

WICAP HEAD START POLICY COUNCIL BY-LAWS

TABLE OF CONTENTS

| | | |
|--------------|--|------------|
| SECTION I | GROUP COMPOSITION | Page 1 & 2 |
| SECTION II | CERTIFICATION OF MEMBERS | Page 3 |
| SECTION III | TERMS OF OFFICE | Page 3 |
| SECTION IV | FUNCTIONS & RESPONSIBILITIES | Page 3 & 4 |
| SECTION V | POLICY COUNCIL OFFICERS, REPRESENTATIVES AND THEIR DUTIES | Page 5 & 6 |
| SECTION VI | ELECTIONS | Page 6 |
| SECTION VII | MEETINGS | Page 6 |
| SECTION VIII | PERSONNEL & EXECUTIVE COMMITTEE | Page 7 |
| SECTION IX | POLICY COUNCIL REPRESENTATIVES AND SPECIAL COMMITTEES | Page 7 |
| SECTION X | IDAHO HEAD START ASSOCIATION | Page 8 |
| SECTION XI | MISCELLANEOUS PROVISIONS | Page 8 |

WICAP HEAD START POLICY COUNCIL BY-LAWS

NAME

The name of this organization shall be WICAP Head Start Policy Council hereinafter referred to as Policy Council or The Council.

PURPOSE OF GOALS

The purpose and goals of the Policy Council are to involve parents and the community in the policy and decision making process that affects the nature and operation of the program, to enhance and/or to up-grade the structure of the Head Start Program, and to serve as a link between Head Start, and the community.

I. GROUP COMPOSITION, MEMBERSHIP, ELIGIBILITY, SELECTION AND VOTING RIGHTS

- A. Policy Council parent representatives to be elected for the 3-5 Year Program Option are one (1) representative for up to 40 children and their families. Representatives will be elected for the different program options to assure full representation. Policy Council representatives will be one (1) from Adams County Home Base, one (1) from Boise County Home Base, one (1) from Valley County Home Base, two (2) from Emmett Center Base, three (3) from Marble Front Center Base, one (1) from Marsing Center Base, one (1) representative from the Turner Center Head Start, two (2) from Happy Day Center Base, two (2) from Nampa, three (3) from Payette Center Base, one (1) from Weiser Center Base and one (1) from the Wilder Center Base.

Policy Council parent representatives to be elected for the Prenatal - 3 Year Program Option are one (1) from Valley County, two (2) from Payette Head Start, and three (3) from Happy Day.

Each site will have the same number of elected Parent alternates as elected members.

- B. Past parents or other individuals deemed able to contribute to the success of the program may serve as Community Representatives. Priority will be given to organizations with linkages to services for children. Anyone wishing to participate on the Policy Council as a Community Representative must submit a letter to the Parent Committee stating why he or she would like to serve as Community Representative. The members will review the letter and then vote by paper ballot on whether or not to accept the application of the individual.
- C. The WICAP Board may appoint a Board member to sit on the Policy Council as a liaison in a non-voting capacity. This will support the vision of shared decision making between the Board and the Council.
- D. The Policy Council will consist of 51% parents/guardians enrolled in the current year and community representatives will not exceed 49% of the total Policy Council membership. Each site will be allowed to elect one (1) community representative to serve on the Council, with Happy Day, Marble Front and Payette being allowed a total of two (2) community representatives.

- E. Past employees of WICAP that have been dismissed for cause, and said past employee's immediate family, are not eligible for Policy Council. For purposes of these by-laws, a member of an immediate family shall include any of the following: husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.
- F. No Head Start Staff member, except for substitutes, shall serve on the Policy Council except as ex-officio members. No Head Start staff member's immediate family shall serve on the Policy Council. For purposes of these by-laws, a member of an immediate family shall include any of the following: husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents or grandchildren.
- G. A vacancy shall occur when a member of the Policy Council resigns or when they are dismissed. Should a vacancy occur by a parent on the Policy Council, the first Alternate from that center will become the replacement member. Succeeding Alternates will move up and the Parent Committee from that site will vote on a new Alternate at their next meeting.
- H. The Head Start Director, or his/her designee, and the Administrative Advisor, or his/her designee, shall be an ex-officio members of the Policy Council. The Administrative Advisor shall act as recording secretary for the Policy Council minutes when the Policy Council Secretary is absent. The ex-officio member shall have no voting rights and hold no Policy Council office.
- I. A member elected by a Parent Committee and approved/seated by the Policy Council for an operating year (October - October) will constitute one year of service. Community Representatives approved/certified by the Policy Council for an operating year (October - October) will constitute one year of service.
- J. **CONFLICT OF INTEREST**
Members of the Policy Council shall not have a conflict of interest with the WICAP agency and shall not receive compensation for any services given to the Head Start agency or for serving on the Council.
- K. **ABSENCE/TERMINATION OF MEMBERSHIP**
A member who cannot attend a Policy Council Meeting should notify the Administration Office so that an alternate can be contacted. A Policy Council member may be removed from the Policy Council if he/she misses three (3) consecutive meetings.
- L. **REMOVAL**
Any officer or member 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 a duly constituted meeting.

M. RESIGNATION

A member may resign by submitting a notice to the Executive Committee at least seven (7) working days prior to a regular meeting, if practicable.

II. SEATING OF POLICY COUNCIL MEMBERS

A. Parents, Parent Alternates, and Community Representatives will be seated, upon submission of their names to the Policy Council. Evidence that the parent, parent alternate or Community Representative was duly elected will be documented in each site's Parent Committee Meeting minutes.

III. TERMS OF OFFICE

- A. Members of the Policy Council shall serve as a representative not exceeding three (3) one year terms in a lifetime.
- B. All elected officers/representatives will remain in office until their successor is duly seated.
- C. A member elected by a Parent Committee and approved/seated by the Policy Council for an operating year (October - October) will constitute one year of service. Community Representatives approved/certified by the Policy Council for an operating year (October - October) will constitute one year of service.
- D. All Policy Council Officers shall be elected for one full year term.

IV. FUNCTIONS AND RESPONSIBILITIES OF THE POLICY COUNCIL**THE POLICY COUNCIL:**

- A. Will have general responsibility of and approve or disapprove procedures for program planning in accordance with the requirements of 45 CFR 1305.3
- B. Will have general responsibility of and approve or disapprove the program's philosophy and long and short-range program goals and objectives (see 45 CFR 1304.51 (a) and 45 CFR 1305.3 for additional requirements regarding program planning).
- C. Will have general responsibility of and approve or disapprove the selection of delegate agencies and their services areas (this regulation is binding on Policy Councils exclusively) (see 45 CFR 1301.33 and 45 CFR 1305.3(a) for additional requirements about delegate agency and service area selection respectively).
- D. Will have general responsibility of and approve or disapprove criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
- E. Will have general responsibility of and approve or disapprove all funding applications and amendments to funding applications for Early Head Start and Head Start, including

administrative services, prior to the submission of such applications to the grantee (in the case of Policy Committees) or to HHS (in the case of Policy Councils).

- F. Will have general responsibility of and approve or disapprove Policy Council, Policy Committee, and Parent Committee reimbursement. Grantee and delegate agencies must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.
- G. Will have general responsibility of and approve or disapprove the annual self assessment of the grantee or delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and finding from the Federal monitoring review (see 45 CFR 1304.51(i)(1) for additional requirements about the annual self-assessment).
- H. Will have general responsibility of and approve or disapprove the composition of the Policy Council or the Policy Committee and the procedures by which policy group members are chosen.
- I. Will have general responsibility of and approve or disapprove the written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program
- J. Will have general responsibility to approve or disapprove the procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- K. Will have operating responsibility for establishing and maintaining procedures for hearing and working with the grantee or delegate agency to resolve community complaints about the program.

V. POLICY COUNCIL OFFICERS, REPRESENTATIVES AND THEIR DUTIES

A. POLICY COUNCIL MEMBERS SHALL:

- 1. Attend meetings regularly.
- 2. Arrive on time for all Policy Council and all Committee meetings.
- 3. Actively participate in meetings by reading the agenda and being aware of the matters at hand.
- 4. Read and keep copies of Policy Council and Committee minutes.
- 5. Stay aware of the Council's purpose, plan and progress. Parent Representatives shall plan and make monthly reports back to Parent Meetings, as well as report information and concerns from the Parent Meetings to Policy Council.
- 6. Consider all sides of the matter before voting.
- 7. Debate the issues, not the people.
- 8. Accept and support all decisions made by the majority of the Policy Council.

9. Shall keep all confidential information private. Confidential information must not be discussed with any person other than the Head Start Director or Executive Director.

B. CHAIRPERSON

The Chairperson shall be elected by the members of the Policy Council and:

1. Shall preside at all Policy Council Meetings.
2. Shall refrain from entering debates during the Policy Council meetings.
3. Shall extend every courtesy possible.

4. Shall call Special Meetings when necessary.
5. Shall open and close all meetings.
6. Shall explain each motion before it is voted upon.
7. May vote only to break a tie.
8. Shall be available to Policy Council members for questions pertaining to the Head Start Program.
9. Shall form AD-HOC Committees as needed.
10. Sign all Policy Council minutes.

Under the direction of the Policy Council, the Chairperson shall execute all documents required by Head Start, assist in training for new Policy Council members no later than 60 days after the elections, and perform other duties as the Council directs.

C. VICE-CHAIRPERSON

The Vice-Chairperson shall be elected by the members of the Policy Council. The Vice-Chairperson shall perform the duties and function the same as the Chairperson in the event of absence or disability of the Chairperson, and shall also serve as the Personnel Committee Chairperson.

D. SECRETARY

The Secretary shall be elected by the Policy Council. The Secretary, with the assistance of the Administrative Advisor, shall prepare and maintain a complete record of the minutes and agendas of the Policy Council meetings and be responsible for notifying the Policy Council members thereof. He/she shall perform such other duties pertaining to the office as may be directed by the Policy Council Chairperson. The Secretary shall also act as the Secretary for the Personnel Committee and sign all minutes prepared by him/her or under his/her direction. In addition, the Secretary shall:

1. Maintain a record of all Policy Council resignations and elections.
2. Take roll call at all Policy Council meetings.
3. Notify the Chairperson of any member who has missed two (2) consecutive meetings and report such information to the Policy Council at its regularly scheduled meetings. The Administrative Advisor will contact that member to ascertain if the member will attend future meetings. If the member misses a third consecutive meeting, then a letter may be sent to inform him/her that he/she has been dismissed.

VI. ELECTIONS

- A. Elections will take place no later than the November meeting.
- B. There must be a quorum present for elections to take place.

VII. MEETINGS

- A. Regularly scheduled meetings will be held prior to the Board of Directors' meeting. The meeting will be held at a location as determined by the Policy Council members.
 - 1. An agenda will be prepared by the Administrative Advisor with input from the Head Start Director and input from the Secretary and the Chairperson when requested with minutes of the last meeting attached. It will be mailed to each Policy Council member at least one (1) week before the meeting.
- B. Determination of a Quorum
 - 1. A quorum for the conducting of business will consist of no less than nine (9) members present during the program year and five (5) members present during the months of May, June, July, August, September and October.
 - 2. This Quorum definition will apply to all regular Policy Council Meetings and any special Policy Council Meetings.
- C. Special Meetings
 - 1. As many as possible, but at least 80% of the membership plus the Head Start Director must be notified for a legal meeting. Special meetings of the Policy Council may be called by a majority of the Executive Committee. Notice of all Special Meetings shall be given by the Chairperson at least forty-eight (48) hours in advance of said meeting. Any member of the Policy Council may request the Executive Committee call a Special Policy Council Meeting.
- D. Voting Rights
 - 1. Every member may cast a vote except the Chairperson, who votes only to break a tie. A majority of votes cast shall decide the issues. Staff members may attend the meetings of the Policy Council in an advisory capacity only. They cannot cast a vote.
- E. Public Meetings
 - 1. All meetings are considered open to the public with the exception of personnel issues and these will be closed meetings.

VIII. POLICY COUNCIL COMMITTEES

- A. Personnel Committee shall consist of:
 - 1. The Policy Council Vice-Chairperson shall serve as the Chairperson of this committee.

2. The Policy Council Secretary.
3. Head Start Director and/or supervisor of the position being hired for.
4. In addition to the composition as described in 1-3, the membership of the Personnel Committee is established by Policy Council members volunteering to serve on this committee.

The Personnel Committee is:

1. Responsible to interview and recommend applicants for hiring to the Head Start Director.
2. Responsible to make recommendations to the Policy Council for their approval/disapproval on the hiring and firing of Head Start Personnel, including the hiring of the Head Start Director.
3. Responsible to review and update the WICAP Personnel Policies and Procedures.

Committee members will receive training regarding duties and responsibilities and confidentiality.

The Personnel Committee meetings are closed to everyone except the Committee, Head Start Director or staff designated by the Head Start Director, and may include the immediate Supervisor of the position being filled or terminated.

B. Executive Committee

1. The Executive Committee shall be composed of the following officers: Chairperson, Vice-Chairperson, Secretary, and the Head Start Director, who is an Ex-Officio (non-voting) member.
2. The Executive Committee and the Head Start Director or designated staff person are responsible for developing the agenda for regular, special and Executive Committee meetings, and sending agendas and invitations to appropriate persons and Policy Council Members. Items for the agenda should be submitted to the Program Management/Facilities Field Advisor by the fifteenth (15th) of each month.
3. The Executive Committee assumes all the powers and functions of the Policy Council, but may only exercise these powers between meetings to handle emergencies or special situations. All actions of the Executive Committee shall include the Head Start Director and be approved at the next regular Policy Council Meeting.

IX. POLICY COUNCIL REPRESENTATIVES AND SPECIAL COMMITTEES

A. Special Committees

A special committee may be appointed by the Chairperson with the approval of the Policy Council to carry out specific functions as assigned by the Chairperson. Such special committees shall preserve the parent/community representative's balance as provided in the "group composition" section.

B. Special Representatives

The Policy Council will appoint one person to serve as a representative on the WICAP Head Start Staff Development Committee.

X. IDAHO HEAD START ASSOCIATION**A. Guidelines for Elections**

1. Representative will be elected by the Policy Council at the November meeting in accordance with the policies adopted by the Idaho Head Start Association
2. In addition to the Idaho Head Start Association policies the following shall apply:
 - a. The representative must be a current or past Head Start parent or legal guardian of a Head Start child and a member of the Policy Council at the time they are elected.
 - b. One alternate shall be elected who is a current Head Start parent or legal guardian of a Head Start child and a member of the Policy Council at the time they are elected. The alternate will have voting rights in the absence of the regular representative.

B. Duties and Responsibilities:

1. Attend regularly scheduled state meetings and report issues to the Policy Council.
2. Work as a liaison between the local program and the State Association.
3. Attend all scheduled meetings and training.
4. Provide a written report to the Policy Council after each State Meeting. A copy of the minutes of the Idaho Head Start Association may constitute said report.
5. The cash outlay for any conference or training relating to Head Start, which is approved by the Policy Council, will be handled as follows:
 - a. Transportation, lodging and meals will be determined by the program.
 - b. Designated Representatives shall receive an allotment for childcare at the rate set by Policy Council.

XI. MISCELLANEOUS PROVISIONS

- A. Members of the Head Start Policy Council whose family income falls below the "poverty line index" may receive meeting allowances or be reimbursed for travel, per diem, meals and babysitting expenses incurred because of Policy Council meetings, or other committees on which they serve.
- B. These By-Laws may be amended or revised at a regularly scheduled Policy Council Meeting by a majority of the Policy Council members present, at a duly constituted meeting with the approval of the WICAP Board after Policy Council Approval.