



POLICY COUNCIL BYLAWS

WESTERN DAIRYLAND HEAD START

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ARTICLE I: NAME OF POLICY COUNCIL

The name of this organization shall be the Western Dairyland Head Start Policy Council and shall be referred to as the Policy Council. Western Dairyland Head Start means the Head Start and Early Head Start programs operated in Buffalo, Eau Claire, Jackson, and Trempealeau counties.

ARTICLE II: PURPOSE

The purpose of the Policy Council shall be responsible for the direction of the Head Start program, in accordance with the Head Start Act Sec. 624(c)(2) and the Head Start Program Performance Standards 45 CRF 1301, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategies planning and needs assessment and self-assessment. Furthermore, the Policy Council shall approve and submit to the governing body decisions about each of the following activities:

- (1) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the agency is responsive to community and parent needs.
- (2) Program recruitment, selection, and enrollment priorities.
- (3) Applications for funding and amendments to applications for funding for programs, prior to submission of applications described in this clause.
- (4) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- (5) Bylaws for the operation of the policy council.
- (6) 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.
- (7) Recommendations on the selection of delegate agencies and the service areas for such agencies.

ARTICLE III: MEMBERSHIP

Section I – Definition of Membership

There shall be two categories of membership for Policy Council representatives, one being Parent Representatives, and the other being Community Representatives

- (1) **Parent Representatives** shall be individuals who are parents or legal guardians of the children currently enrolled in the Western Dairyland Head Start and Early Head Start program. A Parent Representation shall continue to be eligible to serve until the next scheduled election and an officer will be eligible to serve until the end of his/her elected term of office.
- (2) **Community Representatives** shall include private individuals residing in the Western Dairyland Head Start program service areas. Parents or legal guardians of previously enrolled in the program may serve as the Community Representatives.
- (3) Membership of the Policy Council shall consist of at least fifty-one percent (51%) of Parent Representatives.

- (4) Total membership may be proportionately increased or decreased in number from time to time in response to an increase or decrease in Parent Committee groups.
- (5) Total years of services may not exceed a combined total of five (5) years, as defined in Article III, Section IV.

Section II – Standards of Conduct and Confidentiality

Policy Council members shall:

- (1) Not have a conflict of interest with Western Dairyland Head Start Program.
- (2) Abide by and carry out Western Dairyland’s Standards of Conduct and Confidentiality.
- (3) Only Parent Representatives may receive reimbursement for reasonable expenses incurred in accordance with policies and procedures.
- (4) Review and sign Standards of Conduct and Confidentiality agreement annually.

Section III – Selection of Members

- (1) Policy Council Representatives shall be elected from each center/program Parent Committee group. Each Parent Committee group shall be entitled to elect one Policy Council Representative and one alternate. The alternate shall have full voting rights if the elected representative cannot attend a meeting.
- (2) Community Representatives shall be nominated and approved by the Policy Council.
- (3) Terms of membership shall begin at the scheduled Policy Council orientation and training for each program year.

Section IV – Terms of Office

- (1) Any elected members shall serve no more than a combined total of five (5) terms. A term of office is defined as one (1) program year.
- (2) If the member intends to serve for another term, s/he must stand for re-election.
- (3) If a member served as an alternate any of those terms and did not have the opportunity to vote, that term does not count toward the five-terms limit.

Section V – Voting Rights

A. Members

- (1) All elected Representatives shall have one vote in all matters before the Policy Council.
- (2) Only Parent Representatives shall have the right to vote when approving Community Representatives.

B. Alternates

If a Parent Representative is absent, the alternative shall serve as a voting representative and will be included in the count for quorum.

C. Proxy voting

There shall be no voting by proxy.

Section VI – Termination of Membership

- A. Any representatives violating Article III, Section II, shall be automatically terminated from Policy Council.
- B. In other instances, an affirmative vote may remove representatives from the membership. The representative shall be entitled to appear before and be heard at such meeting.
 - (1) Absences are considered excused if the representative informs the Western Dairyland Head Start staff at a minimum thirty (30) minutes prior to the scheduled meeting. If not, the absence is considered non-excused.
 - (2) Representatives with three (3) unexcused absences or four (4) excused absences may be removed from membership. Removal of Parent Representatives shall be the responsibility of the respective Parent Committee group. Removal of Community Representatives shall be the responsibility of the Policy Council Executive Committee and the Head Start Director.
 - (3) Affirmative vote of the majority present is defined as 51% or more of those in attendance at a Parent Committee meeting, a Policy Council meeting, or an Executive Committee meeting.

Section VII – Transfer of Membership

Membership on the Policy Council is not transferable.

Section VIII – Resignation of Members

Any member may resign by submitting a letter of resignation to the Policy Council, as soon as possible.

Section IX – Vacancy

Vacancies on policy council shall be filled by a democratic election by the local parent committee of the resigned member.

ARTICLE IV: OFFICERS

Section I – Definition of Officers

The officers of Policy Council shall be the Chair, Vice Chair, and Secretary. The Chair, Vice Chair, Secretary will be known as the Executive Committee.

Section II – Officer Duties

- A. Compostision

- (1) The Policy Council shall elect a Chair, Vice Chair, and Secretary.

(2) Only Parent Representatives may serve in the role of Officer.

B. Duties of the Chair

(1) The Chair shall preside at all meetings of the Policy Council.

(2) The Chair shall serve as a co-signer with the Western Dairyland Board Chairperson of all Head Start funding applications and other supporting documents.

(3) The Chair is responsible for ensuring all functions and responsibilities of the Policy Council are carried out. In general, the Chair performs all duties pertaining to the office of the Chair and such other duties as may be prescribe to by the Policy Council, from time to time.

C. Duties of the Vice Chair

(1) In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

(2) The Vice Chair shall serve as an assistant to the Chair in offering observations, ideals, and solutions to Policy Council related business.

D. Duties of the Secretary

(1) The Secretary shall record the minutes and attendance of all meetings of the Policy Council with staff assistance.

(2) The Secretary shall perform such other duties as assigner to him/her by the Chair or by the Policy Council.

Section III - Election and Term of Office

A. Election of Officers:

(1) Each officer shall be elected by the Parent Representatives of the Western Dairyland Head Start Policy Council once the new Policy Council has been seated.

(2) Election of Officers shall occur in November

(3) The election of officers will be as follows:

a. Chair

b. Vice Chair

c. Secretary

B. The term of office shall be one year. Officers shall serve from November through October.

Section IV – Removal from Office

Any officer may be removed from membership by affirmative vote of a majority of the Executive Committee members present, under the following circumstances. Any officer facing removal for too many absences shall be entitled to notice in writing seven (7) days prior to the vote and shall be entitled to appear before the Executive Committee and the Head Start Director and be heard at such meeting.

(1) Officers with three (3) unexcused absences or four (4) excused absences may be removed from membership by the Policy council Executive Committee. Absences are considered

excused if the representative informs the Western Dairyland Head Start staff at a minimum thirty (30) minutes prior to the scheduled meeting. If not, the absence is considered non-excused.

- (2) Officers may also be removed for not fulfilling assigned duties or from actions that affect a given officer's ability to performance Policy Council business.

Section V – Officer Vacancy

- (1) In the event the office of Chair becomes vacant, the Vice-Chair shall assume the office until the vacancy can be filled by election at the next regularly scheduled meeting. Other offices shall remain vacant until filled at the next Policy Council meeting.
- (2) Officers elected mi-term shall serve only until the next regular election the following program year.
- (3) Officers are eligible for re-election to any office so nominated if they meet current eligibility requirements.
- (4) If any officer serves for more than five (5) months of service in a program year, the term is considered a full year of service.

ARTICLE V: COMMITTEES

Section I – Parent Committee

- (1) The Parent Committees shall be comprised exclusively of parents or legal guardians of currently enrolled children.
- (2) The Parent Committee must be established at the center-level for center-based programs and at the local program level for other program options.
- (3) Parents may choose to have a separate committee for each option or combine membership.
- (4) All parents or legal guardians of currently enrolled children are automatically considered part of the Parent Committee.
- (5) Each Parent Committee shall be responsible for electing one (1) Parent Representative and one (1) alternate for their center and/or program.

Section II – Special Committees

- (1) The Chair is responsible for calling upon members for appointment to Special Committees as needed.
- (2) Examples of committees and their roles as established by the Policy Council can include, but not limited to:
 - Personnel Committee – responsible for reviewing and making recommendations to the Policy Council Head Start personnel policies and procedures.
 - Parent and Community Engagement Committee – responsible for assistant Western Dairyland Head Start in increasing parent and community engagement, assist in

developing and monitoring program toward School Readiness Goals, Program Goals, and Family Engagement Goals.

ARTICLE VI – MEETINGS

Section I – Regular Meetings

The Policy Council shall hold at a minimum eight regular meeting each program year.

Section II – Special Meetings

Special meetings may be called at any time by the Chair to discuss urgent situations and to make necessary decisions. Notification of Special Meeting may be given via telephone, text message, or email. The agenda for special meetings shall be restricted to specific purpose for which the meeting was called.

Section III – Notice of Meeting

- (1) Notice of meeting shall be emailed prior to each meeting date. The notice shall include the location, date, time of the meeting and a tentative agenda.
- (2) Meetings may be canceled by telephone, text message, or email due to unforeseen circumstances.

Section IV – Decisions of the Policy Council

All decisions of the Policy Council will become final upon approval via majority vote of present members at the meeting. In the event a quorum is not met at the time of the meeting, alternative voting methods may be used including but not limited to phone call, text message, email or postal mail. At least fifty-one percent (51%) of the active voting members must approve the action.

Section V – Quorum

- (1) A Quorum shall consist of of five (5) Policy Council members. A quorum must be reached to conduct any business.
- (2) If an alternate is officially taking an absent representative's place, they may vote and be counted as part of the quorum.
- (3) In the absence of a quorum, the Head Start Director or Policy Council Chair can poll Policy Council members electronically including but not limited to phone call, text message, email or postal mail to allow absent members to cast their vote.

Section VII – Conduct of the Meeting

A. Rules of Order

- (1) All meetings shall be conducted in a manner consistent with procedures set forth in Robert's Rules of Order Revised.

B. Order of Business

The order of the agenda for Policy Council meetings shall be as follows:

- (1) Call to Order
- (2) Approval of Minutes
- (3) Addition to the Agenda
- (4) Agency's Report
- (5) Delegate's Report
- (6) Grantee's Report
- (7) Budget Report
- (8) Personnel
- (9) New Business
- (10) Adjournment

ARTICLE VII – AMENDMENTS

New Bylaws may be adopted, amended, or replaced by the Policy Council at any regular or special meeting. A majority vote by the voting members present as a quorum shall be sufficient for adoption of such amendments.

ARTICLE VIII – CONFLICT OF INTEREST

- (1) To avoid the actual or appearance of conflict of interest, Policy Council members may not be employees or board members of organizations, agencies or businesses with which the grantee:
 - a. Contracts to purchase services
 - b. Purchases substantial supplies, equipment, materials, including items for bid
 - c. Holds agreements which mutually bind all parties
 - d. Delegates all or part of its program
- (2) Policy Council members may not be current or former employees of Western Dairyland E.O.C. Head Start program or related as follows:

Spouse	Aunt	Son	Legal Guardian
Father	Uncle	Daughter	Daughter-in-law
Mother	Nephew	Sister-in-law	Brother-in-law
Brother	Niece	Parent-in-law	
Sister	Grandparent	Son-in-law	

ATTACHMENT 1

Representatives Job Description

Western Dairyland Head Start Policy Council

- (1) Regularly attend Policy Council meetings.
- (2) Participate in the review and approval or disapproval of personnel policies.
- (3) Participate in the review and approval or disapproval of monthly budget expenditures.
- (4) Participate in the review and approval or disapproval of refunding applications.
- (5) Represent their Parent Committee at Policy council meetings, report on Policy Council activities at Parent Committee meetings, and solicit advice and feedback from Parent Committee meetings.
- (6) Participate in training for Policy Council members.
- (7) Conduct one's self according to the expectations of representatives outlined in the Policy Council bylaws, Standards of Conduct Agreement, and Confidentiality Agreement.
- (8) Participate in the annual Head Start Program Self-Assessment