

Salt Lake CAP Head Start
1307 South 900 West / Salt Lake City, Utah 84104 / (801) 977-1122

The Mission Statement of Salt Lake CAP Head Start Policy Council
is to Empower Children,
Families and Staff to reach their full potential.

POLICY COUNCIL BY-LAWS
Approved November 19, 2003
ARTICLE I - NAME OF ORGANIZATION

The name of this organization shall be the Salt Lake Community Action Program Head Start Policy Council. (Known herein as the Policy Council.)

ARTICLE II - PURPOSE

The purpose of the Policy Council shall be to bring about the fullest involvement of the parents of children enrolled in the Salt Lake CAP Head Start Program, as described in the Federal Performance Standards, to benefit the children and their families.

ARTICLE III - MEMBERSHIP

The organization of the Policy Council shall be as follows:

- A. The Policy Council shall consist of 29 members of two (2) types of representatives:
1. Current Parents. Two (2) parents elected from each of the following center committees: James R. Russell, Hal J. Schultz, Central East, Central West, Tooele, South East, Skolnick, Shriver, and Murray, for a total of 16 representatives.
 2. Community Representatives. These shall include:
 - a. Past Parents. Six (6) seats shall be offered to past parents. A past parent is defined as someone who has had a child enrolled in the Head Start Program. They may have a child currently enrolled in the program.
(Any seat not filled in accordance to section (a) above may be filled in accordance to section (b) below.)
 - b. Community Representatives at Large. Six (6) seats shall be filled by representatives coming from the community at large. These representatives must each be sponsored by a professional organization, company or agency which has a demonstrated concern for the children of low-income families, and/or children with special needs that are served by the Head Start Program, and must be capable of contributing to the functioning of the Policy Council.
 - c. One (1) seat shall be reserved for a representative designated by the Salt Lake Community Action Program (SLCAP) Board of Trustees. This seat shall not be filled by the Policy Council Members that fill one of the SLCAP Board's two Head Start seats.

ALL Community Representatives, with the exception of the SLCAP Board Representative, MUST fill out an application and be approved by the current seated Policy Council.

- B. At all times, Current Parents must constitute no less than 51% of the total membership of the Policy Council.

- C. Alternates. Each Current Parent should have an alternate elected to represent him or her in the event of absence. Alternates will participate in a voting capacity only in the absence of the primary voting representative. Elected alternates shall be seated on the Policy Council should the primary representative resign or otherwise be incapable of fulfilling their duties. Recruitment of alternates shall be an ongoing process. An alternate will not, at any time, assume the duties of an Executive Officer, except in their capacity as a voting proxy representing an individual Center.
- D. Term of Service. All members shall serve for the term of one (1) year, or until a new Policy Council is elected and seated. The term of office shall end for the entire Policy Council at the October election. (Exception: Executive Committee members required to fill an unfilled position on a temporary basis until said position can be filled by a duly elected representative. Such temporary duty should be limited to a maximum of two (2) months and will not count against a member's term of eligibility, as it is an extension of their previous year's term of service). No member may serve more than 3 years. (1304.5(b)(1)(5))
- E. Removal from Policy Council.
 - 1. Any member may resign from the Policy Council by submitting a written statement to that effect to the Policy Council Executive Committee.
 - 2. Any member having two (2) unexcused absences shall be informed in writing by the Secretary, (or Executive Committee designee), of the necessity of attendance, and shall face dismissal from the Policy Council. Unexcused absences shall be defined by the Executive Committee, and must include consideration of mitigating circumstances. Any additional absence after notification shall be considered grounds for dismissal. The Policy Council member so affected shall have the right to appeal to the Executive Committee.
Should the Executive Committee so determine, the member will then be dismissed and replaced by their elected Alternate, by election, or by application, as applicable.
 - 3. Any member may be removed by a 2/3-majority vote of the entire Policy Council, upon the formal presentation to the entire Policy Council of compelling reasons why said member should be removed. The member will have the right to rebuttal before a vote is called for. If such removal is deemed necessary, a vote will be called for and take place the following month. The vote must be by roll call or show of hands, or by secret ballot, (a simple voice vote will not be allowed). If a secret ballot is used, the member in question has the right to inspect said ballots both before and after they are cast. (Such request must be made in a timely manner.)

ARTICLE IV - CONSULTANTS

Consultants to the Policy Council may include, but are not limited to:

- A. Policy Council Liaison or other staff member appointed by the Head Start Director. Duties include:
 - (a) Facilitation of the Policy Council;
 - (b) Responsibility for Orientation and Training of Policy Council members;
 - (c) Acting liaison between Policy Council and Head Start staff;
 - (d) Acting resource person for all aspects of Head Start program.
 - B. The Head Start Director.
- Staff. Active staff participation in Policy Council meetings shall be at the request of the Policy Council, and in a consultant capacity only.

ARTICLE V - EXECUTIVE OFFICERS

Policy Council Executive Officers are expected to have a working knowledge of the Head Start Program and to assure that lines of communication remain open between all interested parties.

- A. The officers of the Policy Council shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer.
- B. Terms of office shall be for the period of one (1) year. Terms shall begin upon election at the regularly scheduled October meeting. A member may not hold the same office for more than two (2) consecutive years.
- C. Members of the Executive Committee shall have the right to sit on any and all committees.
- D. The responsibilities of the **Chairperson** shall include: conducting all meetings of the Policy Council in accordance with *Robert's Rules of Order*; scheduling and chairing Executive Committee meetings as needed; preparing the agenda for Policy Council meetings; chairing the Executive committees; and any and all other duties and responsibilities that may be further determined or are commonly associated with this office. The Chairperson holds one of two seats on the Salt Lake Community Action Program Board of Trustees reserved for representatives of the Head Start Policy Council. The Chairperson may appoint committee assignments, as approved by the full Policy Council. The Chairperson should have a good working knowledge of both Head Start and Policy Council policies and procedures.
- E. The **Vice-Chairperson** shall work closely with the Chairperson, assist in the preparation of the agenda, and in the absence of the Chairperson, Secretary or Treasurer, shall act in his/her place. The Vice-Chairperson chairs the By-Laws Committee, and holds one of two seats on the SLCAP Board of Trustees reserved for representatives of the Head Start Policy Council.
- F. The **Secretary** records accurate minutes of all meetings and keeps records of membership, attendance, and committee memberships. The Secretary is responsible for supplying the minutes, agenda and other pertinent information to the Parent Involvement Coordinator or other designated staff liaison in a timely manner, and at least two (2) weeks prior to the regularly scheduled meeting. The Secretary, in the absence of the Chair and Vice-Chair, shall conduct Policy Council meetings.
- G. The **Treasurer** shall make monthly reports to the Policy Council regarding balances in Policy Council Accounts; distribute stipends; and fulfill other duties as assigned by the Policy Council Chairperson. In the absence of other Executive Officers, the Treasurer shall conduct Policy Council meetings. The Treasurer is responsible for all monies associated with Policy Council activities.
- H. Officers may be removed by a two-thirds (2/3) majority of the full Policy Council membership for neglect of duties or excessive absence pursuant to Article III, section E, paragraph 3. They may also resign their position in accordance with Article III, section E, paragraph 1.
- I. **The chain of authority is as follows: Chairperson, Vice-Chairperson, Secretary, Treasurer.** In the event that an office is vacated, those in lower offices will be offered the opportunity to advance up the chain of authority, with the office of Treasurer to then be elected. In the event that an officer does not care to move to a higher office, the currently vacant office shall then be filled by election.

ARTICLE VI - FUNCTIONS

- A. As outlined in the Federal Head Start Performance Standards, the minimum functions of the Policy Council are:
 - 1. Serving as a link between public and private organizations, parent center committees, Community Action Program Board of Trustees and the communities it serves.
 - 2. Initiating suggestions for program changes and receiving reports of actions taken by the grantee agency regarding those suggestions.
 - 3. Planning, coordinating and organizing policy council activities with the assistance of staff members.
 - 4. Recruiting volunteer services from parents, community residents and community organizations, and mobilizing community resources to meet identified needs of Head Start.
 - 5. Hearing and resolving community concerns about the Head Start program through the approved community grievance procedure.
 - 6. Ascertaining that Policy Council funds are distributed properly by the grantee agency, as well as supervising funds under direct control of the Policy Council.
- B. The Policy Council must approve or disapprove the following before a final decision is made or any action taken:
 - 1. Goals established for the Head Start program, and ways to meet them within Health and Human Services (HHS) guidelines.
 - 2. The criteria used for selection of Head Start children within applicable laws and regulations.
 - 3. The composition of the Policy Council and procedures by which members are chosen.
 - 4. Approval/disapproval of hiring/firing of the grantee agency Head Start Director and staff.
 - 5. All funding applications for Head Start including administrative services, prior to submission to Health and Human services.
 - 6. Program personnel policies and changes to those policies.
 - 7. Program personnel policies and changes to those policies.
- C. More functions and responsibilities may be negotiated with grantee and Federal agencies.
- D. It is recommended that a member of the Policy Council be elected, and an alternate appointed, as representatives to the Utah Head Start Association, and its meetings be attended and reported upon.

ARTICLE VII - MEETINGS

- A. The first meeting of the Policy Council shall be held in October. This meeting will include:
 - 1. Finalization of all business pertaining to the outgoing Policy Council.
 - 2. Seating of new Policy Council members.
 - 3. Approval and seating of Community Reps.
 - 4. Election of Executive Officers.
- B. Every Policy Council member should attend training. Whenever possible, this training should be conducted just prior to the October meeting. If possible, an additional training session should be offered within a reasonable amount of time.
- C. Every Policy Council member must sign and adhere to a confidentiality statement.
- D. Meetings shall be held on a monthly basis, at a time and place determined by the Policy Council. Monthly meetings may be suspended for a brief period, (ie. summer meetings),

with Policy Council approval.

- E. At least one week prior to each Policy Council meeting, a mailing will be sent out to all Policy Council members, Managers, Center Directors, Family & Community Partnership Specialists, Alternates, CAP Executive Director, and CAP Board President. This mailing will include an agenda for the upcoming meeting, minutes of the previous meeting, and any other pertinent information on the voting agenda.
- F. Special meetings may be called by action of the Executive Committee, or at the request of four (4) council members, when at least twenty-four (24) hours notice is given to all Policy Council members.
- G. All meetings shall be public, except for those concerned with matters properly discussed in private. Public information to be presented during meetings must be presented in writing for prior approval, and for placement on the agenda. All non-voting attendees may be requested to leave the room during any voting or discussion of sensitive subject matter. The Chairperson may conduct any voting by ballot.
- H. When Policy Council votes on a motion, a majority (51%) of votes is the minimum required to approve or reject that motion, unless otherwise noted in the By-Laws.
- I. *Robert's Rules Of Order*, (current edition), shall be used as a guide to orderly and democratic meetings.
- J. When necessary, telephone votes may be conducted in order to accomplish specific Policy Council business in a timely manner. Such votes shall be conducted by a designated Head Start staff representative. An attempt shall be made to contact all members of the Policy Council, and such calls must be documented with time and date of call, result of call, and other pertinent information. All criteria regarding the establishment of a legal quorum pursuant to Article VII, section H above, shall apply to telephone votes. In the absence of a Policy Council member, a HS staff shall be allowed to conduct a phone vote with prior permission from the Policy Council Chairperson.
- K. While anyone is welcome to attend Policy Council meetings, disruptions will not be tolerated. Anyone disrupting meetings will be removed and barred from any further attendance.

ARTICLE VIII - COMMITTEES

- A. Committees are designed to enhance the Head Start experience for parents. The two committees driven by the Policy Council members include the Executive and By-laws, which should be solely of Policy Council members. Staff will be invited to provide technical assistance.
- B. Other committees, driven by staff, will be called as needed to discuss issues. Policy Council members will be invited to give input on Head Start issues.
- C. The following shall be standing committees of the Policy Council:
 - 1. **Executive Committee:** This committee oversees operation of the Policy Council, prepares and distributes information for the monthly meetings, coordinates the nomination and election of officers, aids in the transition of Policy Council between school years, and may assume any other duties and responsibilities as given by the Policy Council. Membership of this committee consists of all elected and appointed Policy Council officers.
 - 2. **Bylaws Committee:** This committee reviews the By-laws annually and revises them as needed. It also insures that actions of the Policy Council are in compliance with Federal regulations. Performs other duties as may be determined by the Policy Council.

