged to attend Early Learning Council meetings.

Rules for public comment:

- Individuals wishing to address the ELC or a Committee during a public meeting are asked to sign up prior to the start of the meeting.

- Sign in sheets will be provided at the meeting location for in-person public participation and instructions will be provided for sign up for virtual meetings.
- When a virtual option is provided for access to an ELC or committee meeting, regardless of whether the meeting is held in-person, virtually, or a hybrid of the two, individuals may be given the opportunity to participate in the public participation portion(s) of the meeting virtually.
- Presentations must be specific to issues relevant to early childhood education and care.
- No individual will be allowed to speak for more than three minutes without approval from the Co-chairs. If a member of the public needs additional time for public comment, they must request a specific amount of time when they sign-up for public comment. The Co-chairs may, but are not required to, grant additional time.
- Time allotted for public comment shall not exceed 30 minutes. At the discretion of the Co-chairs, the meeting can be extended to allow for additional public comment.
- Only one person may represent an organization before the ELC or Committee at any given meeting unless permission for multiple people to speak is granted by the ELC or Committee Co-Chairs.
- Individuals from the same organization may present together; however, having more than one representative present will not increase the maximum presentation time.
- Defamatory or abusive language will not be tolerated at any ELC or Committee meeting. The ELC or Committee Co-Chairs may terminate the privilege of any speaker who violates this regulation.
- Exceptions to this policy will be made when the ELC or Committee Co-Chairs choose to "suspend the rule."

#### *Section 12 – Staffing/Co-facilitation:*

The Early Learning Council will be staffed/facilitated by a staff member from a state agency or the Governor's Office.

### **ARTICLE VI – EARLY LEARNING COUNCIL EXECUTIVE COMMITTEE**

#### *Section 1 – Charge:*

The Illinois Early Learning Council Executive Committee (the decision-making body of the Early Learning Council) exists to maximize the ability to obtain current and future state and federal funds for services and infrastructure; hold and advance a comprehensive vision for early childhood systems, including quality, access, integration and alignment, and family engagement; and connect and leverage priorities of other bodies whose focus includes early childhood education and care.



Annually, and at other times as needed, the Executive Committee will establish, revise, and affirm new priorities. Whereas the charge of the Executive Committee holds steady over time, the priorities are designed to evolve with each passing year, staying responsive to the priorities of the State agencies and seizing opportunities as they arise. Changes to the priorities of the Executive Committee and any Early Learning Council Committees must be approved by the Executive Committee and the Co-chairs of the ELC.

#### *Section 2 – Representation:*

The Early Learning Council Executive Committee shall include parent/guardian representation as well as representation from both public and private organizations. Membership shall reflect regional, racial/ethnic, and cultural diversity to ensure representation of the needs of all Illinois children. Representation shall include both experienced and emerging leaders. Service on the Illinois Early Learning Council Executive Committee will not be restricted on the basis of age, race, sex, religion, national origin, political party affiliation, ability, economic status, sexual orientation, gender identity, or any other protected category under local, State, or federal law.

#### *Section 3 – Size & Distribution:*

The Early Learning Council Executive Committee is not to exceed 28 members—14 from the Governor’s office and government agencies and 14 from private partners or public sector members not from a government agency. No more than one (1) member from an organization is permitted to serve at the same time in order to ensure diversity of voice (except in instances where members from a governmental agency and/or Committee Co-chairs represent the same organization).

#### *Section 4 – Membership Composition:*

Members of the Illinois Early Learning Council from the below designations will comprise the membership of the Executive Committee:

- a. The Council Co-chair from the Governor’s office will also serve as Co-chair of the Executive Committee
- b. The nongovernmental Council Co-chair will also serve as Co-chair of the Executive Committee
- c. Illinois State Board of Education
- d. Illinois Department of Human Services
- e. Illinois Department of Children and Family Services
- f. Illinois Department of Public Health
- g. Illinois Department of Healthcare and Family Services

- h. Illinois Board of Higher Education
- i. Illinois Community College Board
- j. Illinois Governor's Office of Early Childhood Development
- k. City of Chicago Office of the Mayor
- l. Head Start (state or federal) – can be from the Illinois Head Start Association or the Region V Head Start office
- m. Two parent/guardian representative(s) selected by the Family Advisory Committee
- n. Committee Co-Chairs from standing committees
- o. Parent of a young child 0-5
- p. Philanthropy or business
- q. School age care
- r. Family child care provider
- s. Maternal & Child Health Advocate

#### *Section 5 – Selection:*

All Executive Committee members must be appointed members of the Early Learning Council. State agency representatives and Committee Co-chairs appointed to the full Council will automatically serve on the Executive Committee for the duration of their full Council term. All other Executive Committee members will be appointed by the Early Learning Council Co-chairs and will serve on the Executive Committee for the length of their full Council term. The Early Learning Council Executive Committee Co-chairs will consider representation across geography, content area, race/ethnicity, and other demographics to ensure diversity when selecting members. *Members appointed by General Assembly members, and government or nongovernment stakeholders appointed by the Governor* shall serve their terms as long as they remain in their position.

#### *Section 6 - Terms:*

The terms of Executive Committee members shall align with the terms of full Council membership. Terms are staggered to ensure the cultivation and development of new racial equity leadership and to include representation that reflects the ever-changing needs of the State. All appointed members shall fulfill their term as long as they remain in their position. All members shall serve on a voluntary, unpaid basis, with the exception of parent/guardian representatives who may be provided with reimbursements for travel or child care.

#### *Section 7 – Vacancies:*

Vacancies shall be filled in the same manner as original appointments to the Executive Committee, and any member so appointed shall serve during the remainder of the term for which the vacancy occurred. Appointments should reflect regional, racial/ethnic, and cultural

diversity to ensure representation of the needs of all Illinois children.

*Section 8 – Participation:* Although participation is voluntary, active participation by all members is essential to fully address the purpose of the Illinois Early Learning Council Executive Committee. A member shall be counted as *present* by attending a meeting in person, by calling in remotely by phone, or via virtual participation via video conferencing. Meeting minutes will reflect members who are absent. Executive Committee members are required to attend a majority of annual meetings.

The Executive Committee is considered a “committee” on which one can serve to fulfill the requirement that all Early Learning Council members sit on at least two Committees of the Council.

*Section 9 – Voting*

The Executive Committee is the decision-making body of the Early Learning Council. Committees bring reports and recommendations to the Executive Committee for their vote. All recommendations coming before the Executive Committee will be determined by vote of the members. All Executive Committee members shall have one (1) vote. A majority of vote of the members of the Executive Committee is required to approve any formal action. All decisions made will represent the advice of the Executive Committee and of the Illinois Early Learning Council. Approved recommendations are then shared with a) governing agencies that oversee early childhood for consideration in policy making, b) the full Early Learning Council, who in turn disseminates the information with their respective communities and networks, and c) [posted for members of the public](#).

*Section 10 – Member Representative:*

Member representatives are not permitted for the Executive Committee. Members who are not present at a meeting (whether in person, by phone, or via video conference) are not permitted to vote.

*Section 11 – Termination & Resignation:*

The Co-chairs may rescind membership on the Executive Committee as needed so that another representative may be invited to participate. Any member desiring to resign from the Executive Committee shall submit a letter of resignation to one of the Early Learning Council Co-chairs. A vacancy in the membership of the Executive Committee occurring other than by expiration of term shall be filled in the same manner as the original appointment, holding the need for diverse representation across race/ethnicity, culture, sex, geography, experience, ability, and perspective.

*Section 12 – Public Input:*

The Early Learning Council Executive Committee meetings will follow the same guidance as all other committees and the ELC as described in Article 5 Section 11.

*Section 13 – Staffing/Co-facilitation:*

The Early Learning Council Executive Committee will be staffed by a member from the Governor’s Office of Early Childhood Development, the Governor’s Office, or a State Agency.

## **ARTICLE VII – COMMITTEES**

*Section 1 – Committee Charge:*

The work of the Committees of the Early Learning Council and its Executive Committee is bidirectional. Time-limited Ad Hoc Committees may bring reports and recommendations to their standing committee for a vote. Committees bring reports and recommendations to the Executive Committee for a vote. Recommendations approved by the Executive Committee are then shared with a) governing agencies that oversee early childhood for consideration in policy making, b) the full Early Learning Council, who in turn disseminates the information with their respective communities and networks, and c) [posted for members of the public](#).

Annually, and at other times as needed, every Committee will establish, revise, and affirm new priorities. Committee priorities must be approved by vote of the Executive Committee and the Co-chairs of the ELC. The priorities of each Committee must align with the guiding priorities established for/by the Executive Committee and the Co-chairs of the ELC.

*Section 2 – Committee Formation:*

The decision to form or dissolve a Committee, or to reorganize or rename a Committee, is at the discretion of the Executive Committee and the Co-chairs of the ELC. If a new Committee is to be added to, or removed from, the Early Learning Council structure, the Executive Committee must have a simple majority vote on its formation or disestablishment at a regularly scheduled meeting, approval of both co-chairs and with due consideration for staffing needs.

If there is desire or need for the formation of a time-limited Ad Hoc Committee, the Co-chairs of a Committee shall bring a proposal for the creation of the time-limited Ad Hoc Committee to the Executive Committee for a vote. Proposals shall include a rationale for Ad Hoc Committee formation, charge, goals, recommendations for Co-chairs, and recommendations for members.

The Committee that elevates the need for the creation of the time-limited Ad Hoc Committee will oversee the work of the Ad Hoc Committee and bring any approved recommendations to the Executive Committee for a final vote of approval before the Ad Hoc Committee is dissolved.

The Executive Committee, as a Committee of the Council, is permitted to recommend the formation of an Ad Hoc Committee.

### *Section 3 – Committee Chairs:*

All Early Learning Council Committees must be chaired by two (2) individuals. All Committee Co-chairs must be appointed members of the full Early Learning Council. The Co-chairs of the Early Learning Council will consider representation across geography, content area, race/ethnicity, and other demographics to ensure diversity when selecting Committee Co-chairs. Each Committee should be led by one private sector representative as Co-chair, paired with a public sector representative as the other Co-chair. Ideally, the public sector representative would be a person in a decision-making position from a State agency so the priorities of the Administration and the Early Learning Council can be aligned. If a public sector representative cannot be identified to serve as a Co-chair of a Committee, a liaison from the appropriate State agency, also a member of the Council, will be appointed to serve as a co-chair of the Committee to ensure the bidirectional work between the Council and the State. All Committee Co-chairs may serve in their role as Co-chair for the duration of their full Council term. An individual's position as Committee Co-chair also requires participation on the Executive Committee. At least one Co-chair from each Committee must be present at all full Early Learning Council and Executive Committee meetings.

All Ad Hoc Committees must be chaired by two (2) individuals. Ad Hoc Committee Co-chairs do not need to be members of the full Early Learning Council and should be selected based on their area of expertise. Each Ad Hoc Committee should be led by at least one private sector representative as Co-chair, paired with a public sector as the other Co-chair, whenever possible. Ad Hoc Committee Co-chairs will be determined by vote of the Executive Committee and invited to serve by the Early Learning Council Co-chairs. Ad Hoc Committee Co-chairs are expected to serve until the objectives of the Ad Hoc Committee have been achieved.

### *Section 4 – Committee Membership:*

Committee membership will be established at the start of each new full Council term for purposes of attendance taking and taking formal action by majority vote of committee members. All Early Learning Council members will be given the opportunity to sign up for Committees at the start of their term and will be expected to serve on those Committees for their full term on the Council.

Membership of the Family Advisory Committee is separate and defined. Members are recruited and selected to include parent/guardian representation across the State.

Membership on time-limited Ad Hoc Committees is open to anyone in the field with content knowledge who is able and willing to participate. All Early Learning Council meetings, including those of Committees and Ad Hoc Committees, are open to the public.

#### *Section 5 – Participation:*

Every Council member is required to participate on at least two Committees of the Illinois Early Learning Council. A Council member may designate a member of their staff or board to attend a Committee meeting on their behalf up to, but not more than, two (2) times per year. For voting purposes, the Council member must be present. A schedule of full Early Learning Council, Executive Committee, Committee, and Ad Hoc Committee meetings is available at: <https://www2.illinois.gov/sites/OECD/Events/SitePages/List.aspx>. Committees typically meet three to ten times per year, depending on their scope of work.

A member shall be counted as *present* at a Committee meeting by attending in person or, by calling in remotely by phone, or via virtual participation via video conferencing.

Members of the ELC are encouraged to actively recruit and promote engagement from non-appointed stakeholders in ELC committee work. Non-appointed ELC participants will be encouraged to participate in committee work and treated in a manner consistent with appointed members of the Council.

#### *Section 6 – Voting Rights:*

Committees vote to bring reports and recommendations to the Executive Committee for their final vote. All Committee members shall have one (1) vote. A majority vote of the members of a Committee is required to approve any formal action.

#### *Section 7 – Public Participation:*

The Early Learning Council Executive Committee meetings will follow the same guidance as all other committees and the ELC as described in Article 5 Section 11.

#### *Section 8 – Staffing/Co-facilitation:*

Committees will ideally be staffed/facilitated by a staff member from the Governor’s Office of Early Childhood Development, the Governor’s Office, or an Illinois State Agency. If staff representation cannot be identified at the State level for Committees or Time-limited Ad Hoc

Committees, local or nongovernmental organizations with members serving on the Council can volunteer staff to serve in the official Staffer/Facilitator role of a designated Committee, with approval by the Council Co-chairs and the Governor's office.

## **ARTICLE VIII – MEETINGS/MEETING PROCEDURES**

### *Section 1 – Civility Statement*

All members and guests at any Early Learning Council meeting are expected to treat one another with respect and maintain civility. Every member and guest shall have the right to expect that Early Learning Council meetings and functions shall be safe environments.

### *Section 2 – Procedure*

All Early Learning Council meetings should be conducted using [Robert's Rules of Order](#).

### *Section 3 - Frequency:*

The full Illinois Early Learning Council will meet three (3) times per year as called by the Illinois Early Learning Council Co-chairs, and may be convened for additional meetings as needed.

The Illinois Early Learning Council Executive Committee will meet four (4) times per year as called by the Illinois Early Learning Council Co-chairs and may be convened for additional meetings as needed.

The Illinois Early Learning Council Committees shall meet at least (3) times per year as called by their respective Committee Co-chairs.

The Illinois Early Learning Council Ad Hoc Committees will meet as frequently as called by their Ad Hoc Committee Co-chairs and will disband as soon as their charge has been achieved.

### *Section 4 – Open Meetings Act:*

All Council meetings (including Committee and Ad Hoc Committee meetings) are subject to [the \(5 ILC 120/\) Open Meetings Act \(OMA\)](#), therefore:

- a. Public notice (date, time, and meeting locations) must be given in advance of all meetings.
  - a. At the beginning of each quarter or fiscal year, public meeting schedules must be made available to the public.
- b. Per section 2.01 of OMA, the ELC is a State advisory body that does not have authority to make binding recommendations or determinations or to take any other substantive

action. As such, the ELC does not need to have a physical quorum present to have a meeting. All ELC and Committee meetings can be fully virtual.

- c. All formal actions will be noted on the agenda, which will be distributed at least 48 hours prior to the start of the meeting.
- d. Members of the public must be given the opportunity to speak at each meeting in accordance with Article 5 Section 11 of these bylaws.
- e. Meeting minutes will be taken, approved at the following meeting, and posted so they are accessible to be public within ten (10) days of their approval.
- f. For all committees, a majority vote of the official members of a committee is required to approval any formal action.

#### **ARTICLE IX – ACCOUNTABILITY**

The Illinois Early Learning Council shall annually report to the Governor and General Assembly on the Council's progress towards its goals and objectives. (Source: P.A. 93-380, eff. 7-24-03.)

#### **ARTICLE X – AMENDMENTS**

These Bylaws may be amended by two-thirds vote of the Illinois Early Learning Council Executive Committee. Each Early Learning Council Executive Committee member must receive a copy of a proposed amendment at least five (5) days in advance of a vote on the amendment.

CERTIFICATION: These Bylaws were approved at a meeting of the Illinois Early Learning Council Executive Committee by majority vote on May 9, 2022.