

PROCEDURES/ PROTOCOL FOR SELECTING POLICY COUNCIL MEMBERS

Definition of Policy Council Structure

Policy Council is made up of classroom parents and community representatives. They approve and disapprove procedures for program planning

Selection Process for Policy Council Members:

Steps:

1. Parents fill out volunteer form and parent interest survey
2. The parents are informed about the Policy Council
 - Policy Council – review policy goal and daily operation of Head Start program
3. Parents sign up to let other parents know that they are interested in being a representative for the classroom
4. Nomination of the parents
5. Voting takes place within a week
6. Parents are chosen by the elected majority votes
7. There are 3 representatives for each classroom (1 Primary rep. 2 Alternate rep.)

Election of Officers:

It is done by abiding by the Policy Council Rules, By-laws and Roberts Rules Order
Elected positions are President, Vice President, Secretary, Treasurer, and Parliamentarian

Steps:

1. First meeting -Nominations of parents for each office
2. Voting takes place for nominee of office
3. Majority vote selects the officers
4. New officers /members are trained