

**GATEWAY HEAD START
POLICY COUNCIL BYLAWS
ARTICLE I
Name**

The name of the organization shall be the Gateway Head Start Policy Council.

**ARTICLE II
Purpose and Functions**

Section I. Purpose

The purpose shall be to implement Subpart D, Section 1304.50 of the Head Start Performance Standards dated November 5, 1996, (henceforth to be termed 1304.50) for which the Head Start Policy Council is created to serve as a link between public and private organizations, the grantee Board of Directors, the communities served and the parents of children enrolled in the planning and coordinating of the Head Start Program in the counties of Bath, Menifee, Morgan, Montgomery and Rowan in the State of Kentucky.

Section II. Functions

- A. Serve as a link between Head Start and public and private organizations, neighborhood councils, the grantee board of directors, and the community it serves.
- B. Initiate suggestions and ideas for program improvements, and to receive periodic reports on actions taken from Head Start management.
- C. Plan, coordinate and organize agency-wide activities for Head Start parents with the assistance of the staff.
- D. Budget Parent Activity funds to Parent Committees
- E. Recruit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs.
- F. Communicate with all parents, and encourage their full participation in the Head Start program.
- G. Approve the goals of Head Start within the agency as proposed by the grantee Board and develop ways to meet these goals within Health and Human Services (HHS) Administration for Children and Families (ACF) guidelines.
- H. Approve the location of the Head Start centers.
- I. Approve the criteria used for the selection of children within applicable laws and HHS/ACF guidelines.

- J. Approve the composition of the appropriate parent policy-making groups and methods for setting them up with HHS/ACF guidelines.
- K. Serve as an intermediary or group that assists or attempts to resolve community complaints about Head Start.
- L. Be consulted to ensure that standards for acquiring space, equipment and supplies are met.
- M. Review reports submitted by Head Start centers, the Grantee and the Head Start Delegate agency.
- N. Approve or disapprove the Head Start Personnel Procedures including establishment of hiring and firing criteria for Head Start staff, career development plans and employee grievance procedures.
- O. Approve or disapprove the hiring and/or firing of the Head Start Director.
- P. Approve or disapprove the hiring and/or firing of the Head Start staff.
- Q. Approve or disapprove the request for funds and proposed work programs (the grant package) prior to sending to HHS/ACF, with sufficient time to study the grant package and ask questions of the Head Start and Grantee personnel.
- R. Approve or disapprove major changes in the Head Start operating budget and work program while the program is in operation.
- S. Approve or disapprove information prepared for the review of HHS as well as other reviews as necessary.
- T. Assist with an annual self-evaluation of the Head Start program.

ARTICLE III **Membership**

Section I. Members

The Head Start Policy Council shall consist of 13 members. At least fifty-one percent (51%) of the membership will be comprised of parents of a child currently enrolled in the Head Start program. In accordance with 1304.50, the second category of membership will be members of the community.

- A. As far as possible one parent will be elected to represent each of the sites. One parent from each center, will be elected as REPRESENTATIVES, with one parent from each site, elected as ALTERNATE. In the event that a REPRESENTATIVE IS UNABLE TO ATTEND the Policy Council Meeting, one of the ALTERNATES must be contacted to attend in his/her place. All parents serving on the Policy Council must have a child currently enrolled in the program. Elections will take place as soon as possible following the start of the school year. All parents in attendance will have the opportunity to vote on their representative and alternate.

- B. All community representatives must be approved by the parent members of the Policy Council before they can be seated. Community representatives shall represent major agencies of the community and counties served by the Head Start program as defined in 1304.50. Former Head Start parents are eligible to serve as representatives of the community on the Policy Council.
- C. All program options will be represented on the Policy Council. A delegate agency Policy Committee member, if applicable, and a GCSO Board Member may attend in a non-voting capacity.
- D. Policy Council members shall serve a term of one (1) year. No member shall serve on the Policy Council as a parent member and/or community representative for more than three (3) years. Community representative membership terms will be staggered to allow for at least one member to rotate off the Policy Council each year.

Section 2. Duties

Each member of this Policy Council should: attend meetings regularly; arrive on time for all Policy Council and committee meetings; remember the parents they represent; actively participate in meetings by reading the agenda prior to the meeting and discussing matters to be considered with other parents in the class they represent; report back to the parents of the class he/she represents any actions taken by the Policy Council; remember the rights of the other members to express their opinions; alert the Alternate that he/she must attend a Policy Council meeting in that member's absence; be a member of a standing committee; debate the issues, not persons; and accept and support any final decisions of the majority of the Policy Council.

Section 3. Voting

- A. Each Council member or their alternate, in the absence of the member, shall have one vote. Alternates may not serve as an officer of the Council. There shall be no proxy voting by or for any member
- B. All questions or issues at an official meeting of the Policy Council shall be decided by a majority vote of the members present who are entitled to vote.

Section 4. Termination of Membership

- A. A member of the Policy Council can be terminated automatically if he/she is absent for three (3) consecutive meetings without having submitted a legitimate excuse in writing or by telephone to the Head Start Director or executive administrative assistant. The executive administrative assistant will send a letter of termination with the Chairperson's approval.
- B. If the representative is absent for two (2) consecutive Policy Council meetings, the Head Start staff will call the individual and determine if there is any assistance that the member needs to attend the meetings. If there is a need to elect a new representative, the Head Start Director will inform the Council.
- C. Resignation-A member shall give a written statement of reasons before Resigning.

- D. Vacancy-A new parent Policy Council member may be elected to represent a classroom within thirty (30) days after such a vacancy occurs. If a vacancy occurs from a community representative, the parent members must approve any replacement.
- E. Conflict of Interest-No person can serve as a member of this Policy Council while he/she or any member of his/her immediate family is employed in the Gateway Head Start Program or where he/she or any member of his/her immediate family is engaged in or bidding for contractual or provider services or in negotiation with Head Start. If at anytime throughout the member's term, they submit an application for employment and are called for an interview with the Head Start program, they must temporarily step down from the Council, providing a written statement to the Head Start Director as a notification of their temporary resignation from the Council. Parent representatives should immediately notify their alternate and request their attendance during their temporary absence. Community representatives will appoint an alternate from the agency they represent to sit on the Council in a voting capacity during their absence. If hired, the Council member will vacate their position permanently. If not hired, the Council member will have the option of returning to the Council as a member. In the event an executive committee member submits an application, the Policy Council in accordance with **Section 3 Voting Part A**, will elect another member for the position at the Council meeting following the temporary resignation.

Section 1. Officers

The Policy Council shall elect a Chairperson, Vice Chairperson, and Secretary who shall be members of the Policy Council Executive Committee. Other officers shall be appointed as deemed necessary

Section 2. Election and Term of Office

Each officer shall be elected by a majority vote of the Policy Council once the full Policy Council has been seated and shall serve a term of one (1) year.

Section 3. Removal

Any officer or member of the Policy Council who fails to perform their duties as outlined above or below, can be removed by two-thirds (2/3) vote of the Policy Council

Section 4. Chairperson

The Chairperson shall preside at all meetings. The chairperson shall talk no more than necessary when presiding, have an understanding of the by-laws of the Policy Council, refrain from entering into debates of questions before assembly; shall extend every courtesy to the discussion of the motions; shall call meetings to order and formally close them; note whether a quorum is present and declaration of same; shall work with the Head Start Director in preparing an agenda for each regular meeting and mail it to each member; shall call meetings and mail notices of special meetings and explanations of same to each member, appoint chairpersons to all committees, explain each motion before it is voted upon; and may vote to break a tie.

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-Chairperson shall assume the office of Chairperson until a permanent Chairperson is elected.

Section 6. Secretary

The Secretary shall record the minutes of every Policy Council meeting once the meeting has been called to order. The Secretary will keep a copy of all pertinent business pertaining to the meeting. Minutes of the previous meeting shall be distributed to all members before the next meeting, and shall be made available to the public upon request.

ARTICLE V
Schedule of Notice of Meeting

Section 1. Schedule

This monthly meeting of the Head Start Policy Council shall be the third Tuesday of each month in the area determined by the Policy Council. Regular meetings will be open to the public.

Section 2. Special Meetings

Special meetings may be called by the Chairperson of the Head Start Policy Council or upon the request of any five members of the Head Start Policy Council. Special meetings shall require at least 48 hours notice.

Section 3. Written Notice

Written notice stating the place, date and time of regularly scheduled meetings shall be mailed to each Head Start Policy Council member at least seven (7) days prior to the meeting date. Special meeting notices shall be mailed to Policy Council members at least 48 hours prior to the special meeting. All meeting notices shall include the meeting agenda.

Section 4. Quorum

A quorum for all regular and special meetings of the Head Start Policy Council will consist of those active members present at the time of the meeting. A quorum consisting of at least 51% of active members of the Head Start Policy Council membership shall be required at any meeting for the purposes of conducting the following business: (a) amending, altering, or repealing the by-laws (b) appointing or terminating the Head Start Director (c) terminating any staff member of the Head Start program. When business items mandate a quorum consisting of 51% membership, that requirement will be announced on the agenda. In the event a quorum consisting of 51% is not present for business items that require a super majority quorum, that business will not be conducted. However, other business on the

agenda that does not require a super majority quorum will be conducted by those active members present.

ARTICLE VI
Committees

Section 1. Executive Committee

The Executive Committee shall be composed of the officers of the Policy Council. The Executive Committee shall have the power to conduct business between regularly scheduled Policy Council meetings.

Special Committees-Part I

Special Committees may be appointed by the Chairperson or selected by the Policy Council as the need arises to include but not limited to the following:

- A. Personnel/Executive Committee
- B. Family Services
- C. Children's Services
- D. Fiscal Committee

These committees will meet from 9:30 to 10:00 before each Policy Council meeting.

Special Committees-Part II

Special Committees will include representatives from the Policy Council and be supported by the appropriate Head Start staff.

ARTICLE VII
Parliamentary Authority

Section 1. Rules

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Board may adopt.

ARTICLE VIII
Amendment of Bylaws

Section 1. Amendments

These by-laws may be amended at a regular meeting of the Board by two-thirds (2/3) majority of the voting members of the Policy Council. The amendment must be proposed at one meeting and voted upon at a subsequent meeting.

Approved Brenda Evans Date 9-20-16
Policy Council Chair