

**NEW ORLEANS EARLY EDUCATION
NETWORK (NOEEN)
STEERING COMMITTEE
2016-17 HANDBOOK
(Adopted August 23, 2016)**

BYLAWS

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ARTICLE I - PURPOSE AND DUTIES

The New Orleans Early Education Network (NOEEN) Steering Committee shall serve as a formal advisory and oversight body for Agenda for Children in its capacity as the Lead Agency for the New Orleans Early Education Network.

SECTION 1 – The NOEEN Steering Committee shall provide input and guidance to Agenda for Children on matters related to the development and implementation of the responsibilities of the Lead Agency for the New Orleans Early Education Network, as provided for in Bulletin 140. Agenda for Children shall provide relevant information and reports to the NOEEN Steering Committee and as officially requested by NOEEN members.

SECTION 2 – The NOEEN Steering Committee shall also act as a representative decision-making body for important plans and actions required of the Lead Agency by the Louisiana Department of Education (LDE).

SECTION 3 – The NOEEN Steering Committee shall consider items and receive information at each regularly scheduled meeting related to Network Development, Coordinated Observation and Supports, Coordinated Enrollment and Information Campaign, Coordinated Funding, and other activities, as appropriate.

SECTION 4 – Members of the NOEEN Steering Committee shall not receive compensation, reimbursement, or a per diem for their services or attendance at committee meetings.

ARTICLE II - MEMBERSHIP AND VOTING PROVISIONS

SECTION 1 - Membership and Term

Upon approval of the Steering Committee, the NOEEN Steering Committee for the 2016-17 school year shall consist of 11 voting members representing each publicly funded early childhood program funding source, as appointed by the CEO of Agenda for Children and detailed in the table below.

Name	Funding Source and/or Program Type	Organization
Dr. Anthony Recasner, Chair	--	Agenda for Children
Patrick Dobard	--	Recovery School District
Mary Garton	--	Orleans Parish School Board
Maria Blanco	Early Head Start	LSU Health Sciences Center
Dr. Keith Liederman	Head Start	Kingsley House
Thelma French	Head Start	Total Community Action
Kristi Givens	CCAP	Kids of Excellence
Sonjia Joseph	CCAP, LA4, NSECD	Clara's Little Lambs
Carole Elliot	NSECD	Archdiocese of New Orleans
Joyce Ridgeway	Early Steps	Dept. of Health & Hospitals, Region 1
Kate Mehok	LA4	Crescent City Schools

Members may be added to the Steering Committee throughout the year upon recommendation by the CEO of Agenda for Children and approval of the majority of the Steering Committee at a Steering Committee meeting.

SECTION 2 - Voting

All voting shall be by voice vote; however, a roll call vote shall be taken on any motion if requested by any one member of the Steering Committee. Each present voting member of the NOEEN Steering Committee shall be entitled to one vote. There shall be no voting by proxy.

SECTION 3 - Quorum

The presence in person of a simple majority of the membership shall constitute a quorum. Meetings may be held without a quorum but no official business may occur and the minutes must record that a quorum was not present. Nonvoting proxy by members may be counted as members for the purpose of satisfying the minimum quorum requirement.

SECTION 4 – Proxy

A *nonvoting* proxy may attend a meeting in the place of any member of the Steering Committee member who cannot attend a scheduled meeting. The proxy shall not be permitted to vote, but may participate in Steering Committee discussions as the member they represent would.

SECTION 5 - Removal of NOEEN Steering Committee Members

a) Repeated Absences

A Steering Committee member may be removed after absence from two consecutive committee meetings if no written excuse was submitted to the NOEEN Steering Committee Chair prior to the meeting. In such a case, the member may be removed from membership by the NOEEN Steering Committee Chair upon written notification to the member.

A Steering Committee member may be removed after three total absences per year, consecutive or nonconsecutive, excused or not excused, by a simple majority vote of present members of the NOEEN Steering Committee at a meeting. Upon such removal, the member shall be notified in writing by the NOEEN Steering Committee Chair.

b) Disqualification for Appointed Position

A Steering Committee member may be recommended for removal from membership if he or she no longer qualifies for the appointed position because he or she no longer represents the organization and/or funding source represented upon appointment or election to the Steering Committee. In such a case, the member may be removed from membership by the NOEEN Steering Committee Chair upon written notification to the member.

SECTION 6 – Steering Committee Member Resignation

Any NOEEN Steering Committee member may resign at any time by sending a written notice of such resignation to the Chair. Unless otherwise specified, the resignation shall take effect immediately.

SECTION 7 – Steering Committee Member Vacancies

If a seat on the Steering Committee becomes vacant by reason of death, resignation, retirement, disqualification, removal, or otherwise, upon recommendation of the CEO of Agenda for Children, the Steering Committee Chair may appoint a member representing the same funding source and/or organization represented by the member prior to vacancy for the remainder of the membership term.

SECTION 8 - Chair

The CEO of Agenda for Children, the Lead Agency of the New Orleans Early Education Network, shall serve as a voting chair for the NOEEN Steering Committee. The chair shall preside at all meetings of the NOEEN Steering Committee and perform such duties as may be required.

SECTION 9 - Order of Meetings

The Chair shall set the rules and procedures for engaging in discussion and receiving items during the meeting to ensure committee business is conducted in an orderly and efficient fashion. Chair may choose to adopt Robert's Rule of Order or some other meeting system or process.

SECTION 10 - Working Groups

Working groups may be authorized by the Chair or the NOEEN Steering Committee, as necessary, to:

- Research and present findings and recommendations on specific questions or issues; or
- Help develop and/or make recommendations on proposed or existing plans, policies, processes, or documentation/reports to be submitted to the Louisiana Department of Education

The Chair shall appoint a leader of each working group who has the requisite expertise or subject matter knowledge to help lead the working group. The Chair may also appoint working group members, help set the agenda, coordinate and staff meetings, and develop reports for the Steering Committee.

ARTICLE III - MEETINGS

SECTION 1 – Location

All meetings of the NOEEN Steering Committee shall be held in New Orleans at the Agenda for Children Office. The meeting location may be changed at the discretion of the Chair.

SECTION 2 – Date and Time of Meetings

Prior to September 1st of each year, the NOEEN Steering Committee shall approve a meeting calendar for the year, ending August 30th of the following year. Meeting dates and times may be amended or canceled at the discretion of the Chair and in consultation with the members of the Steering Committee.

Agenda for Children shall provide public notice of each meeting stating the time, place, and agenda. The notices shall be posted at the meeting location, posted on the Agenda for Children website, and emailed to Steering Committee members no later than 24 hours prior to the meeting. Steering Committee Meeting agendas shall be set by the chair.

SECTION 3 - Meetings

a) Open Meetings

All meetings shall be open meetings in accordance with the Louisiana Open Meetings Law.

b) Regular Meetings

Regular meetings shall be held in accordance with the annual meeting calendar, as approved by the NOEEN Steering Committee.

c) Special Meetings

If necessary, special meetings of the NOEEN Steering Committee shall be called by the Chair. Business transacted at all special meetings shall be confined to the purposes stated in the notice.

SECTION 4 – Public Comment

Opportunity to comment publicly at the NOEEN Steering Committee meetings shall be provided prior to action on an agenda item upon which a vote is to be taken. However, comments may be restricted by the Chair as follows:

- (1) Person desiring to address the Committee must complete a Request to Comment card and submit it to the Chair prior to the vote on the motion. The completed comment cards shall identify the agenda item to be addressed.
- (2) All speakers shall conduct themselves in a decorous manner.
- (3) The order of discussion shall be left solely to the discretion of the chair.
- (4) Person addressing the Steering Committee shall confine remarks to the merits of a specific agenda item before the Committee; refrain from attacking a Committee member's motives; address all remarks through the chair; refrain from speaking adversely on a prior action not pending; read reports only without objection; and refrain from disturbing the meeting.
- (5) Public comments shall be limited to three minutes per person, and persons may only comment once per agenda item.
- (6) Person making public comments shall identify themselves and the group they represent, if any.
- (7) Groups and/or organizations should designate one spokesperson.
- (8) The chair shall have discretion to manage situations not addressed in these procedures.

SECTION 5 - Minutes of the Meetings

The minutes of all NOEEN Steering Committee shall be maintained and available for review for a minimum of three years. Any reports provided to the Steering Committee members or documents approved by the Steering Committee members at the meetings shall be included in meeting minutes. Minutes shall be posted publicly on the Agenda for Children website no later than one week after each meeting.

ARTICLE IV - AMENDMENTS TO THE BYLAWS

The Board Chair shall propose amendments to update the bylaws on an annual basis, as necessary and appropriate, and such amendments shall be adopted and effective immediately upon approval of a two-thirds majority vote of the NOEEN Steering Committee present at the meeting. Amendments to the bylaws at any other time throughout the year shall be proposed and adopted in the following manner:

SECTION 1 - Notice

Amendments may be proposed by any Steering Committee member. A copy of the proposed amendment(s) shall be submitted to the Chair at least two (2) days prior to any meeting at which the proposed amendment(s) is to be considered.

SECTION 2 - Format

Proposals to amend existing bylaws shall contain the full text to be amended. New words shall be underlined and the words to be deleted shall be struck through. All proposals received in the appropriate format shall be considered at the following meeting.

SECTION 3 - Adoption

An amendment(s) shall be adopted if it receives a two-thirds majority vote of the NOEEN Steering Committee membership present at the meeting.

SECTION 4 - Inclusion

The amendment(s) shall become effective immediately upon approval.

2016-17 MEETING CALENDAR

All Meetings will be held from 11:30a-1:30p at the Agenda for Children Office (8300 Earhart Blvd., Suite 201) unless otherwise notified.

<u>Meeting Date</u>
Tuesday, August 23, 2016
Tuesday, September 27, 2016
Tuesday, November 29, 2016
Tuesday, January 24, 2017
Tuesday, March 21, 2017
Tuesday, June 13, 2017