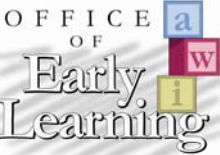
	<h2 style="margin: 0;">Office of Early Learning</h2>			
	NUMBER: OEL-PI-0005-05	SUBJECT FILE: 206.10	ISSUE DATE: March 24, 2005	
	ORIGINATING UNIT:	Program		
	STAFF CONTACT:	Lisa Barnes, (850) 921-3171		

Subject: Early learning coalition articles of incorporation and bylaws

References: Section 411.01(5)(d)4.i., F.S., as amended by s. 2, ch. 2004-484, L.O.F. Chapter 617, F.S.

Purpose: To give guidance and instruction for the content of a coalition's articles of incorporation and bylaws and revisions necessary due to s. 2, ch. 2004-484, L.O.F.

Background: In December 2004, at its Special Session "A," the Legislature enacted House Bill 1-A (ch. 2004-484, L.O.F.), which created the Voluntary Prekindergarten Education Program. This bill was approved by the Governor and became effective on January 2, 2005. Section 411.01(5)(d)4.i., F.S., as amended by s. 2, ch. 2004-484, L.O.F., directs the Agency for Workforce Innovation to adopt criteria for the approval of school readiness plans. These criteria must include the coalition's articles of incorporation and bylaws if the coalition is organized as a corporation.

Instructions: Each coalition's articles of incorporation must contain the minimum requirements established in s. 617.0202, F.S., and bylaws must contain the requirements set forth in s. 617.0206, F.S.

In addition to those requirements set forth in ch. 617, F.S., the following must also be included:

- (1) A parliamentary authority reference (*e.g., Robert's Rules of Order, Sturgis Standard Code of Parliamentary Procedure*).
- (2) A reference to s. 112.313, s. 112.3135, and s. 112.3143, F.S., regarding ethics.

The following are actions to be taken when amending a coalition's articles of incorporation and bylaws:

- (1) Delete any reference to the Florida Partnership for School Readiness and replace with Agency for Workforce Innovation, Office of Early Learning.
- (2) Re-name the corporation either by an amendment or re-incorporation, or by filing a fictitious name in accordance with s. 865.09, F.S. The name must begin with "Early Learning Coalition of" and then reflect the county or

counties served or a name reflective of the coalition's region. The counties that the coalition serves must be reflected in the bylaws as well as the coalition name.

- (3) Revise the purpose, intent, goals, or values contained in these documents to reflect the addition of the legislative charge for voluntary prekindergarten, which may include the coalition's vision and mission statements.
- (4) Revise any reference as to the responsibilities of the coalition to reflect the addition of the legislative charge for voluntary prekindergarten.
- (5) Revise any reference to membership, regarding board composition, terms, and voting in accordance with law and policy.¹
- (6) Add a general statement that the articles of incorporation and bylaws are a part of the coalition's plan and any amendments to them constitute an amendment to the plan.

In order to be in compliance with the law, each coalition must submit their Articles of Incorporation and Bylaws with the above revisions within 14 days of completion, but no later than June 15, 2005, to the Agency for Workforce Innovation, Office of Early Learning.

¹ See s. 411.01(5), F.S., as amended by s. 2, ch. 2004-484, L.O.F.; OEL File 206.01 (program instruction concerning minimum and maximum number of coalition members); OEL File 206.02 (program instruction concerning appointment of private-sector board membership); and OEL File 206.03 (program instruction concerning substantial financial interest in early learning programs).