



New York State Early Childhood Advisory Council

Decision-Making Process

Foundational to the ECAC and to its 6 Work Groups are the ECAC's Strategic Plan and each Work Groups' work plans. Decisions within the ECAC and its Work Groups are usually done through group agreement. The majority of work group decisions are related to implementation of work plans and are clearly under the purview of the work group. Other decisions such as those that would change ECAC policies or directions or involve recommendations for changes in state agency policies or programs require approval of the steering committee and/or ECAC membership. In those cases, the following process will be implemented.

1. The recommendation will be circulated to the Steering Committee before their monthly meeting, and the Steering Committee will vote on the item during that meeting. Whoever is present on the call will vote. Steering Committee members who are unable to make the meeting will be given the opportunity to vote electronically. Approval will be by simple majority (51%).
2. If the item is approved by the Steering Committee, and is deemed necessary to send to the full ECAC Membership for approval, then the full ECAC Membership will then vote. If the item needs approval before the quarterly meeting will be held, the voting will be done electronically. If the item is to be brought to the ECAC Membership meeting, the following process will be implemented:
 - Only members or their designated representative can participate in the discussion on the item.
 - Only members or their designated representative can vote on the item.
 - A quorum (2/3) must be present. Approval will be by simple majority of those present. The ECAC Co-chairs will break a tie.
 - Voting is done by show of hands, unless a roll-call vote is requested by a member.
 - Electronic voting will be done if a quarterly in-person meeting is not timely, or a quorum is not reached at the quarterly meeting.
3. Items that require the approval of the Commissioners of relevant agencies and/or the Governor's Office will be sent as a recommendation from the ECAC Co-chairs to the relevant Commissioners and/or the Governor's Office.