

BYLAWS OF THE INDIANA EARLY LEARNING ADVISORY COMMITTEE

ARTICLE I: NAME

The name of this organization shall be the Indiana Early Learning Advisory Committee as established by Indiana Code [12-17.2-3.8-5](#). (Hereinafter to be referred to as the “Committee” or “ELAC”.)

ARTICLE II: PURPOSE

The Committee's purpose is to advise the state on matters related to early childhood education and care, particularly for children from birth to school age. ELAC focuses on improving quality, accessibility, and affordability of early learning programs in Indiana.

ARTICLE III: HIERARCHY OF AUTHORITY

The law governing the Early Learning Advisory Committee shall be:

First, the Indiana Constitution;

Second, all statutes of the general assembly in force, and not inconsistent with the Indiana Constitution;

Third, administrative regulations relating to the duties assigned to the Early Learning Advisory Committee by statute; and

Fourth, any bylaws properly adopted by the Early Learning Advisory Committee.

ARTICLE IV: MEMBERS

Section 1. Committee Membership

Pursuant to IC 12-17.2-3.8-5(b), the Early Learning Advisory Committee consists of the following fifteen (15) members:

1. The secretary of education or the secretary's designee.
2. The secretary of family and social services or the secretary's designee.
3. Nine (9) members appointed by the governor as follows:
 - a. A representative of an organization with an interest in training the early childhood education workforce.
 - b. A representative of a Head Start program under 42 U.S.C. 9831 et seq.
 - c. A member of the general public who has an interest in early childhood education.
 - d. A representative of an early childhood education provider.

- e. A representative from a school corporation who has an interest in strengthening the transition from early childhood education to elementary education.
 - f. A representative of business with an interest in early childhood education.
 - g. A representative of the nonprofit or philanthropic community with an interest in early childhood education.
 - h. A representative of an out-of-school-time program.
 - i. A representative of an organization with an interest in training individuals in the out-of-school time field and strengthening the out-of-school time field in Indiana statewide.
4. One (1) member who:
 - a. is appointed by the speaker of the house of representatives;
 - b. is not a member of the general assembly; and
 - c. shall serve as a nonvoting member.
 5. One (1) member who:
 - a. is appointed by the president pro tempore of the senate;
 - b. is not a member of the general assembly; and
 - c. shall serve as a nonvoting member.
 6. One (1) member who:
 - a. is appointed by the minority leader of the house of representatives;
 - b. is not a member of the general assembly; and
 - c. shall serve as a nonvoting member.
 7. One (1) member who:
 - a. is appointed by the minority leader of the senate;
 - b. is not a member of the general assembly; and
 - c. shall serve as a nonvoting member.

Members notated in (3.) – (7.) above shall serve for three (3) year terms. The members of the committee serve at the pleasure of the appointing authority.

Section 3. Vacancies

Vacancies will be filled in the same manner as the appointment of the vacating member.

Section 4. Removal of Member for Cause

A member of the Committee may be removed for cause. Cause for removal includes, but is not limited to, when a member of the Committee is absent for more than half the meetings in the fiscal year.

Section 5. Compensation

No compensation shall be paid to any officer or member of the Committee.

Reimbursements for expenses incurred shall be paid consistent with Indiana Code and State procurement policies and procedures.

Section 7. Member Resignations

Resignation from the Committee shall be by letter submitted to the appointing authority with copy to the Committee Chair and designated Committee Staff.

ARTICLE V: OFFICERS

Section 1. Selection of Chairperson

Pursuant to IC 12-17.2-3.8-5(d), the governor shall appoint a member of the committee to serve as chairperson of the committee.

ARTICLE VI: MEETINGS

Section 1. Scheduling Meetings

Pursuant to IC 12-17.2-3.8-5(d), the committee shall meet at least six (6) times each calendar year at the call of the chairperson.

Section 2. Public Notice

Pursuant to IC 5-14-1.5-5, public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting.

Section 3. Agenda Preparation

The Chairperson and the Committee staff are jointly responsible for establishing the agenda for each Committee meeting after receiving and considering recommended agenda items from Committee members as well as all other items necessary to fulfill the Committee's mandated responsibilities.

Section 4. Remote Participation

Remote participation is only to be used in circumstances where in-person participation for a given member is impossible. Committee members may not attend more than three meetings during any given year electronically unless the reason is due to:

1. Military
2. Illness or other medical conditions;
3. Death of a relative; or
4. An emergency involving actual or threatened injury to person or property

The member must request permission from the Committee Chair at least seven (7) days before the meeting.

Section 5. Quorum and Voting

Pursuant to 12-17.2-3.8-5(j), the affirmative votes of a majority of the voting members appointed to the committee are required for the committee to take action on any measure, including final reports.

Section 6. Public Participation in Committee Meetings

All meetings of the Committee shall be open to the public and shall be accessible to persons with disabilities. Agendas shall be available upon request.

The Committee shall accept comment from any interested person on items that appear on the Committee's agenda for that meeting, as well as general public comments. A person who desires to speak at a Committee meeting must register prior to the beginning of the meeting. Registration sheets shall customarily be available at least thirty (30) minutes prior to the start of the meeting, and registration shall close five (5) minutes before the start of the meeting. Required registration information shall include the name and address of the person providing the comments, the name of the organization (if any) that the person represents, and the topic to be discussed. Public comments are limited to three (3) minutes in length. Statements shall be timed by the Committee staff and time limits will be strictly enforced.

Written comments may be submitted to the Chairperson or Committee staff by a speaker and copies shall be distributed to the full Committee. No person may speak more than once on the same topic. Comments shall be directed to the Committee, not to an individual member, and questions will not be entertained.

The Chairperson shall enforce these rules and may, subject to these bylaws, take actions necessary to maintain order at the Committee meeting. Such actions may include, but are not limited to:

Interrupting a person making a statement if the statement is too lengthy, unduly repetitive or otherwise violates these rules; and

Limiting the total amount of time devoted to public statements based on the number of persons wishing to make statements and the length of the Committee's agenda.

Public comment will be taken prior to the Committee's discussion and vote on any final action items on the meeting agenda.

Section 7. Parliamentary Authority

The procedures at all meetings shall be governed by the current edition of Robert's Rules of Order, Newly Revised, except as expressly modified by these bylaws.

ARTICLE VII: AMENDMENTS

These bylaws may be amended at any meeting of the Committee by a two-thirds vote of Committee members in attendance, if a quorum is present.

Early Learning Advisory Committee By-laws adopted April 9, 2026.