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## **Bylaws of the New Mexico Early Childhood Higher Education Task Force**

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The New Mexico Early Childhood Higher Education Task Force (the “Task Force”) sets forth the following specific procedural rules for conducting and attending Task Force meetings and for the purpose of organizing its purpose, meetings, membership, obligations, and partners in an effort to meet the following responsibilities:

1. To continuously evaluate the effectiveness of early care and education licensure and preparatory programs at New Mexico institutions of higher education.
2. To respond to emerging issues, trends, and problems affecting the care and education of New Mexico’s young children and their families with innovation and modifications of early care and education licensure and preparatory programs at New Mexico institutions of higher education.
3. To advocate for supportive resources that increase the diversity of New Mexico’s early care and education workforce.
4. To promote collaboration between Task Force members and entities responsible for early care and education across New Mexico.

### **Article I**

#### **Purpose**

The Task Force was created as a voluntary, statewide, stakeholder group in 1992 to oversee the competencies, impact, and growth of higher education licensure and preparatory programs for early care and early childhood providers. The purpose of the Task Force is to extend the invitation of dialogue regarding the availability of quality higher education early childhood programs throughout New Mexico for professionals working in early care, early education, and family support in a variety of settings. A comprehensive historical document describing the history and activities of the Task Force is maintained by the Task Force.

### **Article II**

#### **Meetings**

##### Regular

The Task Force shall meet at least every month on a consistent day, time, and place to be announced at the beginning of the academic calendar (August). Written notice of the meeting, including an agenda and any pending previous meeting minutes, shall be prepared by the Task Force leadership and provided to Task Force members five (5) business days before the meeting date. At the beginning of each Regular meeting, Task Force leadership will facilitate a process of introductions that include the attendee’s relationship to the Task Force, including their affiliated Institution and Task Force voting status.

##### Special

The Task Force shall convene if a meeting is called for by the Chair or Co-Chair or at the request of at least one-third of the Member Institutions. All Special meetings must be requested in writing addressed to the Chair and Co-Chair, including the purpose(s) of the request. Only that business reasonably related to the purpose(s) described will be addressed. Notice of any special meeting will be provided to Task Force members at least 72 hours prior. Member Institutions will be required to meet attendance and voting expectations at Special meetings.

##### Committee Meetings

The method for calling Committee meetings shall be the same as that for calling Task Force meetings or at the discretion of the Committee membership to discharge their responsibility. The Committee Chair will report on the activities of the committee and subcommittees to the Task Force at each regular meeting.

### **Article III**

#### **Leadership**

##### Decisions

Task Force leadership will consist of one Chair from a four-year Member Institution and a Co-Chair from one of the following Member Institutions: two-year public school or two-year branch community college. The following apply to Task Force Leadership decisions:

1. The Task Force shall elect the Chair and Co-Chair from among nominated members. Election of Task Force leadership Chair will occur at the last meeting of the academic calendar year in even years after nominees are announced. Election of the Task Force leadership Co-Chair will occur at the last meeting of the academic calendar year in odd years.
2. The Chair and Co-Chair serve two-year terms beginning on the date of election.
3. The Chair and Co-Chair may serve a maximum of two (2) consecutive terms.
4. In the event either the Chair or Co-Chair are unable to complete their term, the Task Force will elect a replacement at the next meeting to serve the remainder of the term.

##### Duties

The Chair and Co-Chair shall:

1. call for and preside at all meetings of the Task Force according to Article IV including, but not limited to:
  - a. prepare agendas for each meeting, including the scheduling of any guests and visitors, and in conjunction with partner organizations.
  - b. provide the agenda for any upcoming meeting are provided to the Task Force members five (5) business days in advance of that meeting.
  - c. ensure minutes from all meetings are sent to the Task Force members five (5) business days in advance of any upcoming meeting.
  - d. maintain attendance records of all members.
2. call for and preside at all votes completed by Task Force membership according to Article V including, but not limited to:
  - a. prepare, facilitate, and implement an annual scope of work that details the task(s) to be completed during the academic year by the Task Force, in consultation with partner organizations and Member Institutions. Each task requires review of previous Task Force discussions, an objective, a deliverable, and key personnel for task completion.
3. facilitate, update, and maintain membership of the Task Force according to Article VI including, but not limited to:
  - a. invite new membership and partner organizations according to the annual scope of work, state initiatives, and recommendations from Task Force members.
  - b. update and maintain the status of program offerings across institutions.
  - c. update and maintain a directory of membership and member status
4. represent the Task Force in presentations and requests by government or private sector organizations (unless such responsibility is delegated).

### **Article IV**

#### **Membership**

##### Description

Membership is solely related to faculty, staff, and stakeholders that oversee or support higher education licensure and preparatory programs for early care and early childhood providers of New Mexico.

### Professional Conduct

Task Force Members should maintain objectivity and professionalism when carrying out all related business. Task Force Members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age. To the greatest extent, Task Force members will be respectful of diverse viewpoints, use humanizing language, and acknowledge the history and current context of Task Force work.

If a Task Force Member acts in a manner which brings the work of the Task Force into question or controversy, it shall be the responsibility of the Task Force Leadership to address the incident and, if appropriate, to recommend removal of the individual from the Task Force. Removal of a Member must be completed through a majority vote (see Voting Obligations, Article V).

### Voting Members

Twenty-six (26) Voting Members of the Task Force are appointed representatives of Member Institutions. Each Member Institution is allowed to appoint one Voting Member per professional level of degree offered in accordance with the state's *Career Lattice* (see below) at the Associate's and Bachelor's degree levels. Multiple degrees offered in the same level are only appropriated one vote (e.g., an institution offers both a licensure and non-licensure pathway at the Bachelor's degree level, they are represented by one vote). On the contrary, offering degrees at multiple levels results in one vote per level (e.g., an Associate's degree and the Bachelor's degree level equates to two votes). These voting members should be selected based on their role and knowledge of the Member Institution's early care and education licensure and preparatory pathways. It is the responsibility of each Member Institution to determine who will serve as the Voting Member for the Member Institution before a required vote commences. New Mexico institutes of higher education may become a Member Institution with a majority vote by current Voting Members (see Voting Obligations, Article VI).

#### *(a) Member Institutions*

Description of a Member Institution

A:shiwi College	NMSU – Dona Ana Community College
Central New Mexico Community College	NMSU – Grants
Clovis Community College	Northern New Mexico College
Diné College	San Juan College
Eastern New Mexico University	Santa Fe Community College
ENMU-Ruidoso	Southeast New Mexico College
Luna Community College	Southwestern Indian Polytechnic Institute
Mesalands Community College	University of New Mexico (UNM)
New Mexico Highlands University	UNM, Taos Branch
New Mexico Junior College	UNM, Gallup Branch
Navajo Technical University	UNM, Valencia Branch
New Mexico State University (NMSU)	University of the Southwest
NMSU – Alamogordo	Western New Mexico University (WNMU)

#### *(b) Career Lattice*

Not eligible for voting representation:

- 45 hour entry level course
- New Mexico Child Development Certificate
- Professional Certificate

Eligible for voting representative (one vote per degree level, regardless of the number of programs)  
Associate's Degree  
Bachelor's Degree

### Non-Voting Members

Members of the Task Force are invited by the Task Force leadership, upon research of their necessity to Task Force work and recommendations from current Task Force Members. Non-Voting Members are all institutional and partner participants who meet attendance criteria of Membership but are not designated as an institution's Voting Member

### Committee Chairs

Committees may be created by the Task Force to meet its responsibilities. These committees shall serve for special purposes to comply with special needs. Chairs of the Committees shall be voluntary and officially appointed by the Task Force Leadership. In the event that more than two individuals request to serve as Chair or Co-Chair, a vote may be called to determine appropriate leadership.

### Attendance

Attendance records are maintained by the Task Force leadership. If a Member Institution is unable to attend a scheduled meeting, notification to Task Force Leadership is recommended to ensure timely involvement through other avenues. If a representative for a Member Institution is unable to attend a meeting, the Member Institution may send a representative. All Members are expected to attend at least six (6) of the eight (8) annual meetings to be considered "active." Members who do not attend at least six (6) meetings will be considered "inactive," and will continue to receive access to meeting materials and announcements for one year. After more than one year of an "inactive" status, the Member will be removed from the Member list, maintained by Task Force leadership.

## **Article V**

### **Obligations**

#### Voting Obligations

A majority vote, as measured by one vote per participating Member Institution may be necessary for action by the Task Force in the following circumstances and are guided by the following requirements.

- (a) To set an annual Scope of Work
  - (i) The first meeting of the academic year will include an opportunity for Member Institutions to propose and describe tasks that are relevant to the work of the Task Force. This discussion should include any work suggested by the Task Force members in previous meetings, as reviewed by Leadership.
  - (ii) By the second meeting of the academic year, the Task Force members will be provided with a draft Scope of Work that includes up to five (5) tasks, including the name, deliverable, objective, and requirements/considerations.
  - (iii) Member Institutions will follow voting procedures (see below) to approve the annual Scope of Work. If the Scope of Work requires ongoing revisions or is not approved, the vote may carry to the third meeting of the year.
- (b) To amend existing Bylaws
  - (i) The Task Force may amend these bylaws at a regular or special meeting with a majority vote.
  - (ii) The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be considered.
  - (iii) An Amendment to the bylaws takes effect when approved by the Task Force unless the amendment specifies a later effective date.

- (iv) Copies of amended bylaws will be distributed to Task Force members by the Task Force leadership.
- (c) To elect Task Force Leadership
  - (i) The Task Force shall elect the Chair and Co-Chair from among nominated members.
  - (ii) The nomination period shall open in the meeting prior to the final meeting of the academic calendar year.
  - (iii) Election of Task Force Leadership Chair will occur at the last meeting of the academic calendar year in even years. Election of the Task Force leadership Co-Chair will occur at the last meeting of the academic calendar year in odd years.
- (d) **Stewardship of the Early Childhood Articulation Catalog**
  - (i) The Task Force serves as the designated steward of the New Mexico Early Childhood Articulation Catalog, including its development, revision, maintenance, and alignment with the state's Early Childhood Career Lattice, competencies, and higher education pathways.
  - (ii) The Task Force holds the authority to review, propose, and approve revisions to the articulation catalog, including course alignment, competency mapping, and transfer pathways, through established voting procedures outlined in this Article.
  - (iii) Proposed revisions to the articulation catalog may originate from Member Institutions, Task Force committees, or partner organizations, and must be reviewed through the Task Force's established processes for discussion, feedback, and voting.
  - (iv) The Task Force will engage relevant state agencies and partners, as appropriate, to ensure alignment with statewide early childhood systems, while maintaining final decision-making authority regarding the articulation catalog within the Task Force.
  - (v) Task Force Leadership is responsible for ensuring that the most current version of the articulation catalog is maintained, documented, and disseminated to Member Institutions and partners.
- (e) To add/remove a Member Institution
  - (i) Member Institutions may be added with a majority vote by Voting Members. Inclusion as a Member Institution indicates that the Institution offers at least one early care and education degree pathway and a commitment to participate in Task Force meetings and duties.
  - (ii) Member Institutions may be removed with a majority vote by Voting Members. Exclusion as a Member Institution indicates that the Institution no longer offers an early care and education degree pathway or has not consistently participated in the Task Force meetings and duties.
- (f) To remove a Member
  - (i) Removal of a Member must be completed through a majority vote.
- (g) For state-requested approvals of licensing, course sequence, and competency changes.
  - (i) At the request of a state entity (e.g., PED, HED, ECECD), the Task Force may vote on specific measures and changes related to licensing, course sequences, and competency changes that impact the early childhood education field in New Mexico.
  - (ii) These requests must be made by a state entity at least ten (10) days in advance of an opportunity to vote.
  - (iii) A majority decision will be reported by Task Force Leadership to the state entity along with a report of any recommendations, considerations, and comments made by membership during the process of review.

#### Deliverable Obligations

The Task Force will engage in a process of consensus building for all deliverable obligations including those set forth in the annual scope of work and those requested by institutions and partners. In this process, Members agree to actively participate in finding decisions together that represent the group as a whole, rather than a majority. The deliberation process shall include diverse experiences and views and make a good faith effort to

recruit and include partners, members, and institutions in the deliberation process. The deliverable obligation process includes bringing an issue or deliverable forward, allowing discussion through multiple rounds of dialogue, and ensuring Member Institutions and partners have a period of asynchronous open comment opportunity.

Prior to disseminating deliverables, Task Force Leadership will facilitate the following:

- (a) The formal presentation of the deliverable to the Task Force at a Regular Meeting.
- (b) An open discussion of the deliverable that includes Member and partner dialogue at a Regular or Special Meeting.
- (c) A period of asynchronous open comment lasting at least five (5) business days.
- (d) At least one (1) discussion opportunity after formal discussion after a draft deliverable.

### Action

When a vote of Task Force members is warranted, the Task Force Leadership will facilitate a vote according to the following procedures:

- (a) The formal announcement of a voting item to the Task Force at a Regular Meeting prior to the vote.
- (b) An open discussion of the voting item that includes Member and partner dialogue at a Regular or Special Meeting.
- (c) Naming all voting representatives expected to cast a vote (according to Article IV).
- (d) A period of absentee voting (no less than five business (5) days) followed by a formal vote at a Regular or Special Meeting.
  - (i) A Member Institution may transfer voting rights by proxy for voting in a Regular or Special Meeting. Member Institutions assigning a proxy for a vote must communicate this change to the Task Force Leadership within 48 hours of the Regular or Special Meeting when the vote is occurring.
  - (ii) Member Institutions may be permitted an absentee vote in the event they are unable to attend the Regular or Special Meeting when the vote is occurring and no proxy can be assigned. Member Institutions requiring an absentee vote must communicate this need, and their vote, with the Task Force Leadership within 48 hours of the Regular or Special Meeting when the vote is occurring.
  - (iii) In the Regular or Special Meeting where the vote is occurring, Task Force Leadership will establish the presence of the Member Institutions, confirm the Voting Member(s) of the Member Institution, and record all votes (including absentee and anonymous votes) in order of the Member Institution list recorded in the Bylaws.
- (e) A majority decision will be reported before the end of the Regular or Special Meeting when the vote is occurring. Announcing a majority decision requires the submission of votes from the majority (more than 50%) of the voting members.

## **Article VI**

### **Partnership**

The Task Force voluntarily associates themselves with partner organizations in New Mexico for the purposes of conducting business related to the state's early care and early childhood education workforce. These partnerships are mutually beneficial, ongoing, and supportive by arrangement between both parties, to provide expanded opportunities that enhance student success in higher education licensure and preparatory programs for early care and early childhood providers.