



POLICY COUNCIL BYLAWS

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|------------------------|------------------------|---------------------------------|
| Revised September 2006 | Revised October 2007   | Revised November 2008           |
| Revised February 2009  | Revised February 2010  | Revised May 2011                |
| Revised September 2011 | Reviewed November 2012 | Revised November 2013           |
| Reviewed January 2015  | Reviewed August 2016   | Revised September 2018 PC & BOD |
| Revised September 2019 |                        | Approved by BOD 10/1/19         |
| Revised October 2020   |                        |                                 |

**ARTICLE I: NAME**

The legal name of the Policy Council is CCS Early Learning Policy Council.

**ARTICLE II: RESPONSIBILITIES AND PURPOSE**

Consistent with 642(c)(2)(A) of the Head Start Act - each Head Start agency shall have a policy council 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 community wide strategic planning and needs assessment and self-assessment.

**Section 1:** The policy council shall approve and submit to the governing body decisions about:

- 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 Head Start funding prior to submission of applications.
- 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, 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.

**Section 2:** The policy council shall perform the following functions directly:

- (a) Serve as a link to the Parent Center Committees, Board of Directors, public and private organizations, and our communities;
- (b) Assist Parent Center Committees in communicating to parents their rights, responsibilities, and opportunities in Head Start and in encouraging their participation in the program;
- (c) Assist Parent Center Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;

- (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;
- (e) Activities to support the active involvement of parents supporting program operations including policies to ensure that CCS is responsible to community and parent needs; and
- (f) Establish and maintain procedures for working with the agency to resolve community complaints about the program.
- (g) Bylaws ratified by each Parent Center Committee must be approved by the Policy Council in accordance with the Performance Standards, the CCS mission statement and the CCS core values.

**Section 3:** The policy council shall review the following:

- (a) Monthly financial statements including credit card expenditures
- (b) Monthly program information summaries to include enrollment, attendance, and meal/snack counts (CCS Monthly Report)
- (c) Financial audits
- (d) Annual self-assessment, including any findings related to such assessment
- (e) Community wide strategic planning and needs assessment of the HS agency including any applicable updates
- (f) Communication and guidance from the Office of Head Start
- (g) Program information reports (PIR).

### **ARTICLE III: MEETINGS**

**Section 1: Regular Meetings:** Regular meetings of the Policy Council are held once a month. The meeting schedule is determined and approved yearly by the Policy Council. Meeting locations rotate between centers according to the agency calendar.

**Section 2: Special Meetings:** Special meetings of the Policy Council may be called by the Policy Council President.

**Section 3: Meetings by Telephone or Virtual Platform:** Regular and special meetings and meetings of the Executive Committee may be held by teleconference or through virtual platforms if deemed appropriate by the Policy Council President. If circumstances permit members may participate in meetings by teleconference. An emergency telephone vote of the Executive Committee may be taken between regularly scheduled meetings, to be reflected in the minutes of the next meeting.

### **ARTICLE IV: MEMBERSHIP**

**Section 1: Eligibility:** Parents or primary caregivers of children currently enrolled in CCS Head Start programs are eligible for membership of Policy Council. At least fifty-one percent (51%) of the membership must be current Head Start parents. The remainder of the membership shall comprise community representatives, including former Head Start parents. No CCS employee (including substitute staff) or member of his or her immediate family may be a member of the Policy Council.

**Section 2: Conflict of Interest:** Members shall not have a conflict of interest with the Head Start agency and not receive compensation for serving on the PC or for providing services to the Head Start agency.

**Section 3: Selection of Members:** At least fifty-one percent (51%) of the membership shall comprise current Head Start parents. Membership shall consist of up to one elected representative for each Head Start classroom, and up to seven total parents representing Early Head Start, with parent representation from both Home and Center Based. Maximum representation shall not exceed 5 elected representatives from each center. Members shall be elected in September and October by the Parent Center Committee for each site, and their names forwarded to the Policy Council Secretary as they are elected and before the November Policy Council meeting. Any Policy Council member may propose the name of a community member for consideration as a Policy Council member. Community members (may include parents of children who were formerly enrolled in HS) serve as Members-at-large and must be seated by a majority vote.

**Section 4: Length of Membership:** At the September and October meetings, the Secretary shall present elected names, and their membership term will commence upon a vote of acceptance. Each term of membership runs from election of the current school year to November of the following school year. If the member intends to serve for another year, she/he must stand for re-election. No member shall serve more than a combined total of five (5) terms.

**Section 5: Voting Rights of Members:** Each Policy Council member shall have one vote.

**Section 6: Vacancies:** Any Head Start or community seat vacant shall be filled at the earliest opportunity.

**Section 7: Quorum:** A quorum must be present in order for official business to be conducted. A quorum is defined as one-third of the current membership, including an officer of the Policy Council, rounded up to the next whole number.

**Section 8: Removal:** A member may be removed from Policy Council by the Executive Committee after three consecutive absences. A member may be removed by Policy Council for cause, if it is deemed by Policy Council to be in the best interest of the agency. Policy Council may remove a member by a majority vote when an established quorum is present.

**Section 9: Resignation:** A member wishing to resign must submit his/her resignation in writing to the Policy Council President at least two (2) weeks prior to the date of the next regular meeting.

#### **ARTICLE V: OFFICERS**

**Section 1: Names of Officers:** Policy Council officers shall consist of President, Vice President, Secretary, Corresponding Secretary, and Treasurer. All officers must have a child currently enrolled in a CCS program. The officers act as the Executive Committee.

**Section 2: Election of Officers:** Officers are nominated and elected from the membership by Policy Council at the November meeting after the new Policy Council has been seated. Upon election, they take office immediately.

**Section 3: Terms of Office:** Terms of officers are one year.

#### **Section 4: Duties of Officers:**

- (a) The President presides over all Policy Council meetings, ensures that members understand parliamentary procedure and the business being conducted, supervises committee activities, works with Executive Director or designee to prepare agendas, serves as moderator and votes only in case of a tie, signs all legal documents, and signs all meeting minutes.
- (b) The Vice-President presides over meetings at which the President is not present, takes on responsibilities assigned by the President, and carries out the duties of the President when he/she is not available.
- (c) The Secretary takes minutes of all meetings, including a record of all votes, ensures that approved and signed minutes are kept on file at the Administration Office and copies are distributed to each center, and is responsible for all Policy Council correspondence, records and filing.
- (d) The Corresponding Secretary contacts members prior to regular meetings to confirm attendance and determine child care and transportation needs, takes minutes at meetings which the Secretary cannot attend, and assists the Secretary with Policy Council correspondence and other duties requested by the Secretary.
- (e) The Treasurer keeps records of all parent activity fund expenditures by the Policy Council and Parent Center committees and prepares and presents a financial report at each meeting.

#### **Section 5: Other Elected Representatives:** (These representatives may also serve in officer roles)

- (a) Policy Council shall elect three representatives to the Board of Directors and one member to the Board's Finance Committee (this member can be one of the B.O.D. elected members). If a vacancy should occur the seat shall be filled as early as possible from the Policy Council parent members.
- (b) Policy Council shall elect two representatives to the Alaska Head Start Association.

**Section 6:** **Vacancies:** Any Policy Council officer vacancy shall be filled as early as possible from the PC parent members

**ARTICLE VI: COMMITTEES**

**Section 1:** The President may appoint individuals to serve on standing or ad hoc committees, such as the Strategic Planning Committee, Policy Committee, Advocacy Committee, Self-Assessment, Finance, and Personnel Committee.

**Section 2:** The Executive Committee is comprised of the Elected Officers of the Policy Council. A majority must be present to conduct business. This Committee shall have the authority of the full Policy Council, except they shall not have the authority of the Policy Council in reference to the following matters: amending, altering or repealing the Bylaws; or electing, appointing or removing any member of the Policy Council.

**ARTICLE VII: AMENDMENTS**

**Section 1:** These bylaws may be changed or amended by a seventy-five percent (75%) vote of the current membership of Policy Council. The bylaws must be reviewed and accepted annually by the new Policy Council.

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Policy Council President

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Date