

**Early Childhood Administrators' Network**  
**Second Revision: 6/13/18**  
**Approved by ECAN Membership: 9/14/2017**

**By Laws**

**Purpose of the Early Childhood Administrators' Network (ECAN)**

To create an organizational and networking structure to support the delivery of ISD and RESA early childhood programs and services that align with the goals of the Michigan Association of Intermediate School Administrators (MAISA) the MAISA Instructional Committee.

**Rationale for creating structure for ECAN, to:**

- Provide an effective mechanism to contribute to and implement the goals of the MAISA Instructional Committee
- Offer a vehicle for all ISDs/RESAs to contribute input to the goals and policies that impact early childhood programs and services
- Align work on initiatives identified by the MAISA Instructional Committee
- Through networking and collaboration, partners with gain economy of scale efficiencies at the program level across ISDs and RESAs
- Provide opportunities for professional growth
- Share best practices and innovative ideas
- Improve child and family outcomes
- Develop a process for introducing ideas and determining if they are viable and feasible to present to the MAISA Instructional Committee for support
- Create a forum for discussion and deliberation regarding important early childhood topics

**MAISA Vision (What do we hope to become?)**

Support and facilitate collaboration of the unique and evolving work of Michigan's intermediate school districts and the communities they serve. MAISA provides leadership development, collaborative structures, project management and collective and customized support for the work of its members.

**ECAN Vision (What do we hope to become?)**

ECAN will be a proactive network that promotes collaboration and efficiencies on projects, relevant topics and policy recommendations regarding early childhood education.

**MAISA Mission (Why do we exist?)** MAISA is Michigan's leading clearinghouse and catalyst for regional educational leadership, collaboration, and system change.

In pursuit of its vision, MAISA will be...

- its members' first resource for educational information, ideas, and support
- a leader in the political arena and powerful advocate for public education

- a bridge and partner with others who share its passion for educational excellence and improvement

### **ECAN Mission (Why do we exist?)**

ECAN's mission is to:

- Provide leadership in early childhood education among Michigan's ISDs/RESAs
- Provide a platform for collaboration and networking among Early Childhood leaders in Michigan
- Improve child and family outcomes
- Support the goals of MAISA and the MAISA Instructional Committee

### **Membership**

Membership in the ECAN will be defined by ISD/RESA and represented by administrators directing early childhood education programs and services as appointed by the ISD/RESA superintendent. To be considered a voting member in good standing, an ISD/RESA will attend at least 50% of the meetings annually and will contribute to the work of the Standing Committees as necessary. In decisions determining ECAN governance and recommendations to the MAISA Instructional Committee, each ISD/RESA will have one vote provided the ISD/RESA is a member of the MAISA.

The Michigan Department of Education leaders and other stakeholder representatives may be invited to participate by the executive committee.

### **Governance**

#### **Defining Leadership Roles**

The following roles have been identified: Chair, Vice Chair, Secretary, and Standing Committee Chairs. These positions shall be filled by an administrator who directs early childhood programs and services at an ISD/RESA. The responsibilities for each role are described below. These positions will comprise an Executive Committee that shall:

Determine the coordination and establishment of membership meetings

- Serve as a liaison between the MAISA Instructional Committee and ECAN
- Consider any changes to the ECAN governance structure and by laws

Chair - The membership will elect a Chair to serve for a period of one year. The Chair shall preside at all ECAN meetings and will work with the executive committee to establish the agenda for meetings. The term of the Chair will be one year. The outgoing chair will lead the nominating process for the recruitment of candidates for vacant Executive Committee roles.

Vice Chair - Upon the completion of the Chair's one year term, the Vice Chair will assume the responsibilities of the Chair. The membership will elect a Vice Chair who will serve for a period of three years; one year as Vice Chair, a second year

as Chair, and a third year as Past Chair. The Vice Chair shall serve as a voting member of the executive committee and will chair all meetings in the absence of the chair.

In the event that both the Chair and Vice Chair are unable to attend a scheduled ECAN general membership meeting, any member of the executive committee can be appointed to chair the meeting.

Secretary - The membership will elect a Secretary for a period of one year. The secretary will ensure that minutes are taken during the meeting and keep the record of attendance.

Past Chair – The outgoing chair will serve for a period of one year as the past chair. The Past Chair will help with transition related items.

In the event that any individual elected by the membership to fulfill the role of Chair, Vice Chair, or Secretary cannot complete their full term, the membership shall elect a replacement.

Standing Committee Chairs - The Chair, Vice Chair, and Secretary will appoint all Standing Committee Chairs. It is the responsibility of the Standing Committee Chairs to: organize all committee meetings, ensure agenda, minutes and attendance are completed. Additionally, Standing Committee Chairs will report all activities back to the membership.

### **Standing Committees**

The ECAN will have five standing committees: legislation and advocacy, professional development, high-quality preschool programs and services, high-quality services and supports for children birth to age three and their families, and birth to third grade alignment. The Executive Committee will annually recruit membership for each standing committee. Regional representation will be sought from active membership. If there is a region from which there is no volunteer, the Executive Committee shall recruit another interested member. The Executive Committee may ask ex-officio members to participate in the standing committees. It is strongly encouraged that 50% of the membership is retained for a subsequent year.

- Legislation and Advocacy Committee
- Professional Learning Committee
- High-Quality Preschool Programs and Services Committee
- High-Quality Services and Supports for Children Birth through Age Three and Their Families Committee
- Birth to 3<sup>rd</sup> Grade Alignment Committee

Workgroup (will be determined by the executive committee as needed)

Workgroups and Liaisons - A workgroup will be established when necessary to study an issue or proposal, or to implement proposals approved by the MAISA Instructional Committee or by ECAN. A workgroup will be convened by request of the MAISA Instructional Committee or a vote of the ECAN membership. The ECAN Chair shall appoint a workgroup chair. A workgroup shall include

individuals with interests and expertise related to the charge, as well as other stakeholders as needed.

When partner stakeholder groups request ECAN representation as part of their organization, the executive committee will coordinate with the appropriate committee and workgroup chairs to appoint ECAN representatives, who are members in good standing.

### **Voting Protocol**

ECAN governance and recommendations to the MAISA Instructional Committee will be voted upon by members who are in good standing with the ECAN. In order to approve an item, there must be a quorum present constituting of fifty percent plus one of the members present. Approval of an item will require fifty percent plus one support of the members present. Each ISD/RESA will have one vote. To be considered present, a member may be physically present or participating through a technology-based connection that allows them to hear the discussion, enter into the discussion and have all appropriate documents available. If a voting member in good standing, cannot be present for a vote, they may appoint one of their district's alternate members to vote on their behalf.

Agenda items may be submitted to the chair for consideration by members in good standing. The chair will determine the agenda in consultation with the Executive Committee for each membership meeting.

The agenda will be created and distributed at least one week prior to the meeting. The agenda will include discussion items and action items.

An emergency meeting will rarely occur; however, one may be called by the Chair for urgent matters.