

WEBB COUNTY
Head Start Policy Council By-Laws

Article I

Section I – The name of the organization shall be Webb County Head Start Policy Council.

Article II

Purpose (Objective)

Section 1 – It shall be the purpose of this organization to provide formal means for involving parents and community representatives in the process of making decisions about the nature and operation of the Webb County Head Start Program as reflected in HHS/ACF Policies and Guidelines.

Article III

Section 1 – The Policy Council shall be composed of at least one (1) parent representative and one (1) alternate from each center. Parent representatives must have children currently enrolled in Head Start. The Council must have a minimum of 51% representation from the parents that have children in Head Start. The Policy Council may consist of parent representatives and their alternates, community representatives and their alternates, representatives from major agencies concerned for the welfare of young children, and former Head Start parents. A total of three community representatives will be on the Council.

Section 2 – The parent representatives and alternates will be elected annually at their child's center by the parents of currently enrolled Head Start children during the September meeting.

Section 3 - The Community Representatives and their alternates will be selected in the following manner:

A – The Head Start Program will solicit letters of request from interested parties who wish to be a member of the Policy Council.

B – The letters will be submitted to the current Policy Council for approval.

Section 4 – Term of Office

A - Membership on the Policy Council shall be for no more than three (3) years.

B – Members must be elected on a yearly basis.

C – The term of office will be from September to September (12 month period).

D – Standing Committees shall serve from September to September (12 month period).

Section 5 – Voting Rights

All elected members shall have voting rights. Alternates will vote in the absence of the Representative.

Section 6 – Termination of Membership

Members that miss three (3) consecutive meetings without a valid excuse will be removed from the Policy Council.

Section 7 – Transfer of Membership

Any parent Representative whose child is transferred to another center will lose his/her position on the Council.

Section 8 – Resignation

Resignation must be submitted in writing to the Policy Council.

Section 9 – Vacancy

Vacancies will be filled in the following manner:

A – Parents Representative and Alternates will be elected by the parents at their center.

B – Community Representatives – The agency for which the Representative works will request that a new Representative replace the outgoing member.

Article IV

Officers

Section 1 – The Committee will consist of a President, Vice President, Secretary, and Sergeant at Arms.

Section 2 – Election and Term of Office

Election of officers will take place during the September meeting.

Section 3 – Removal of Officer

The following reasons shall constitute the removal of position of an Officer:

A – Absenteeism

B – Moral Turpitude and at the request of two-third of the majority.

Section 4 – Vacancy

Vacancies will be filled by election of the Policy Council.

Section 5 – Duties of the President

The President will preside over all meetings. He/She will sign all Policy Council correspondence, prepare the agenda with the assistance of the Head Start Director, publicly represent the Policy Council, appoint committee members, and any other duty that may be required to fulfill the needs of the Policy Council.

Section 6 – Duties of the Vice President

The Vice President will assume all duties of the President in the absence of the latter and any other duty needed to fulfill the needs of the Policy Council.

Section 7 – Duties of the Secretary

The Secretary will keep the minutes of all Policy Council meetings, keep a register of the members and all official meeting notices, and shall receive and transmit all official correspondence of the Policy Council.

Section 8 – Duties of the Treasurer

The Treasurer will be responsible for keeping an account of all Policy Council funds and provide a report on all fiscal activities.

Section 9 – Duties of the Sergeant at Arms.

The Sergeant at Arms will be responsible for keeping order, as per Robert's Rules of Order, at all Policy Council meetings.

Article V

Committees

Section 1 – Standing and Special Committees

Policy Council committees are as follows: By-Laws, Financial, Self-Assessment, Personnel, and Scholarship. Other committees may be formed as needed.

Section 2 – Rules

Rules shall conform to ordinary parliamentary procedures according to Robert's Rules of Order.

Section 3 – Quorum

A – In a regular meeting and in a committee meeting, the quorum shall consist of not less than 51% of the members.

B – During the months of June, July, and August, for Special Meetings, a quorum shall consist of not less than 25% of the members. Voting during a Special Meeting may be done by proxy if less than 51% of the members are present.

Article VI

Meetings

Section 1 – Schedules

The regular meeting will be held on the fourth Wednesday of each month from September to May.

Section 2 – Special meetings shall be called if the need arises with seventy-two (72) hour notification. Typically, Special meetings take place during the months of June, July, and August.

Article VII

Section 1 – The By-Laws can be amended upon recommendation from the By-Laws Committee and with approval from the Policy Council.

2015 – 2016 Policy Council Chair

Webb County Judge