

# Head Start to Success

# Policy Council By-Laws

## ARTICLE I

### Name

The name of this organization will be the "Head Start to Success Policy Council," hereafter known as Policy Council.

## ARTICLE II

### Purpose

The purpose of the Policy Council shall be to implement the Head Start Policy Manual (70.2) dated August 10, 1970. The Policy Council is to serve as a go-between among public and private organizations, the Grantee (Clackamas ESD), the communities served by Head Start to Success, and the families in the Head Start to Success program.

## ARTICLE III

### Membership

#### *Section A: Eligibility*

1. Membership of the Policy Council will be made up of:
  - a) Parents of children currently enrolled in Head Start to Success
  - b) At least one Community Representative, and
2. A Parent State Representative (which may be another elected official)
3. At least two-thirds (2/3) of the Policy Council will be parents of children currently enrolled in Head Start to Success.
4. Members should be limited to a combined total of five (5) one-year terms.

#### *Section B: Selection*

1. Policy Council shall elect one (1) Community Representative to serve for a period of ONE (1) YEAR.
2. Community Representatives can be former Head Start to Success parents or members of the communities served by Head Start to Success.

#### *Section C: Voting Rights*

1. All parent and community representatives and will serve in a voting capacity. Each voting representative will have a maximum of one vote.
2. A quorum is defined as the voting members present or represented by a proxy at the meeting. Representatives may assign their proxy to the voting majority for that meeting if they and the alternate are unable to attend.
3. Policy Council meetings are open to the public and attendees are subject to Head Start to Success policies on confidentiality. Non Policy Council members may be asked to leave when confidential matters are being discussed at the council's discretion.
4. Policy Council members are expected to follow standards of conduct consistent with the mission of Head Start and with productive and constructive discussions during Policy Council business and on Head Start property. Policy council members who violate standards of conduct in meetings or in program facilities; or who impede the progress of Policy Council meetings may be asked to leave and be temporarily or permanently suspended from Policy Council by the Chair, by vote of the Policy Council or by the Head Start Director.

### ***Section D: Absences***

1. If an elected officer cannot attend a meeting, notification must be made to Head Start to Success prior to 5:00 PM. If the absence was due to an emergency, notification must be made to the Head Start to Success staff within 48 hours after the scheduled Policy Council meeting. A notification must be made in order to have the absence excused.

### ***Section E: Removal***

1. Any officer of this Policy Council who fails to perform their duties as outlined in these By-Laws can be removed by a two-thirds' (2/3) vote of the Policy Council members present at the meeting when a quorum is present.

### ***Section F: Resignation***

1. An officer should give the Executive Committee a written statement of resignation. If a member verbally informs the chair that he/she is resigning, the Chair should inform the Policy Council of their intent to resign.
2. If a Policy Council representative misses two meetings in one year without notifying the program, the representative will be considered to have resigned from Policy Council.

### ***Section G: Vacancy***

1. When an officer position is vacated the Policy Council will elect a new representative to serve the remainder of the term.

### ***Section H: Nepotism***

1. No one can serve as an officer on the Policy Council while he/she, or any member of their immediate family is employed by Head Start to Success.
2. The definition of immediate family will be the following: wife, husband, son, daughter, mother, father, brother, sister, grandparents, grand children, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy.

### ***Section I: Duties***

1. The duties of all members of this Policy Council are as follows:
  - a) Attend meetings regularly.
  - b) Arrive on time for all meetings.
  - c) Actively participate in meetings.
  - d) Read Policy Council minutes.
  - e) Stay aware of the Council's purpose, plan, and progress. Make reports back to School meetings, as well as report information and concerns from the School meetings to Policy Council.
  - f) Consider all sides of a matter before voting.
  - g) Debate the issues; not the people.
  - h) Accept and support all decisions made by the majority of the Policy Council.

### ***Section J: Quorum***

1. A Quorum for the conducting of business is necessary at any meeting.
2. This quorum will apply to all regular Policy Council meetings and any special Policy Council meetings.

## **ARTICLE IV**

### **Officers**

#### ***Section A: Offices***

1. The Policy Council shall elect a Chairperson, Vice Chairperson, and a Secretary.
2. State Representative
3. Community Representatives.

#### ***Section B: Election and Term of Office***

1. Officers will be elected by a majority vote at the earliest possible Policy Council Meeting of the school year for a one-year term.
2. Any officer can run for office the following year, provided they have not already served their five years on Policy Council.
3. If an officer resigns or is removed from his/her office, an election will be held at the Policy Council meeting after the official resignation announcement or removal process is voted upon.

#### ***Section C: Common Duties of Officers***

1. Attend all Policy Council meetings.
2. Attend all Service Area meetings in assigned area.
3. Study and follow By-Laws.

#### ***Section D: Description of Offices***

##### **1. CHAIRPERSON:**

- a) Shall preside at all Policy Council Meetings.
- b) Shall call Special Meetings, when necessary.
- c) Open and close all meetings.
- d) Explain each Motion before it is voted upon.
- e) Assist with development of Policy Council Meeting Agenda.
- f) Shall be available to Policy Council members for questions pertaining to the Head Start to Success program.
- g) Shall form AD-HOC Committees as needed.
- h) Shall be a member of Policy Council at least one (1) year, if possible.

##### ***Estimated Annual Time Commitment:***

- 16 hours for Policy Council Meetings
- 5 hours to review printed materials
- Optional: state activities, regional activities, participation in program activities

##### **2. VICE-CHAIRPERSON:**

- a) Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
- b) Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
- c) Shall be responsible for time limitations for guests.

##### ***Estimated Annual Time Commitment:***

- 16 hours for Policy Council Meetings
- 5 hours to review printed materials
- Optional: state activities, regional activities, participation in program activities

### **3. SECRETARY:**

- a) Shall record members' attendance.
- b) Shall record Policy Council minutes.

#### ***Estimated Annual Time Commitment:***

- 16 hours for Policy Council Meetings
- 5 hours to review printed materials
- Optional: state activities, regional activities, participation in program activities

## **ARTICLE V**

### **Parent Representatives to the Oregon Head Start Association (State Representative)**

#### ***Section A: State Representatives***

1. At least one State Representative shall be elected at the earliest possible Policy Council meeting of the school year for a one-year term.
  - a) The newly elected parent representative shall be a parent with a child currently in Head Start to Success.

#### ***Section B: Duties and Responsibilities***

1. Attend regularly scheduled state meetings as possible and report to the Policy Council.
2. Work as a liaison between the local program and the state association.
3. Attend all scheduled meetings and trainings.
4. Provide a report to Policy Council after each State Meeting.

#### ***Section C: Cash Outlay***

1. The cash outlay for any conference or training relating to Head Start to Success, which is approved by the Policy Council, will be handled as follows for designated representatives:
  - a) Transportation, lodging and per diem will be determined by the program.
  - b) Designated Representatives shall receive an allotment for child care at the rate set by Policy Council.

## **ARTICLE VI**

### **Committees**

#### ***Section A. Committees with Policy Council Members (no Staff)***

Note: staff can attend as support but cannot vote on these committees.

1. **Executive Committee.** The purpose of this committee is:
  - a) The Executive Committee shall be composed of the officers (other members who wish to attend, may).
  - b) The Vice-Chair is the presiding officer.
  - c) Shall meet as needed, by order of the chair.
  - d) Shall meet with staff to obtain information as needed for reports.
  - e) Shall review and comment prior to presentation to Policy Council in the following areas:
    - i. Request for funds
    - ii. Proposed Work Plans
    - iii. All other applicable matters.
  - f) Shall be appropriate role models for the Policy Council.
  - g) Out-going Executive Committee will assist in training of new officers.

## **ARTICLE VII**

### **Meetings**

#### ***Section A: Regular Meetings***

1. Regular Policy Council meetings will be held monthly. The dates will be determined by the current Policy Council.

#### ***Section B: Special Meetings***

1. Special Meetings of the Policy Council may be called by a majority of the Executive Committee. All Special Meetings shall be called by the Chairperson at least forty-eight (48) hours in advance of said meeting. Any member of the Policy Council may request that the Executive Committee call a Special Policy Council meeting.

#### ***Section C: Notices***

1. Notices shall be sent to each member of the Policy Council at least five (5) days prior to the date of each regular meeting.
2. The Chair shall be responsible for notification of all Policy Council members in the event of a special meeting. Notice of a special meeting may be called with forty-eight (48) hour notice and an explanation of the reason for calling the special meeting.

## **ARTICLE VIII**

### **Reimbursement of Expenses**

1. Policy Council members shall be entitled to reimbursement for child care/transportation expenses, rate to be determined by current Policy Council. State Representatives of the Policy Council shall be entitled to reimbursement of transportation cost, lodging, meals and child care expenses. Child care rates will be determined by the current Policy Council. Child care will not be paid when onsite child care is provided.

## **ARTICLE IX**

### **Amendments of the By-laws**

1. These By-Laws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting. The Policy Council may debate an amendment before its adoption. Amendments must be approved by a two-thirds (2/3) vote of the members present at the Policy Council Meeting.
2. These By-Laws must be reviewed at least every other school year.

**Reviewed and approved by Policy Council March 16th, 2011.**

**Reviewed and approved by Policy Council December 14, 2011.**

**Reviewed and approved by Policy Council April 18, 2012.**

**Reviewed, updated, and approved by Policy Council November 13, 2013**

**Reviewed, updated, and approved by Policy Council February 12, 2014**

**Reviewed, updated, and approved by Policy Council October 12, 2016**

**Reviewed, updated, and approved by Policy Council December 12, 2018**