

# **By-Laws Of The Webb County Head Start Policy Council**

## **Article I - Name**

The name of this organization shall be the Webb County Head Start Policy Council.

## **Article II - Purposes and Functions**

### **Section 1: Purposes**

The purpose shall be to implement the Head Start Program Performance Standards and PL 110-134 (Head Start Act) The policy council shall be responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment. The Policy Council will perform the following functions directly:

- a. Serve as a link to the Parent Committees, grantee agency governing bodies, public and private organizations, and the communities they serve.
- b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Early Head Start and 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.

### **Section 2: Functions**

The Webb County Head Start Policy Council is responsible for the direction of the program, including:

- Program design and operation
- Long- and short-term planning goals/objectives
- Taking into account communitywide strategic planning and needs assessment and self-assessment

The general functions of the Webb County Head Start Policy Council, are to work in partnership with key management staff and the governing body and to approve or disapprove and submit to the governing body decisions about the following:

- a. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.

- b. Program recruitment, selection, and enrollment priorities.
- c. Applications for funding and amendments to applications for funding for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the responsible federal official.
- d. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- e. Bylaws for the operation of the policy council.
- f. Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- g. Developing procedures for how members of the policy council of the Head Start agency will be elected.
- h. Recommendations on the selection of delegate agencies and the service areas for such agencies.

## **Article III - Membership**

### **Section 1: Composition**

Parents of children currently enrolled shall constitute a majority of the membership of the Webb County Policy Council. Parents of all program options must be proportionally represented.

### **Section 2 Categories**

Membership shall be comprised of two types of representatives: parents of children currently enrolled and members at large of the community.

- 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. All members at large will be drawn from the community served by the Head Start agency. Former Head Start parents may also be members at large.
- c. The governing body will develop procedures for how members of the Policy Council are selected. The Policy Council shall be elected by the parents of children currently enrolled in the HS/EHS program.

### **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 five (5) one-year terms.

### **Section 4: Voting Rights**

Each member of the Policy Council shall have one (1) vote. Proxy voting, electronic, mailed or faxed voting may be allowed if there is not a quorum present. The voting

process may include voice vote, vote cards, roll call, etc at the request of a member. Proxies must be delivered in writing, signed and dated by the giver of the proxy, given only to another member of the Policy Council in good standing, and formally designate the holder of the proxy as the absent member's voting representative.

### **Section 5: Termination of Membership**

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if absent from three (3) consecutive meetings 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, consultants, and volunteers.

### **Section 6: Resignation**

A member shall give a written statement prior to resignation from the Council.

### **Section 7: Vacancy.**

All Parent Committees shall 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: Conflict of Interest**

No grantee agency staff (or members of their immediate families) may serve on the Policy Council. Members of the policy council shall not have a conflict of interest with the Head Start agency (including any delegate agency); and shall not receive compensation for serving on the policy council or for providing services to the Head Start agency.

## **Article IV -Officers**

### **Section 1 Officers.**

The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Sergeant at Arms. 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 once the full Council has been seated, and shall serve a term of one (1) year. The Council will be seated in September of every 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 Policy Council.

#### **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 Director and any other pertinent persons. The Chairperson also serves on committees and coordinate activities as needed; works closely with the Head Start Executive 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 appropriate.

#### **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 meeting; keep copies of the By-Laws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; mail minutes to each member prior to the meeting; keep a file of all correspondence received; read correspondence as needed; telephone members about special meetings as needed; maintain a file/record 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 keep accurate records and maintain funds, if applicable; administer Parent Activity Fund, if applicable; prepare all applicable Treasurer's reports and provide to Council.

#### **Section 8: 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: Committees**

The Policy Council shall appoint such committees as are necessary to the proper conduct of business, including but not limited to the following: Executive Committee, Personnel Committee, Complaints Committee, and Grants/Fiscal Committee.

#### **Section 2: 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 for the Policy Council between regular meetings of the Policy Council (i.e. Emergency Hirings).

### **Section 3: Personnel Committee**

This committee will assist in screening, interviewing and recommending persons to be hired to fill vacancies in the Head Start staff. The committee will review and discuss the Head Start Personnel Policies and Procedures, and will make recommendations to the Council prior to the Council's approval of said Personnel Policies & Procedures.

### **Section 4: Complaints Committee**

This committee shall hear complaints from the community, and from parents who have followed the community complaints procedures established by the Governing Body and the Policy Council.

### **Section 5: Grants/Fiscal Committee**

This committee will assist and review in the preparation of the Head Start grant application and any amendments to funding. They will also work with the Treasurer in monitoring the Parent Activity Fund.

### **Section 6: Special Committees**

Special Committees may be appointed by the Chairperson or selected by the Council as the need arises.

## **Article VI - Meetings**

### **Section 1: Regular Meetings**

Regular meetings of this Policy Council will be held on the third or fourth Thursday of each month at 10:00 a.m. at 5904 West Drive Units 6 & 7.

### **Section 2: Special/Call Meetings**

There will be special meetings of the Council only when there is a need, and all special meetings shall be called by the Chairperson or by four members agreeing on the need for a meeting at least 72 hours in advance.

### **Section 3: Notice of Meetings**

Written notices shall be mailed to each member at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be posted on the

internet. Notices of special meetings shall be mailed to each member at least 72 hours prior to the date of the meeting, with an agenda attached.

**Section 4 Quorum**

A simple majority of 51% of the members of the Council must be present to constitute a quorum in order to transact business for regular meetings.

During the months of June, July, and August, a majority can be reached via proxy voting.

During an epidemic, a pandemic or other community health related communicable disease concerns, meeting will be held virtually.

**Article VII - Amendments**

These By-Laws may be amended by recommendation of By-Laws committee to the Policy Council during a regular meeting. The Policy Council may debate an amendment before adoption. All amendments must be approved by a two-thirds vote of the Policy Council.

**Signatures**

**Date**

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*Webb County Judge*

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*Head Start Executive Director*

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*Chairperson of the Policy Council*

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