

A DECISION AND IMPLEMENTATION FRAMEWORK FOR THE CABINET

Decision- Making

As a policy-making body, the Cabinet shall develop, disseminate, and oversee the implementation of policies and/or decisions reached by a majority of the voting members. Because the Cabinet represents many constituencies and several agencies, the Cabinet will adhere to the following protocol for making subsequent decisions on policy or other such matters as may affect different groups throughout the state:

Process

1. All budgetary questions or policy decisions must undergo two votes: the first to endorse the concept, policy, or decision proposed; the second to confirm the decision, after sufficient time has elapsed between meetings.
2. Budgetary questions or policy matters shall be voted on by the full Cabinet, but no vote shall be taken unless the question or policy is placed on the agenda by a Cabinet member one week prior to the publication of the agenda. In the instance when an emergency vote must be taken, without adequate time to present it before the full Cabinet, the matter may be referred to the Cabinet's Executive Committee for a vote of approval.
3. All Cabinet members are free to submit budget items or policies to the Co-chairs for inclusion in the agenda, and as the need arises, the Co-chairs may convene ad hoc committees to assist in the formulation of budgetary or policy matters. Ad hoc committees may be staffed with members outside the Cabinet to allow for expedient completion of the work needed to bring such items to the governing body.
4. All decisions reached by the Cabinet shall be final and cannot be altered unless by a later vote of the membership.

Dissemination

1. Within 10 days of voting approval of a policy or budget decision, the Co-Chairs shall disseminate via email and hard copy the outcome of the vote and accompanying documentation to all members of the Cabinet, the Office of the Cabinet, the Bureau of Early Childhood Education at the SDE, and other such bureaus and/or organizational units in other state agencies (e.g., DSS, DPH, etc.) In addition the Co-Chairs will take steps to disseminate the Cabinet's decisions to the following individuals, groups and/or community organizations:
 - The Governor's Office
 - The Co-chairs of Education Appropriations
 - The Chief Financial Officer of the SDE
 - Policy and Research Council Co-Chairs

- Any Agency head, or Commissioner affected by the outcome of the decision.
- Any Town and Municipal leaders and/or child advocate groups affected
- Any non-profit or charitable groups affected
- Any education stakeholder groups affected

For the sake of convenience a standard dissemination list shall be generated and added to as the need arises.

2. In addition to disseminating the content and dollar figures attached to the decisions made by the Cabinet, the notification of indicate the date or dates when the decision will go into effect, as well as the individual(s) or group(s) tasked with carrying it out.

Oversight and Administration of Decisions

1. It is the assumption of the Cabinet that budgetary and/or policy decisions will be processed in accordance with the above, and members and/or groups affected by the votes taken by the Cabinet will have had ample time to review and comment on items brought to a vote. Nonetheless, circumstances may arise when a decision is reached without adequate consideration of the concerns of one or more parties.
2. In such an event, any agency or member affected by the vote shall have one week upon receipt of the decision to request a reconsideration of the vote and shall request in writing the Co-Chairs bring the issue to the next Cabinet meeting for reconsideration. Under such circumstances, the party or parties requesting a reconsideration of the vote must be present and offer reasons why the vote should be changed.
3. In the event that a week passes and no appeal is made for reconsideration, the decision will be final unless a member of the Cabinet chooses to request reconsideration.
4. All agencies, individuals, and/or groups affected by the Cabinet's decision(s) shall abide by the decision reached and take steps to implement the decision. Such groups and/or individuals may request technical or financial assistance from the Cabinet, the Office of the Cabinet or the Bureau of Early Childhood Education, if such assistance is warranted and needed.
5. Once the Cabinet has made a policy or budgetary decision, Cabinet members involved in its implementation will sign onto a Memorandum of Agreement outlining respective roles and functions required for implementation. In addition, signatories agree to provide regular progress updates.