

## ***Policy Council Composition and Selection Procedure***

### **Policy**

Policy Council membership must maintain 51 percent or more current parents. Policy Council members are elected annually. Additional representation from past parents and community members will be encouraged.

### **Procedure**

1. Each classroom of 15-20 children will elect one representatives and one alternate to represent them on Policy Council at the first parent meeting.
2. Participation of past parents and community members will be encouraged as long as the total Policy Council membership maintains a majority of current parents. All community representatives must submit a written request and be elected by the full Policy Council before they can be seated.
3. Until new representatives are elected, the prior year representatives shall remain as members. New elections are held in October of each program year.
4. As members are elected to the Council, the Family Services Manager will compile a roster that contains their names, mailing addresses and phone number that contains to be distributed by November. As new members are elected to fill vacancies that occur during the year, the Family Services Manager will update the roster with their names/ mailing addresses and phone number.
5. Newly elected members will be informed about the first (or upcoming) Policy Council meeting by the Family Services Manager and send agenda and minutes to elected Policy Council members as listed on the roster.
6. In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than three years. They may serve as ex-officio member *only*, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a North Head Start staff person.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.50.(b) (1)-(b) (7)

It was approved by Policy Council November 4, 2010.