

**BYLAWS  
OF THE  
OSCEOLA COUNTY COALITION FOR SCHOOL READINESS, INC.  
Revised 10/02**

**ARTICLE I – NAME AND LOCATION**

Section I.1 NAME OF COALITION

The name of the organization shall be known as the Osceola County Coalition for School Readiness, hereinafter sometimes referred to as the Coalition.

Section I.2. LOCATION

The principal office of the organization shall be located in Osceola County. The Coalition may have offices within the county as the members may determine or as the affairs of the organization may require.

**ARTICLE II – PURPOSE**

Section II.1 MISSION OF THE COALITION

The mission of the Coalition is to facilitate access to high quality early education and care through an integrated system of services that includes linkages to health care and parenting supports.

Section II.2. PURPOSE

To provide oversight and develop a plan which facilitates the stated goals of the School Readiness Act, Florida Statute 411, which are to:

1. Prepare preschool children to enter Kindergarten ready to learn, as measured by criteria established by the Florida Partnership for School Readiness.
2. Provide extended day and extended year services to the maximum extent possible to meet the needs of parents who work.
3. Coordinate staff development and teaching opportunities.
4. Provide expanded access to community services and resources for families to help achieve economic self-sufficiency.
5. Provide a simplified point of entry and unified waiting list.
6. Serve at least as many children as were served prior to the implementation of the program.
7. Develop a community plan to address the needs of all eligible children.
8. Meet all state licensing guidelines, where applicable.

9. Implement a comprehensive program of readiness services that enhance cognitive, social and physical development of children to achieve the performance standards and outcome measures specified by the Partnership.
10. Provide programs that are developmentally appropriate, research based, involve parents as their child's first teacher, serve as preventive measures for children at risk of future school failure, enhance educational readiness of eligible children and support family education.

### **ARTICLE III. – MEMBERSHIP**

#### Section III.1. NUMBER OF MEMBERS

The "School Readiness Act" mandates that each coalition shall have at least 18 but not more than 25 members. The Coalition will attempt to keep a full membership of 25 members. It is the intent of the Coalition that the membership will be diverse, reflecting the population of the county.

#### Section III. 2. MANDATED MEMBERS

Eight members of the Coalition are mandated in the "School Readiness Act." These individuals serve continuously while they are in their respective positions. A member who no longer represents the constituency s/he represents shall notify the chair in writing and his/her seat shall remain vacant until a new representative is identified by the organization or group s/he represents.

- III.2.1.A Department of Children and Family Services district administrator or designee.
- III.2.2. A district superintendent of schools or designee.
- III.2.3. A regional workforce development board chair or director, where applicable.
- III.2.4. A county health department director or designee
- III.2.5. A children's services council or juvenile welfare or executive director.
- III.2.6. A child care licensing agency head.
- III.2.7. A central child care agency administrator.
- III.2.8. A Head Start director.

#### Section III.3. REPRESENTATIVE MEMBERS

Two childcare providers will serve staggered terms for three years. Initial members shall be elected for terms of two or three years each of which shall be considered one term. After the initial term, childcare providers interested in serving will submit applications to be compiled to create a ballot. Private and faith-based providers will receive ballots by mail and will be allowed one vote for each service location. Votes will be tabulated and the names of the private and faith-based provider representatives will be presented to the Coalition.

- III.3.1. A representative of private childcare providers.
- III.3.2. A representative of faith-based childcare providers.

#### Section III.4. APPOINTED MEMBERS

The terms of all appointed members of the Coalition must be staggered. Members shall be elected for a term of three years. Members may be elected to complete a term and/or begin a new term.

III.4.1. One member appointed by a Department of Children and Family Services district administrator.

III.4.2. One member appointed by a board of county commissioners.

III.4.3. One member appointed by a district school board.

III.4.4. More than one-third of the coalition members must be from the private sector, and neither they nor their families may earn an income from the early childhood and child care industry. To meet this requirement, a Coalition must appoint additional members from a list of nominees presented to the coalition by a chamber of commerce or economic development council within the geographic area of the Coalition. The Coalition will have nine (9) members from the private sector.

### Section III.5. MEMBERSHIP TERMS

Serving on the Coalition will require a commitment of time including regular coalition meetings, committee involvement, reading and becoming educated about early childhood development and school readiness issues.

III.5.1. Representative and appointed members may serve more than one term of office.

III.5.2. Any representative or appointed member may be removed by a three-fourths  $\frac{3}{4}$  vote of a quorum of the members wherever, in their judgement, the best interests of the organization would be served. Notice of removal shall be made in writing to the member by the Secretary prior to the next meeting.

III.5.3. Unexcused absences from three (3) consecutive meetings by a representative or appointed member is equivalent to a resignation from the coalition. An unexcused absence is defined as an absence in which prior notification was not provided. A mandated member in this regard will be considered inactive for purposes of a quorum.

III.5.4. Any appointed member or representative may resign by giving written notice to the Chair. Such resignation shall take effect at the time specified in the notice and the acceptance of such resignation shall not be necessary to make it effective.

III.5.5. Members will not receive any compensation for their services.

## **ARTICLE IV – MANAGEMENT**

### Section IV.1. POWERS AND DUTIES

The powers, management and control of the coalition and all of its affairs shall be vested in the members as outlined in “ The School Readiness Act.”

### Section IV.2. VOTING

IV.2.1. Fifty-one percent (51%) of the active voting members shall constitute a quorum for the transaction of business at any meeting of the Coalition.

IV.2.2. No member of the Coalition may appoint a designee to act in his or her place. A member may send a representative to coalition meetings, but that representative will have no voting privileges.

IV.2.3. If after a vote occurs and a member has a legally defined conflict of interest, s/he must complete Form 8B, Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers (Florida Statutes 112.317 within 15 days of the meeting.

### Section IV.3. MEETINGS

Regular meetings shall be held at a time and place to be decided by the members. The Coalition will meet monthly unless decided otherwise by a vote of the members.

IV.3.1. The annual meeting of the coalition will be held each year in the first quarter of the fiscal year.

IV.3.2. Special meetings of the voting members may be called by or at the request of the Chair or twenty-five (25%) of the voting members. The person or persons authorized to call special meetings may fix any place within Osceola County as the place for holding special meetings.

IV.3.3. The Chair of the Coalition shall determine the agenda and order of business at all Coalition meetings. Coalition members have the opportunity for the inclusion of items on the agenda.

It is the obligation of Coalition members to get such items to the Chair in a timely manner.

IV.3.4. Minutes of all Coalition meetings shall be kept and provided to members prior to or at the next scheduled meeting.

IV.3.5. Notice of all meetings will be made pursuant to the requirements of Florida law.

### Section IV.4. PARLIMENTARY AUTHORITY

Robert's Rules of Order, as amended, shall be the parliamentary authority of all matters or procedures not specifically covered in the by-laws.

## **ARTICLE V – OFFICERS**

### Section V.I. ELECTION OF OFFICERS

A coalition member in good standing shall be eligible for nomination and election to any elective office of this coalition.

V.1.1. A nominating committee shall be appointed each year, for the purpose of certifying the eligibility of candidates for office and to prepare an official slate of nominees. Any person so nominated shall have given prior consent to nomination and election as an officer.

V.1.2. No one serving on the Coalition who represents an agency or person funded by the Coalition may serve as Chairman, Vice Chairman, Secretary or Treasurer of the Coalition due to possible conflict of interest.

V.1.3. Each elected officer shall take office at the end of the annual meeting where they will be installed and shall serve for a term of one year or until a successor is duly qualified and elected. Officers may serve in the same position for a maximum of two years.

V.1.4. If an office is vacated prior to the completion of a term, a member in good standing may be appointed by the Chair and approved by the members to fill the vacancy until the terms ends.

V.1.5. The terms of office shall coincide with the fiscal year and run from July 1 through June 30.

## Section V.2. OFFICERS AND RESPONSIBILITIES

V.2.1. The Chair shall preside at all meetings.

V.2.2. The Vice Chair shall perform the duties of the Chair in his/her absence.

V.2.3. The Treasurer shall keep an account of money received and expended for the use of the Coalition and should make a report at the annual meeting or when called upon by the Chair.

V.2.4. The Secretary shall ensure that notice required by these bylaws is given and keep record of all proceedings of the Coalition.

V.2.5. Correct and complete books and records of business conducted by the Coalition are the responsibility of the elected Secretary. Records of the Coalition's financial accounts are the responsibility of the elected Treasurer. All records will be kept and maintained at the principal office of the Coalition and/or principal office of the fiscal agent and will be subject to the inspection of any member of the Coalition or the public at any reasonable time. The Coalition shall keep a current and accurate record of the names and addresses of the members.

## **ARTICLE VI – COMMITTEES**

### Section VI.1. COMMITTEE MEMBERSHIP

Standing and/or special committees may be established by the members as they deem necessary.

VI.1.1. The Chair of each standing committee will be a member of the Coalition and shall be elected by the committee membership to serve for one year. Committee chairs may serve more than one term. Special committees shall be appointed by the Chair.

VI.1.2. Each committee shall consist of the Chair and at least two (2) additional members of the Coalition. Representatives from the community may be invited by the committee to serve as working members of committees.

VI.1.3. Each committee shall meet as necessary at meeting times designated by the committee Chair.

VI.1.4. The committee Chair shall submit a written report to the members before the next regularly scheduled meeting if official action is required by the Coalition.

IV.1.5. Notice of all committee meetings will be made pursuant to Florida Statute 195.901 (Sunshine Law).

**ARTICLE VII. – FINANCIAL MANAGEMENT**

Section VII.1. FISCAL YEAR

The fiscal year of the Coalition shall begin on July 1 and end on June 30.

VII.1.1. An audit of the books and records of the Coalition shall be conducted annually, and/or whenever necessary to meet state and federal auditing requirements. The audit report shall be presented to the members within thirty (30) days of its completion.

VII.1.2. CONTRACTS

No officer(s) or agent(s) of the Coalition may enter into any contract or execute and deliver any instrument in the name of and on behalf of the Coalition unless authority is granted by the Coalition.

**ARTICLE VIII. AMENDMENTS**

Section VIII.1. IMPLEMENTATION

These bylaws shall become effective immediately upon adoption. The coalition's interpretation of the bylaws shall be considered the correct interpretation when reached by majority vote.

Section VIII.2. AMENDMENTS

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the members present at any regular meeting or at any special meeting, providing there is a quorum present and also providing that the proposed amendments(s) have been provided to the members in writing at least 21 days in advance of the meeting.

Adopted by Coalition

---

Chair / Date