

## ADVISORY BOARD CHARTER/BY-LAWS

### I. Principles

This document is authored to provide the protocols for the administrative and parliamentary function of the ETSU Center of Excellence in Early Childhood Learning and Development Advisory Board.

### II. Purpose

The purpose of this Board shall be to advise, assist, and support and advocate for the mission of the ETSU Center of Excellence in Early Childhood Learning and Development. Members of the advisory board are volunteers who share an expert knowledge of early childhood, research, advocacy, and research-based practices. The specific purposes of the Board may include the following responsibilities:

1. Recommend policies on the programming, personnel, relations and other matters directly involving the Center of Excellence and its many constituents.
2. Recommend best practices related to planning and development of curricula
3. Review and recommend the scope, range, and direction of the Center
4. Review and recommend appropriate research and grant related activities
5. Recommend appropriate directions to the Executive Director
6. Review and recommend the annual calendar and operating budget of the Center of Excellence
7. Provide a periodic review of the Executive Director to the Dean of Clemmer College
8. All members of the Advisory Board will be subject to all the appropriate statutory requirements of the State of Tennessee

### III. Relationship of Board Members to ETSU Center of Excellence in Early Childhood Learning and Development

It is the role and sole prerogative of the ETSU Center of Excellence in Early Childhood Learning and Development to abide by the six initial mandates outlined in the original proposal and approved by the Tennessee Higher Education Commission in 1985. The Advisory Board is expected to offer recommendations for the improvement of the Center and to provide information relevant to policies which impact the Center of Excellence in Early Childhood Learning and Development.

#### IV. Members

Inaugural board members shall be selected and appointed by the Director of the Center of Excellence in Early Childhood Learning and Development in concert with the Dean of the Clemmer College, and the Provost and Vice President of Academic Affairs. Subsequent board members may be nominated for appointment by both the Director and the Nominating Board. Members shall represent a cross-section of faculty in respective academic areas related to the mission and charge of the Center of Excellence as well as community stakeholders and leaders.

**Term:** Member terms shall be three years. No member shall serve more than two consecutive terms, but a former member may be re-appointed after a one-year absence from the Advisory Board.

**Composition:** The Advisory Board shall consist of five (5) no more than nine (9) members. Positions and vacancies are filled as the Board requires, specifically if there are specific area of expertise needed on the Board.

#### V. Organizational Structure

**Officers:** The Advisory Board will have a chair and recording secretary who are elected for one-year terms by the membership.

#### VI. Procedural Rules

**By-Laws:** The Advisory Board will adopt a set of written by-laws at the organizational meeting of the Board. The by-laws govern Board operation. By-laws require two-thirds vote for adoption or change.

**Meetings:** A quorum shall consist of a simple majority of appointed members. The Board will meet at least two times per year. Written notice of upcoming meetings will be sent to Board members at least 20 days before a meeting.

**Minutes:** Minutes of each meeting will be kept. Copies will be provided to the Center Director and Board membership within two weeks after a meeting.

**Recommendations and Reports:** Board recommendations and reports will be submitted in writing to the Advisory Board. Documents will include both suggested action and for suggestions. The Advisory Board will respond/react to such recommendations/reports in writing.

**Dismissal:** Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The Advisory Board will move to fill the position.

## VII. Parliamentary Authority

Except as otherwise provided by its By-laws, the Advisory Board shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required and it is to be documented for future reference as a policy in response to an action item, or if the description requires referral to a higher authority.