

Policy ID: 1.1.5	Title: <i>Attendance Requirements</i>
<p>Policy: Members are expected to regularly attend BOARD meetings. Notice of the time, date, and place of each meeting, and its tentative agenda shall be given at least twenty-four hours prior to the commencement of said meeting pursuant to Iowa Code Chapter 21.</p>	
<p>Definitions: BOARD member shall be deemed to have submitted a resignation if either of the following events occurs: the person does not attend three or more consecutive regular meetings; the person attends less than one-half of the regular meetings within any period of twelve calendar months beginning on July 1.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • Notices will be sent by email and posted at County Auditors Offices or county courthouse bulletin boards in Buena Vista, Crawford and Sac Counties. • Attendance records will be kept and monitored by the BOARD Director and reviewed at least annually by the BOARD. • A member of the Board no longer able to serve shall submit a letter of resignation to the Chair of the Board. • Resignations shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure. • If a Board member (other than an Elected Official Members (County Supervisors) reasoning they have been elected to serve/represent the general public) is appointed to the board of a provider of services/entity that receives Early Childhood Iowa funds or takes employment with such provider/entity that member shall resign immediately from the Early Childhood Iowa Area Board by sending a letter to the Chair. BOARD Members with three consecutive absences without an excused absence, may request an exception to the attendance policy due to special circumstances. • An excused absence is obtained by notifying the Program Director prior to the scheduled meeting. • The BOARD Chair can accept or reject a resignation of a BOARD member under these circumstances. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	10/30/16; 2/27/19
Reference:	By-Laws Article V; Section 4; Article III, Section 5

Policy ID: 1.1.6	Title: <i>BOARD Recruitment</i>
<p>Policy: Potential new BOARD members will be recruited to fill available positions on the BOARD as needed. Recruitment will be led by current BOARD members with assistance of the Director. Recruitment will adhere to legislative membership requirements and strive for gender balance.</p>	
<p>Definitions: All eleven (11) 3-County BVCS ECI Board positions will serve three (3) year staggering terms. However, not all members from any one county shall expire in the same year. Members who have served their three-year term may recommend individuals to replace them on the board, request to complete a term on the board, or be nominated from a community coalition member, self-nomination or a publication for a vacancy to the 3-County BVCS ECI Board.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • Prospective members will write a short letter of intent showcasing their involvement in your community, and commitment to young children. • In the event of a member’s resignation and or inability to complete their term, replacements will be nominated by any community member and approval by the board at the next regularly scheduled meeting. • The 3-County BVCS ECI Board will approve all positions. • A 3-County BVCS ECI Board member missing three consecutive meetings without an excused absence or more than half of the meetings in a fiscal year will be considered to have tendered their resignation. An excused absence is obtained by notifying the Program Director prior to the scheduled meeting. The 3-County BVCS ECI Board Chair can accept or reject a resignation of a board member under these circumstances. • The Program Director will maintain a record of terms. • Members of the 3-County BVCS ECI Board must meet the definition for a citizen representatives. The Chairperson of the 3-County BVCS ECI Board will be a citizen representative. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	3/26/14; 8/27/14; 10/30/16
Reference:	By-Laws Article V; Sections 5 & Section 7

Policy ID: 1.1.7	Title: <i>New BOARD Member Orientation</i>
<p>Policy: New BOARD members will be orientated to the responsibilities and operations of the BOARD, before the appointment of new board members.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • Program Director will set up an appointment to meet with each prospective board member separately at their convenience. • The meeting will provide the new board member the opportunity to ask questions and to be presented with board information, meeting materials, explanation of funds, and responsibilities of the a board members. This one-on-one meeting will help new members understand the purpose of Early Childhood Iowa before attending the meeting. 	
<p>Effective Date: 3/28/12</p>	<p>Approved by: BVCS Early Childhood Iowa Board</p>
<p>Revisions:</p>	<p>10/30/16;</p>
<p>Reference:</p>	<p>By-Laws Article III, Section 4</p>

Policy ID: 1.1.8	Title: <i>Resignation/Removal of a BOARD Member</i>
<p>Policy: A 3-County BVCS ECI Board member missing three consecutive meetings without an excused absence or more than half of the meetings in a fiscal year will be considered to have tendered their resignation. An excused absence is obtained by notifying the Program Director prior to the scheduled meeting. The 3-County BVCS ECI Board Chair can accept or reject a resignation of a board member under these circumstances.</p>	
<p>Procedures:</p> <ul style="list-style-type: none"> • A member of the Board no longer able to serve shall submit a letter of resignation to the Chair of the Board. • If a Board member is appointed to the board of a provider of services/entity that receives Early Childhood Iowa funds or takes employment with such provider/entity that member shall resign immediately from the Early Childhood Iowa Area Board by sending a letter to the Chair. • Resignations shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure. 	
Effective Date: 3/8/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	10/30/16;
Reference:	By- Law Article III; Section 5 & Section 8

Policy ID: 1.1.9	Title: <i>Evaluation of BOARD Functioning</i>
Policy: Board members will evaluate the board’s performance based on a self-evaluation in the second quarter of the State Fiscal Year.	
<p>Procedures:</p> <ul style="list-style-type: none"> • Annually, the BOARD will use the state example board evaluation found on the Early Childhood website will be used in the evaluation process. • Utilization of an evaluation tool will be sent or mailed to each BOARD member for completion. • Community input on the board’s performance will be gathered in the second quarter of the State Fiscal Year at Community Coalitions meetings. • Results will be compiled by the Program Director and put on the agenda for discussion at the next regularly scheduled BOARD meeting. • Assist members focus on the priorities and determine professional development needs of the board. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	3/26/14; 9/30/15

Policy ID: 1.1.10	Title: <i>Membership Terms Limits</i>
Policy: Terms of membership on the BOARD shall last three years and the membership terms shall be staggered. A member can be re-elected to serve more than one term.	
Procedures:	
<ul style="list-style-type: none"> • All eleven (11) 3-County BVCS ECI Board positions will serve three (3) year staggering terms. • However, not all members from any one county shall expire in the same year. • Members who have served their three-year term may recommend individuals to replace them on the board, request to complete a term on the board, or be nominated from an advisory council member, self-nomination or a publication for a vacancy to the 3-County BVCS ECI Board. 	
Effective Date: 3/28/12	Approved by: BVCS Early Childhood Iowa Board
Revisions:	3/26/14; 8/27/14; 10/30/16
Reference:	By-Laws Article III; Section 7