

**Illinois Early Learning Council Executive Committee**  
**ELC Membership/Governance Workgroup**  
**September 14, 2020, 12:00 – 1:45 PM**

Join via [Webex](#)

Meeting Number/Access Code: 133 272 5910

If joining by phone, dial: 1-312-535-8110

In attendance:

Karen Berman, Shauna Egeh, Phyllis Glink, Dan Harris, Theresa Hawley, Jamilah R. Jor'dan, Sylvia Puente, Jesse Ruiz, Sara Slaughter, Josie Yanguas

**Minutes**

I. Welcome and Introductions

Phyllis Glink noted that the goal of the meeting is to advance the Governing Principles. Maggie Koller and Jamilah R. Jor'dan from GOECD were asked to lead the discussion points listed on the agenda.

II. Finalizing Governing Principles ("Bylaws")

a. Public/Private Representation

It was decided that a "public" representative works for a governing entity of the State or a region and it would be ideal to have State agency representation at the committee (not subcommittee) level to align the work of the Council with the administration's priorities. However, due to the demand of the co-chair role, if State agency representation is not possible public sector partners in the administration should be identified as a liaison to each committee and subcommittee to ensure the work remains bidirectional. Additionally, it was decided that all committees and subcommittees should be chaired by two individuals.

b. Honorary Members

All ELC meetings are open to the public to attend, it was decided the ELC will not have honorary members.

c. Appointments & Term Limits for Executive Committee Members

There was a need expressed to balance the desire for a pipeline of new leaders (to help achieve our equity goals) on the Executive Committee against the need for continuity of leadership. The importance of onboarding new members and establishing a process for developing the next level of leadership was discussed for transitions in and out of all committees and subcommittees. It was decided that a smaller group of this Workgroup would develop language around Executive Committee term limits and leadership development over email and submit it to Maggie Koller to add to the Governing Principles.

d. Committees

i. Protocol for Establishing Standing Committees

It was decided that the number of standing committees should be limited (since committee co-chairs sit on the Executive Committee) so as not to add too many seats to the Executive Committee membership

list. The committees can be restructured, as they have in the past, to align with strategic planning efforts or new priorities of the State.

i. Protocol for Establishing Subcommittees

It was decided that if a committee feels a subcommittee should be created, the committee co-chairs would bring the proposal, including a rationale, mission, expectations, staffing, etc., to the Executive Committee for review and approval. Additionally, if the State feels there is a need to form a subcommittee to focus on a specific area of work, State agency representatives can bring a proposal to the Executive Committee to approve creation of the subcommittee.

i. Protocol for Establishing Ad Hoc Committees

The process for establishing ad hoc committees is the same as the process for establishing a subcommittee as outlined above; however, the proposal for the ad hoc committee should include a time frame for the ad hoc to complete its work. Ad hoc committees are to disband as soon as they have met their charge. Additionally, it was decided that language should be added to the full Council and Executive Committee sections of the Governing Principles to communicate the expectation that ELC members who sit on other bodies (EI Council, P-20 Council, etc.) are responsible for aligning the work across the bodies since they sit at both tables.

ii. Protocol for Determining the Assignment of Staffers

Given the conversations currently underway to determine the cost of staffing for the ELC, this conversation was tabled for a future meeting.

iii. Board Members vs. General Membership

Discussion topic included: Should committee membership be open to general membership or should membership be defined? How does that impact voting, quorum, and other requirements of the Open Meetings Act? It was noted that clear guidance for committee membership would be helpful; however, legal guidance is needed before that can be produced.

iv. Approval of Recommendations Made by Committees/Subcommittees

All subcommittee recommendations need to first be approved by their committee. Then, the committee takes the recommendations to the Executive Committee for their vote for approval.

e. Meeting Procedures

Tabled for a future conversation.

III. Timeline & Next Steps

a. Finalizing Governing Principles

i. Workgroup Review

ii. Racial Equity Frame Review

iii. Review by Legal

iv. Executive Committee Review and Vote to Approve

b. Another Meeting to Discuss Membership

It was decided that this group must meet again to finalize the conversation about the Governing Principles and then move to discussing Membership. Once completed, the national BUILD representatives will review the document, as will legal, before the final Governing Principles are taken to the full Executive Committee for review and approval.

#### IV. Adjourn

The meeting was adjourned.