

**COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START
POLICY COUNCIL BY-LAWS
APPROVED JANUARY 17, 2013**

Article I. **Name**

The name of the organization will be the COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START Policy Council.

Article II. **Purpose and Functions**

Section 1. **Purpose**

- A. Implement Head Start/ Early Head Start Policy Manual.
- B. Implement the Performance Standards.
- C. Serve as a link between parents, public, and private organizations, the Grantee Board of Trustees, and the communities served.
- D. Coordinate the Head Start/ Early Head Start program in the counties of South Central Idaho, in the State of Idaho.

Section 2. **Functions**

The functions of the COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START Policy Council, in accordance with Health and Human Services (HHS) and the Office of Head Start(OHS) regulations are:

- A. Work together with Head Start/ Early Head Start Staff and Grantee Board of Trustees to identify goals and develop ways to meet these goals. Goals must be approved or disapproved by Policy Council.
- B. Approve or disapprove funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to Health and Human Services.
- C. Approve or disapprove major changes in the Head Start/ Early Head Start operating budget and work program.
- D. Serve as an intermediary or group that assists or attempts to resolve complaints about Head Start/ Early Head Start and serve in an advisory capacity to centers, relaying suggestions and concerns that cannot be solved within the council to the Grantee Board.
- E. Initiate suggestions and ideas for program improvements, and receive periodic reports on action taken by the administering agency with regard to its Policy Council's recommendations.
 - i. Discuss suggestions and ideas with Family Educator who will serve as a Parent Advocate
 - ii. Discuss suggestions and ideas with Center Supervisor and Policy Council Executive Member to create a proposal. Also present proposal at Center Level to get feedback.
 - iii. Bring proposal to appropriate Specialist or Coordinator.
 - iv. Bring proposal to Head Start/Early Head Start Director.
 - v. Bring proposal to Policy Council to pass as an action items.
 - vi. Action items that pass go to CSI Vice President of Administration for final approval.
 - vii. Parents may request a written report on the progress of their suggestions or ideas in a timely manner.
- F. Approve or disapprove information prepared for the pre-review to HHS and OHS.

- G. Assist in conducting annual Self-Assessment and any Federal Reviews.
- H. Coordinate with Parent Committee and staff in the screening for hiring of new Head Start/ Early Head Start staff. The Policy Council shall approve or disapprove personnel actions including the hiring and/or termination of staff, changes in job descriptions, and retirement/resignations of staff.
- I. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program.
 - i. A parent or community representative shall be elected or designated at the center level as a motivator to work with Policy Council and Parent Committee members to inform, involve, and motivate parents.
- J. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring funds set aside from program budgets are used to support parent activities.
 - i. The parent or community representative elected or appointed as a motivator, in Article II. Section 2. Part I. i. shall also fulfill the role of assisting the Parent Committee and staff in planning, coordinating, and organizing parent activities as well as assisting with the budget for those activities.
- K. Approve the locations of Head Start/ Early Head Start Centers.
- L. Approve the composition of the appropriate parent policy-making groups and committees and methods for setting them up within HHS and OHS guidelines.
- M. Approve or disapprove the Head Start, Early Head Start, and/or Grantee Agency's personnel policies and procedures.
- N. Be consulted to ensure that Performance Standards for acquiring space, equipment, and supplies are met.
- O. Assist in developing criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
- P. Approve or disapprove written policies that define the roles and responsibilities of the governing body members and that inform them of the management procedures and functions necessary to implement a high quality program.
- Q. Recruit volunteer services from parents, community residents, and community organizations, and mobilize community resources to meet identified needs.
- R. Serve as a link for communication between the program and the community.

Article III.

Jurisdiction

The geographical jurisdiction of the COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START Policy Council is Cassia, Camas, Blaine, Gooding, Jerome, Lincoln, Minidoka, Power, and Twin Falls counties, and other areas as funded by HHS and OHS.

Article IV.

Membership

Section 1.

The Policy Council

In accordance with the Performance Standards, the Policy Council shall consist of a fifty-one percent (51%) majority of parents of currently enrolled children. The remaining forty-nine percent (49%) can consist of community members, past parents, Grantee Board Members, etc..... Elected parent members of the Policy Council must approve all representatives not elected by a Center Committee.

- Section 2. **Terms of Office**
- A. No representative can serve more than a combined total of three (3) years on the Policy Council whether a parent representative or a community representative.
 - B. Former Policy Council members may serve as advisors on Policy Council in a nonvoting capacity.
 - C. The term of membership will be from October to October.
 - D. Policy Council officers are to attend until new Policy Council officers are elected.
 - E. Attendance at more than three (3) regular meetings, in a voting capacity, in one program year shall constitute one (1) year.
 - F. Nominations to fill unexpired terms shall be only for the length of the unexpired term, not to exceed a combined total of three (3) years.
 - G. Center Committees must elect Policy Council members annually.
- Section 3. **Voting Rights**
- A. Each member of the Policy Council shall have one vote in Policy Council decisions.
 - B. Alternates will not have voting rights unless acting as a regular representative.
 - C. Alternates cannot run for a Policy Council office.
 - D. Voting by proxy is not permitted at any committee or Policy Council meeting.
- Section 4. **Termination of Membership**
- Any member of the Policy Council regardless of what capacity he/she serves on the council, may be removed from the Policy Council by a two-thirds (2/3) vote of the quorum of Policy Council whenever in its judgment the interest of the COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START program would thereby be served including if a member does not display Unconditional Positive Regard at all Head Start/Early Head Start events attended. When a member has three (3) recorded absences, that member's position will be considered vacant, and the Center Parent Committee, or, when appropriate, the Center Supervisor will be asked to select a new member to fill the vacancy. Any member removed as outlined here shall have the right to appeal to the Executive Committee. For further procedures regarding termination please refer to the Policies and Procedures manual.
- Section 5. **Resignation**
- A member may resign at anytime by submitting a written notice of resignation.
- Section 6. **Vacancy**
- Any center shall elect, within 30 days, a new representative to the Policy Council whenever there is a vacancy on the Policy Council occurring from their center. For further procedures regarding how to fill vacancies, please refer to Policies and Procedures manual.
- Section 7. **Nepotism**
- No person may be a member of Policy Council if they have a relationship by blood or marriage with any staff member in COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START. Additional definitions are included in the Policies and Procedure manual.
- Section 8. **Duties**
- The duties of the Policy Council members are outlined in the Policies and Procedures manual.

- Section 9. **Confidentiality**
 Head Start/ Early Head Start personnel and/or parent issues dealt with as part of their responsibility as a COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START Policy Council member shall be kept confidential. Breach of said confidentiality may result in termination.
- Article V. **Officers**
 Job descriptions of the officers are found in the Policies and Procedures manual.
- Section 1. **Officers**
 A. Chairperson
 B. Vice-Chairperson/Historian
 C. Secretary
 D. Treasurer
 E. One Representative to Idaho Head Start Association
 F. First Alternate Representative to Idaho Head Start Association
 G. Second Alternate Representative to Idaho Head Start Association
- Section 2. **Elections and Term of Office**
 A. New officers will be elected annually.
 B. No officer may serve more than two (2) consecutive terms in one office.
 C. Members not elected by a Parent Committee may not hold an office.
 D. No member may hold more than one executive position at one time. See By-Laws article VI section 1. (Executive committee)
- Section 3. **Removal**
 Any officer of the Policy Council may be removed from office by a 2/3rds majority vote of a quorum.
 A. When an officer of the Policy Council is removed from office for reason of excessive absence, non-performance of duties, or the failure to display Unconditional Positive Regard at all Head Start/Early Head Start events attended. The officer has the right to a fair hearing.
 The route is:
 I. Policy Council Executive Committee, who will bring before Policy Council.
- Section 4. **Vacancy of Office**
 Vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Policy Council for the unexpired portion of the term. A quorum is required.
- Article VI. **Committees**
 The Policy Council shall appoint such committees as are necessary to the proper conduct of its business.
- Section 1. **Executive Committee**
 The Executive Committee shall be composed of the following: Chairperson, Vice Chairperson, Secretary, Treasurer, Parent Representative to Idaho Head Start Association, and Personnel Development Work Group Representative.
 A. Executive Committee quorum: requires 3 of the above-mentioned members.

- Section 2. **By-Laws Committee**
This committee shall be composed of not less than three (3) members of the Policy Council. It shall review the By-Laws and make recommendations on changes.
- Section 3. **Membership Committee**
The membership committee shall consist of the Policy Council Vice-Chairperson and three (3) members appointed by the Chairperson. There shall be no more than one member from any one center.
- Section 4. **Special Committees**
A. Special committees may be appointed by the Chairperson or selected by the Policy Council as the need arises.
B. All committees shall have time to give a full report, back to Policy Council, of items discussed in committee. Minutes from all committee meetings will be submitted in writing to each member of the full Policy Council, prior to the next scheduled meeting. All committees shall use the appropriate form for reporting on committee meetings.
- Article VII. **Meetings**
- Section 1. **Regular Meetings**
Regular meetings of this Policy Council will be held on a monthly basis as scheduled, at a central location.
- Section 2. **Special Meetings**
There will be special meetings of this Policy Council only when the Executive Committee sees a need. It is recommended meetings be called by the Chairperson at least 48 hours in advance.
- Section 3. **Notice of Meetings**
A. Written notices shall be mailed to each member of the Policy Council at least seven (7) calendar days or five (5) business days prior to the date of each regular meeting. A copy of the agenda will also be enclosed.
B. Policy Council members will be notified of special meetings by phone and/or personal contact.
- Section 4. **Quorum**
A. A quorum shall consist of no less than three (3) member representatives from each of the three (3) regions served by the a COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START.
B. The regions are listed here as EAST: Cassia, Minidoka, Power NORTH: Hailey, Orchard Valley, North Side, Little Wood; and CENTRAL: Twin Falls, East End, West End, Hagerman.
C. If a regular representative cannot attend, it is his/her responsibility to notify his/her Center Supervisor so alternates can be notified.
D. Parent alternates are not included unless acting as a regular member.
- Article VIII. **Amendments**
By-Laws may be amended by sending a copy of the proposed amendment(s) to each Policy Council Member at least ten (10) working days before the meeting. The Policy Council

may debate any amendment (s) before adoption. Amendments must be approved by a two-thirds (2/3) vote of a quorum of the Policy Council.

Article IX. **Rules of Order**

Robert's Rules of Order, Revised, shall be the guide for conducting all meetings of the a COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START Policy Council and its committees. A yearly training on Robert's Rules of Order will be conducted for the Policy Council.

Article X. **Certification**

These by-laws were approved at the March 22, 2012 meeting of the College of Southern Idaho Head Start/ Early Head Start Policy Council.

Policy Council Chairperson

1/17/2013

DATE

Board Chairperson

DATE