

BY-LAWS OF THE HEAD START POLICY COUNCIL

Article I Name

The name of this organization shall be the Capital Area Community Action Agency's Policy Council, whose headquarters are based in Tallahassee, Florida.

Article II Purposes and Functions

Section 1 Purposes

The purpose shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- a. Serve as a link to the Parent Committee, the Board of Directors, public and private organizations, and the communities they serve. Provide information, initiate suggestions and reports to and from these groups.
- b. Assist Parent Committees in communication with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs. Assume responsibility for recruiting volunteer students from Florida A & M University and Tallahassee Community College.
- e. Establish and maintain procedures for working with the Board of Directors to resolve community complaints about the program.

Section 2 Functions

The general functions of the Capital Area Community Action Agency's Head Start Policy Council, in accordance with 1304.50, are to work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:

- a. All funding applications and amendments to funding applications for

Head Start, including administrative services, prior to the submission of such applications to DHHS/ACF.

- b. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- c. Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program.
- d. The composition of the Policy Council and the procedures by which policy group member are chosen.
- e. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305.
- f. Location of centers or classes.
- g. The annual self-assessment of the agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
- h. The annual independent audit.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- J. Recommendations to hire or terminate the Head Start Director and any person who works primarily for the Head Start Program . The Executive Director of the agency shall submit applications to the Policy Council for the Head Start Director's position along with a recommendation. The Executive Director shall make recommendations to the Policy Council to terminate the Head Start Director. The final decision made in both cases will be the result of a joint effort between the council and the Board of Directors.

Article III Membership

Section 1 Composition

At least 51% of the membership of the Capital Area Community Action Agency's Head Start Policy Council shall be comprised of parents of currently enrolled children.

Section 2 Categories

Membership shall be comprised of two types or representatives: parents of children currently enrolled and community representatives.

- a. Each Head Start Parent Committee will elect one parent member to serve on the Council and one alternate, who will act in place of the representative in his or her absence. An alternate is classified as a member and is subject to the same term limitations as the regular member.
- b. There will be one (1) representative from the Board of Directors of the Capital Area Community Action Agency.
- c. Not more than 49% of community representatives will be selected from businesses; public or private community, civic and professional organizations; and others who are familiar with resources and services for low income children and families as well as early education and care. Former Head Start parents may also be community representatives .
- d. The Capital Area Community Action Agency's Board of Directors will propose the procedures for election of parent members and the selection of community representatives. The proposals must be approved by the Policy Council.

Section 3 Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than three (3) one-year terms.

Section 4 Voting Rights

Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by, or for, any member.

Section 5 Termination of Membership

A member of the Policy Council can be terminated if absent from two (2) consecutive meetings, or total of three (3) meetings during a year, without having submitted a legitimate excuse in writing to the Chairperson prior to the meeting. A member of the Policy Council may also be terminated if the member violates

the signed Standards of Conduct for program staff, consultant, and volunteers.

Section 6 Resignation

A member shall provide a written statement of resignation to the Policy Council Chairperson.

Section 7 Vacancy

All Parent Committees should elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

Section 8 Nepotism

No agency staff (or members of their immediate families) may serve on the Policy Council except parents who occasionally substitute for regular Head Start staff.

Article IV Selection, Terms and Duties

Section 1 Officers

The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer. Other officers shall be elected as deemed necessary by the Council.

Section 2 Election and Term of Office

Each officer shall be elected by the full membership of the Policy Council when members are seated for that year, and shall serve a term of one (1) year. The Council will be seated in October of each year.

Section 3 Removal

Any officer or member of the Council who fails to perform the duties as outlined in the By-Laws, can be removed by a two-thirds vote of the membership.

Section 4 Chairperson

The Chairperson shall preside at all meetings and maintain order. Prior to the meeting, the Chairperson will prepare the agenda with the Head Start Parent Involvement Specialist and any other pertinent persons. The Chairperson also serves on committees and coordinates activities as needed; works closely with the Head Start Director as necessary; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements and performs other duties as assigned.

Section 5 Vice-Chairperson

The Vice-Chairperson shall preside in the absence of the Chairperson or

whenever the Chairperson temporarily vacates the chair. In case of resignation or death of the Chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

Section 6 Secretary

The Secretary shall record the minutes of every Policy Council meetings; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; keep a file of all correspondence received; read correspondence as needed; maintain a file of minutes; assist the Chairperson in following the agenda and record and read motions as they are made; read minutes of the last meeting; and perform other duties as assigned.

Section 7 Treasurer

The Treasurer shall be responsible for making quarterly reports of the Parent Activity Accounts and shall serve in the absence of the Secretary and shall Assist in performing duties whenever necessary.

Article V Committees

The Policy Council may appoint committees as are necessary for special projects.

Article VI

Section 1 Regular Meetings

Regular Meetings of this Policy Council will be held monthly on a date and at a time decided upon by the Council and at a place provided by the program.

Section 2 Special/Call Meetings

There will be special meetings of council only when there is a need. All special meetings shall be called by the chairperson at least 48 hours in advance.

Section 3 Notice of Meetings

Written notices shall be mailed to each member at least five (5) working days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. The agenda may be amended, if necessary, and with approval of the Council at the meeting. Notices of special meetings shall be made by telephone notification and/or overnight mail to each member at least 48 hours prior to the date of the meeting, with an explanation for the meeting.

Section 4 Quorum

51% of the filled slots on the Council must be present to constitute a quorum in

order to transact business for regular or special meetings. In the event there is no quorum and action is required before the next meeting, the members can vote by email or by telephone. This will be coordinated by the Parent Involvement Specialist.

Members of the Council who live in the outlying counties may attend meetings via Skype, except when adverse personnel actions are to be addressed. This will be made available at the Head Start Center in that county. Any member may attend via conference call, when necessary.

Article VII Amendments

These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting. All amendments must be approved by a two-thirds vote of the Policy Council.

Revised 01/16/14

Approved: 11/15/04

By-Laws