

ARTICLE I
NAME

Section 1. The name of the Board is Corner Counties Empowerment Area Community Board.

Section 2. These bylaws are standards subordinate to the Iowa Code, chapter 28, and are always subject to provisions of that Code.

Section 3. Corner Counties Empowerment Area comprises Fremont and Page Counties, Iowa.

ARTICLE II
PURPOSE

The Corner Counties Empowerment Area Board will collaborate with community resources to nurture children so they will grow safe, healthy, socially well adjusted and ready to learn.

ARTICLE III
MEMBERSHIP

Section 1. Number: The Board will have no fewer than seven and no more than thirteen members.

Section 2. Qualifications: Those members identified as citizen representatives will be residents of the Corner Counties Empowerment Area; other members will live or work within the bounds of this Empowerment Area. Board members shall not be persons employed by any provider of service or entity that receives funding from the Corner Counties Empowerment Board, nor persons who participate on the governing board of any such entity.

Section 3. Composition. The members of the Board shall represent the two counties of the Empowerment Area in as nearly equal numbers as possible. The membership shall be as specified in the Iowa Code, Chapter 28, Iowa Administrative Code 349.1, including at minimum:

- a representative from education;
- a representative from health services;
- a representative from human services;
- an elected official;
- a citizen representative from business;
- a citizen representative from faith organizations;
- a citizen representative who is a consumer of empowerment services.

Ordinarily other members of the Board shall be undesignated citizen representatives.

Section 4. Term of Service. Members of the Board shall serve three-year staggered terms in three classes of nearly equal number, each beginning on July 1. No member shall serve for more than six consecutive years; after six years one must refrain from membership on the Board for at least a year before being eligible to serve again. Prospective Board members shall be nominated by the Nominating Committee and shall be elected to the Board by a majority vote of the Board members present and voting.

Section 5. Responsibilities. The CCEA Community Board shall perform those responsibilities required by the Iowa Code, Chapter 28, Iowa Administrative Code 349, including:

- (1) Obtain extensive community input to develop a mission and a vision for the empowerment area.
- (2) Designate a fiscal agent from a public agency, a community action agency, an area education agency or a nonprofit corporation.
- (3) Administer, at a minimum, the community empowerment funds from the state awarded for the empowerment area.
- (4) Administer funds as provided by law or from other federal, state, local, grant, foundation, or private moneys or other funds.
- (5) Ensure that interest or earnings on the community empowerment funds will be used for services in the community plan.
- (6) Coordinate with the decategorization governing boards the community plan and budget for the empowerment geographic area.
- (7) Develop and implement a community plan, with identified priorities, based on community assessments which address early care, human service, education and health needs to support children and their families to reach desired results.
- (8) Ensure that an annual report for the empowerment area on the effectiveness of the community plan is submitted each fiscal year to the Iowa board and to local governing bodies in the empowerment area.
 1. Complete a budget that identifies existing sources of funding, including in kind and match, and how these funds may be coordinated with the early childhood and school ready funds to support the community plan.
 2. Identify members of the community board, including each member's representation.
 3. Identify local empowerment area indicators to assess the effectiveness of the community plan.
 4. Provide measures, data, facts and statistics, including analysis, on progress of the community collaboration and the community plan.
 5. Include baseline data and the ensuing fiscal year's data for local indicators, identify priorities, link local indicators to desired results, and report performance measures.
- (9) Provide for staff to the empowerment area and community board through the collaborative efforts of public and private organizations committed to reaching desired results for children and their families.
- (10) Develop a plan to sustain community efforts to support children and their families within the empowerment area.
- (11) Function as a coordinating body for collaboration and alignment of services, which are offered by different entities and directed toward similar purposes, within the empowerment area.
- (12) Assume other responsibilities established by law or administrative rule.

Section 6. Reimbursement for Board associated expenses. Board members may be reimbursed for expenses incurred associated with Board operations as approved by a majority vote of the Board.

Section 7. Resignation. 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 a board of a provider of service or entity that receives empowerment funding or takes employment with such provider or entity that member shall resign immediately from the CCEA Community Board by letter to the Chair. Any member missing three consecutive meetings without giving notice or more than half of the meetings in a fiscal year shall be considered to have tendered resignation. In this last case, the resignation shall be considered by the Board and may be accepted, postponed or rejected.

Section 8. Liability. The Board shall purchase and maintain insurance to save harmless and indemnify its members, officers and employees against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their duties on behalf of the Board (Iowa Code, Section 670.8).

ARTICLE IV OFFICERS

Section 1. Officers and Duties. The officers of the Corner Counties Empowerment Board shall be the Chair, the Vice-Chair and the Secretary.

A. Chair: The Chair shall be an elected official or citizen representative as defined by the Iowa Code, chapter 28. The Chair will preside at all meetings unless unable to attend. In the event that the chairperson is unable to attend a meeting, the vice-chairperson will preside. The Chair will assure the preparation of the agenda for each meeting, call special meetings, oversee the operations of the Board and Board's compliance with Iowa law and these by-laws, and execute documents on behalf of the Board when approved by the Board. The Chair shall be a member ex officio of all committees of the Board.

B. Vice-Chair: The Vice-Chair shall be an elected official or citizen representative who does not reside in the same county as the Chair. The Vice-Chair will preside at meetings in the absence of the Chair and conduct such administrative duties as the Chair may direct.

C. Secretary: The Secretary shall be responsible for keeping a complete record of the proceedings of all meetings and actions of the Board. Such records can be accessed by the public at the Corner Counties Empowerment Office located within the Page County Courthouse at 112 East Main Street, Clarinda and at the CCEA website, in accordance with the Iowa Open Records Law (Iowa Code, Chapter 22).

Section 2. Election of Officers. Every year at the May meeting of the Board the Nominating Committee shall present a slate of candidates for office, one candidate for each office. Nominations from the floor shall be permitted. Elections shall be held at this meeting and those elected shall take office on the succeeding July 1.

Section 3. Term of Service. Officers shall serve a term of one year and shall be eligible for reelection for as long as they are eligible to remain members of the Board.

ARTICLE V MEETINGS

Section 1. Regular Meetings. Regular meetings of the Corner Counties Empowerment Area Board shall be held as determined by the Corner Counties Empowerment Area Board. The Board shall meet at least every other month in Shenandoah.

Section 2. Cancellation. A regular meeting may be cancelled in event of an emergency upon the decision of the Chair and with not more than one-third of the membership of the Board objecting.

Section 3. Special Meetings. The Chair shall call a special meeting of the Board upon the request of two members, giving at least twenty-four hours notice of such meeting. A quorum of a special meeting shall be the same as the quorum of a regular meeting.

Section 4. Open Meetings Law. No less than twenty-four hours notice shall be given as to the date, time, place and proposed agenda of each meeting. Meeting schedules and agendas are available at the CCEA website. All regular, special, and committee meetings shall be conducted in accordance with the Iowa Open Meetings Law (Iowa Code, Chapter 21).

Section 5. Agenda. The Agenda will be prepared by the Corner Counties Empowerment Director and approved by the chairperson. Any Corner Counties Board member may request an item be placed on the agenda by notifying the chairperson or the Empowerment Director at least 5 days before the meeting. The agenda shall include an opportunity for public comments. Corner Counties Empowerment Area Board members will receive an agenda at least twenty-four hours prior to any regular or special meeting of the Corner Counties Empowerment Board, unless for good cause such notice is impossible or impractical.

Section 6. Quorum. The quorum for the conduct of business shall be a majority of the members of the Board.

ARTICLE VI COMMITTEES

Section 1. Appointment. Standing Committees shall be appointed at the beginning of the fiscal year. Members of Committees shall be appointed by the Chair and confirmed by a majority vote of the Board. Vacancies on Committees shall be filled as soon as possible.

Section 2. Authority. Committees of the Board carry out administrative tasks at the Board's direction and make recommendations to the Board, but do not make decisions on behalf of the Board.

Section 3. Committee Officers. The Board shall appoint a Chair of each Committee. Each Committee shall select a Secretary from among its members. The Chair is responsible for conduct of the Committee's business and reporting to the Board on behalf of the Committee and the Secretary is responsible for maintaining a record of the Committee's decisions and actions.

Section 4. Finance Committee. The Board shall have a standing Finance Committee. The Finance Committee shall review bills to assure that they conform to the Board's annual budget, shall advise the Board on appropriate financial procedures, and may

recommend to the Board its annual budget. The Committee shall comprise two Board members and the Director.

Section 5. Nominating Committee. The Board shall have a standing Nominating Committee. The Nominating Committee shall nominate potential Board members in accordance with the limitations specified in Article III and in the Iowa Code, Chapter 28, and shall nominate officers as described in Article IV. The Committee shall comprise two Board members and up to three members of the interested public.

Section 6. Early Childhood Committee. The Board shall have a standing Early Childhood Committee. The Early Childhood Committee shall review and assist with community assessment and identified community needs, assist with community plan review and revision, community resource mapping, community plan evaluation process; and identification and revision of community indicators and priorities. The Committee shall comprise one Board member, the Director, identified early childhood partners, one DCAT/CPPC Board representative, and other interested individuals.

Section 7. Board Processes Committee. The Board shall have a standing Board Processes Committee. The Board Processes Committee shall review the CCEA Board By-Laws and recommend revisions as needed, provide for compliance with legislation and for Board trainings, monitor the Board's processes for evaluation and self-evaluation, provide for relationships with staff and review of their work, and recommend and conduct the Board's grievance procedure. The Committee shall comprise two Board members, the Board Chair and the Director.

Section 8. Ad hoc Committees. The Board may create such ad hoc committees as needed upon appointment of the Chair and confirmation by a majority vote of the Board.

ARTICLE VII CONFLICT OF INTEREST

At the beginning of each fiscal year or at the beginning of a term of service commencing at any other time each Board member shall disclose in writing any conflict of interest or perceived conflict of interest and shall refrain from voting on any matter in which the Board member has a conflict or perceived conflict. Board members are presumed to have a conflict of interest if they derive any intentional personal benefit, profit or gain, directly or indirectly, by reason of membership on the Board or for services contracted from the Board.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the CCEA Community Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws, State laws, and any special rules of order the Board may adopt.

ARTICLE IX
AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted July 1, 2008
Revised February 16, 2009
Revised May 26, 2009