

NORTHEAST EARLY CHILDHOOD COUNCIL (NECC) BYLAWS

Brooklyn, Canterbury, Killingly, Plainfield, Putnam, Sterling & Thompson

ARTICLE I – Name, Mission, & Purpose

Section 1. Name

The Name of the Local Governing Partner shall be the Northeast Early Childhood Council, henceforth referred to as the NECC, covering the towns of Brooklyn, Canterbury, Killingly, Plainfield, Putnam, Sterling and Thompson.

Section 2. Mission

Our Mission is to promote effective regional programs and policies to address:

- Early care
- Education
- Social, emotional and physical health
- Family support and engagement

Mission Statement: To ensure that all children prenatal through age 10 who reside in all the NECC Towns are healthy, safe, and successful learners.

Section 3. Purpose

Our Purpose is to:

1. Act as the community's early childhood hub and focus on building trusted partnerships with families, providers and the broader community.
2. Be a place for families and community members to get involved in shaping a plan for their community approach to supporting the holistic needs of families and children prenatal to age ten years old.
3. Conduct needs assessments to issues, research best practices and take action to improve outcomes for Children, prenatal through Age 10, and their Families with collaborative partners to shape a community plan.
4. Foster partnerships among the providers of services to children and families.
5. Empower parents to be advocates and leaders in order to influence policies and services in the interest of all families in our region.
6. Support early care and education providers by connecting them to high quality learning opportunities and OEC Resources.
7. Adhere to the Local Governing Partners Membership and Responsibilities as outlined in State of CT Office of Early Childhood GP D-01 GP-D-01
https://www.ctoec.org/wp-content/uploads/2025/09/GP-D-01_REV1_FINAL_SEPT-2025.pdf

Adopted: November 5, 2025

ARTICLE II – Membership

The number of representatives may vary based upon community size and structure. Every effort will be made to have equitable representation from each of the communities served by the NECC.

Section 1. Types of Members

- A. NECC Community Table
- B. Leadership Team
- C. Fiduciary Agent
- D. Workgroup (as needed)
- E. Task Force (as needed)

A. NECC Community Table

a) Definition: A collaborative space that serves as a neutral, inclusive forum where diverse organizations, parents, and stakeholders come together to engage in open dialogue, share insights, and work towards collective community goals.

b) Membership: Community table membership includes any community stakeholder who has an interest in early childhood, such as a childcare provider, family member agency, organization, business, educator, or local government who wants to work together on the mission of the NECC as defined in General Policy D-01

https://www.ctoec.org/wp-content/uploads/2025/09/GP-D-01_REV1_FINAL_SEPT-2025.pdf.

All are welcome to the NECC community table. To be added to our list serve for meetings, sign up through the link <http://www.neccouncil.org/join-the-necc/>. If you no longer wish to be a member, alert a staff member in writing to remove you from the list.

c) Roles and Responsibilities:

1. Promote the mission and purpose of the NECC
2. Engage in open dialogue, share insights, and work towards collective community goals.
3. Share updates, discuss challenges and form partnership to take collaborative action on identified needs
4. Provide input in the development of the local needs assessment and community action plan.
5. Maintain active participation at community table meetings

B. Leadership Team

a) Definition: Governing Body - the NECC shall have a governing body named the LGP Leadership Team. An effort will be made to choose members who

represent all the Towns participating in the NECC and to meet the composition of the LGP Leadership Team membership listed above.

b) **Membership** – The LGP Leadership Team may be comprised of:

- Co-Chairs
- NECC Staff
 - Regional Director
 - Regional Coordinator
 - Parent Ambassadors
 - Community Ambassadors
 - Quality Assurance Monitor
- Fiduciary Agent
- Parent Representative(s)
- One representative from each community’s Family Resource Center
- ESCT Program Representatives
- Superintendents or designee
- Other community agencies

Co-Chairs*

1. NECC shall have two Co-Chairs.
2. The members of the Leadership Team shall elect the Co-chairs of the of the NECC
3. Length of Terms: Co-Chairs will serve an alternating two-year term that may be renewed at the end of that term.
4. In the event of a resignation, an election shall take place to choose a new co-chair.
5. In the event of a long-term absence (3 months or longer), nominations and elections shall be made to choose an interim or permanent new.

*It is recommended that Co-Chairs have early childhood experience, working with the pre-natal to age ten population, have held or currently hold a leadership role and at least 1 year membership on Leadership team.

Vacancies – In the event of a vacancy in one of the LGP Leadership Team positions, it may be filled by another person who meets the criteria of the above composition

c) **Roles and Responsibilities:** As active champions of the NECC mission and purpose, the Leadership Team shall:

- 1) Leadership Co-Chair(s)
 - Preside over NECC/ Community Table Meetings
 - Approve the NECC/ Community Table Meeting agendas prepared in collaboration with Leadership Team
 - Provide guidance, supervision, and performance evaluation of

the work of the NECC Regional Director & Regional Coordinator based upon recommendations from the Leadership Team

- Approval of monthly time reports for Regional Director and Coordinator.
- If needed, the co-chairs may determine who is permitted to participate in an executive session in order to maintain confidentiality and protect privacy.

2) Leadership Team

- Set the annual calendar of NECC Community Table Meetings
- Provide oversight of the progress made in achieving the mission and purpose of the NECC
- Collect & analyze needs assessment data to identify areas of focus to improve outcomes for children prenatal through age 10 and their families
- Seek input from the NECC Community Table on the areas of focus for the community plan
- Develop Memorandums of Understanding with partners
- Prepare agenda items for NECC Community table meetings
- Provide input on the job performance for the NECC staff annually
- Respond to concerns identified within the NECC
- Maintain & ensure communications to/from the NECC Stakeholders
- Identify & recruit members for the NECC Community Table.
- Provide leadership development opportunities for the NECC
- Identify & leverage direct financial and in-kind resources to support the NECC
- Endorse funding proposals and grant applications that will support the strategies and/or infrastructure of the NECC
- Approve annual budgets and have access to financial statements
- Set an annual calendar of meetings for the Leadership Team
- Establish Task Force and/or Workgroups as needed driven by community plan
- Advocate for the laws, policies & funding that will support our mission
- Vote on Co-Chairs of the NECC

d. **Decisions Made:** Every effort will be made for Leadership Team decisions to be made by consensus. Decisions shall be made by a majority vote of members present.

e. **Request for Membership on the Leadership Team:** Individuals who fall within the membership composition outlined in Section (b) may request to join the Leadership Team

by submitting a written statement of interest to the Co-Chairs. The written request should include a brief description of the individual's role, relevant experience, and how their participation would contribute to the mission and goals of the NECC. The Co-Chairs will present the request to the Leadership Team during a scheduled meeting. A majority vote of members present is required for approval.

C. Fiduciary Agent:

- a. **Definition:** the entity responsible for signing the Contract with the LGP Intermediary and the Office of Early Childhood, and receiving funding to support the LGP Liaisons, Parent Ambassadors, and LGP Community Table convenings.
- b. **Roles and Responsibilities:**
 - Receive and manage grant resources on behalf of the NECC
 - Provide financial reports to Leadership Team a minimum of 3 times a year or upon request
 - Provide the NECC with the staffing and other support services as outlined in Intermediary contract
 - Attend Leadership Team and NECC Community Table meetings

D. Workgroup

- a. **Definition:** standing group established by the Leadership Team to focus on specific priority areas or objectives aligned with the organization's mission.
- b. **Membership:** Workgroups shall consist of stakeholders from the identified areas.
- c. **Roles and Responsibilities:**
 - Workgroups should establish a common measurable goal and plan to meet the focus area identified in the community plan
 - Track progress towards meeting goal
 - Provide Leadership Team with updates on workgroup progress
 - Identify new areas of focus and provide the Leadership Team with recommendations
 - Periodically bring resource people to the meetings
 - Identify other potential members

E. Task Force

- a. **Definition:** a short-term subcommittee focused on specific goal identified in the needs assessment.
- b. **Membership:** Task force shall consist of stakeholders from the identified areas.
- c. **Roles and Responsibilities:** Research & make recommendations regarding best practices; develop strategies, action plan & performance measures on the areas of focus

ARTICLE III – Meetings

Purpose: Convene stakeholders at least six times over the year through Community Table meetings or other activities to share updates, discuss challenges, form partnerships to take collaborative action on identified need, and celebrate wins.

1. NECC Community Table meetings will be held a minimum of three times per year.
 - a. The regular Community Table meeting schedule will be set annually by the Leadership Team.
 - b. Special meetings will be called by the NECC Council Co-Chair, as deemed necessary.
2. Leadership Team shall meet a minimum of five times annually.
3. A Task Force may meet as needed to address identified need.
4. Workgroups may meet as needed to address identified need.

Meeting notices may go out no later than one week prior to scheduled meetings. In the event of a special meeting, every effort will be made to provide 24-hour notice.

ARTICLE IV – Request for Town Membership on the Northeast Early Childhood Council (NECC)

In the event a town wants to join the NECC, and is not Early Start Connecticut funded, written request from the Town's leader must be made to the Co-Chairs of the Council. The requesting town will attend a Leadership Team meeting to discuss benefits and commitments associated with joining. The requesting town shall become a member of the NECC by a majority vote of the Leadership Team. When a town becomes a member, they agree to commit financial support and resources to the Council.

ARTICLE V – Conflict of Interest Statement

Whenever a Leadership Team voting member has a financial interest in any matter coming before the NECC, the affected person shall:

- a) fully disclose the nature of the interest and
- b) withdraw from discussion, lobbying, and voting on the matter.

ARTICLE VI – Amendment of Bylaws

1. Bylaws may be amended at any time.
2. All amendments to the by-laws must be submitted to the Leadership Team in writing at least one week prior to a scheduled meeting at which a discussion and potential vote will be held.
3. Any amendment to the by-laws requires a simple majority of the Leadership members present to pass at a regularly scheduled meeting.
4. At a minimum, bylaws will be reviewed annually by the Leadership Team and made public on the NECC website.