

## DULUTH HEAD START POLICY COUNCIL BY-LAWS

### ARTICLE I: ORGANIZATION NAME

The name of this organization shall be “*Duluth Head Start Policy Council*,” representing the Head Start program of Duluth, Minnesota. Duluth Head Start is under the Duluth Public Schools, the grantee of the program.

### ARTICLE II: ORGANIZATION PURPOSE (Roles and Responsibilities)

The purpose of the Duluth Head Start Policy Council is to work in partnership with key management staff and the governing body to develop, reviews, and approve or disapprove the following policies and procedures:

- all funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such applications;
- procedures describing how the governing body and the Policy Council will implement shared decision making;
- procedures for program planning that include the program’s philosophy and long- and short-range program goals and objective;’
- the composition of the Policy Council and the procedures by which members are chosen;
- criteria for defining recruitment, selection, and enrollment priorities;
- the annual Self-Assessment of the grantee’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 findings from the Federal monitoring review;
- program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants and volunteers;
- decisions to hire or terminate the Head Start Director and any person who works primarily for Head Start;

In addition, the Policy Council must:

- serve as a link to the Parent Committees, governing body, public and private organizations and the communities they serve;
- assist Parent Committees in communicating with the parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program;
- assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs;
- establish and maintain procedures for working with the grantee to resolve community complaints about the program.

### ARTICLE III: MEETING PROCEDURE

- A. Meetings will be conducted respectfully and fairly, utilizing Robert's Rules of Order as a guide.
- B. Regular meetings shall be held on a specified day and time each month, to be agreed upon by the Policy Council. Meetings are held monthly; a July meeting will be held if necessary.
- C. Location, time of meeting, tentative agenda and minutes of the previous meeting shall be mailed from the Head Start office at least 5 days before the meeting.
- D. Policy Council members hold office until newly elected or re-elected members are seated.

### ARTICLE IV: MEMBERSHIP

- A. The total Policy Council shall consist of a minimum of 51% parents with children currently enrolled in the program. Policy Council will be established as early in the program year as possible and will not be dissolved until the successor Council is elected and seated. The governing body (School Board) and the Policy Council must not have identical membership and functions.
  - 1. Membership shall consist of the following:
    - a. **Schools:** For schools having 3 or more classrooms, there will be 2 representatives and 2 alternates per school; For schools having 1 or 2 classrooms, there will be 1 representative and 1 alternate per school.
    - b. **Childcare Collaborations:** There will be 1 representative and 1 alternate from each childcare center.  
**Families in Transition.** There will be 1 representative and 1 alternate from Families in transition. Parents participating in the Families in Transition parents may volunteer to be appointed to Policy Council, and may serve out the year even if they transfer to another part of the program. The goal will be to maintain one representative and one alternate at all times.
  - 2. If the parent representative is unable to attend a meeting, the alternate will be notified and will be the voting representative for that meeting. Representatives and alternates will receive training on Policy Council and Program Governance per the Performance standards.
  - 4. Community members, including the past Chairperson, former parents and community people will be called Community Representatives, and make up the remainder of the Policy Council voting membership. The Policy Council will select and vote approval of the Community Representatives. This will be done at the first meeting of the newly seated Policy Council.
  - 5. A School Board member, who acts as an *ex officio* liaison between the School Board and the Policy Council. The School Board will

appoint one of their members to this position. It does not count in the quorum, nor does the School Board member have a vote.

- B. Membership shall be for a term of:
  - 1. Head Start parents: 1 year; must be elected annually; may not serve longer than 3 years in a lifetime.
  - 2. Community representatives: 1 year, must be elected annually, may not serve longer than a maximum of 3 years. If a past parent is serving as a Community Representative, he/she may not serve more than 3 years' total lifetime.
- C. Membership shall be terminated when:
  - 1. A representative submits a letter of resignation or verbally tells a Head Start staff member or Policy Council officer;
  - 2. a representative leaves the community or program with or without submitting a letter of resignation;
  - 3. a representative is absent three consecutive meetings or has 3 unexcused absences;
- D. Staff members to attend: Director and others as requested for specific agenda items. Staff do not count for the quorum nor do they have voting rights.
- E. No grantee agency staff or members of their immediate families may serve on Policy Councils.

#### ARTICLE V: EXECUTIVE BOARD

The Executive Board of the Duluth Head Start Policy Council will consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. They must be parents of children currently enrolled in the program, or parents of children who were enrolled in the program the previous year. Officers shall be elected for the term of one year. Alternates may run for offices; if elected, they will have voting rights only if the representative is absent on that meeting day. If elected to an office, attendance for the alternate would be required at meetings.

- A. The Chairperson is elected for a one-year term. He/she may be elected to a second concurrent term.
- B. The Vice Chairperson, Secretary and Treasurer will be eligible to run for another office for the next concurrent year.
- C. Duties of the officers are as follows
  - 1. Chairperson
    - a. conduct meetings;
    - b. appoint subcommittees, as needed;
    - c. call special meetings, when necessary;
    - d. represent the Policy Council at meetings when requested.
  - 2. Vice Chairperson
    - a. assist the Chairperson;
    - b. conduct meetings in the Chairperson's absence or when appropriate parliamentary rules apply;
    - c. represent the Policy Council other meetings when requested, and the Chairperson cannot attend.

3. Secretary
  - a. record the minutes of meetings, including taking attendance;
  - b. handle correspondence that would normally not be undertaken by the administration;
  - c. establish if a quorum is present;
4. Treasurer
  - a. monitor expenditures by Center and Home Base Parent committees;
  - b. monitor expenditures of the general Parent Fund;
  - c. make reports to the Policy council regarding such expenditures.

- D. When a vacancy occurs on the Executive Board:
  - a. the election to fill the Secretary or Treasurer position will take place at the first meeting following the vacancy notice;
  - b. the Vice Chairperson will have the first choice of filling the vacancy of the Chairperson's office. If the Vice Chairperson chooses to do this, a new Vice chairperson will be elected. If not, the position of Chairperson will be open to the Policy Council to elect.

#### ARTICLE VI: VOTING AND NOMINATIONS

- A. If a parent, other than the elected representative and alternate, is present at a meeting, h/she does not have voting rights;
- B. Another representative will be chosen from the group whose representative was elected Chairperson.
- C. The Head Start Chairperson may vote only to break a tie and therefore does not count toward the quorum required. The Vice Chairperson, Secretary and Treasurer have full voting rights unless they are serving as an alternate.
- D. Head Start nominations for the Executive Board will be open to all Policy Council members who are parents of children currently enrolled in the program or parents of children who were previously enrolled in the program; this will generally occur at the November meeting.
- E. A quorum must be established to proceed on any voting items. A quorum is defined as 1/3 of the total Policy Council membership, with parents being in the majority.
- F. At any Policy Council meeting, the number of Community Representatives must be at least one fewer than the number of Parent Representatives present.
- G. Policy Council Representatives from the previous year will have voting rights until the new Policy Council is seated.
- H. Policy Council will elect 2 Parent Representatives to the Minnesota Head Start Association Parent Affiliate to attend each Minnesota State Head Start Association meeting. Responsibilities include attending the Association meetings (December, February, May and September or October), and

reporting back to the Policy Council. These are one-day meetings held in St. Cloud or St. Paul. Travel and meals will be the responsibility of the program.

- I. Policy Council will elect 2 members to represent them on the Duluth Head Start Planning Team. This group meets regularly and consists of staff and parent representatives. The Policy Council members on the Planning Team will serve as a liaison between this group and Policy Council, and will share information between the two groups.

#### ARTICLE VII: SUBCOMMITTEES

- A. Subcommittee membership will consist of:
  1. any parent of a currently enrolled child;
  2. community person, by invitation;
  3. appropriate staff members.
- B. Permanent Subcommittees are:
  1. Executive Committee consists of Policy Council officers;
  2. Health Advisory Committee (HAC)
  3. Families in Transition
  4. Education Committee
- C. Subcommittees shall meet at the request of program staff, the administration or the Policy Council.
- D. Special subcommittees shall be appointed by the Policy Council Chairperson, as needed.

#### ARTICLE VIII: AMENDMENTS

Any amendments to these by-laws must be approved by a quorum as established in Article VI, E. Voting will occur at a Policy Council meeting determined by the Executive Committee.

**Approved by the Policy Council on January 8, 2003**

**Approved with revisions by the Policy council on April 23, 2003**

**Amended December, 2003**

**Approved by the Policy Council on December 17, 2003**

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**Amended and approved by the Policy Council on September 1, 2004**

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**Amended and approved by the Policy Council on September 6, 2011**