

**BOURBON COUNTY
PRESCHOOL HEAD START POLICY COUNCIL BY-LAWS**

ARTICLE I: NAME

The name of this organization shall be the Bourbon County Preschool Head Start Policy Council.

ARTICLE II: PURPOSES

Section 1

The purpose shall be to: implement the Department of Health and Human Services Head Start Program Governance regulations for which this Bourbon County Preschool Head Start Policy Council is created to serve as a link between public and private organizations, the Grantee Board of Directors, the communities served and the parents of the children enrolled in the planning and coordinating of the Preschool Head Start program in the county of Bourbon in the state of Kentucky.

Section 2

1. Initiate suggestions and ideas for program improvements, and to receive periodic reports on action taken by the administering agency with regard to its recommendations.
2. Plan, coordinate and organize agency-wide activities for parents with assistance of staff.
3. Recruit volunteer services from parents, community residents and community organizations, and mobilizes community resources to meet identified needs.
4. Assist in communicating with parents and encourage their full participation in the Preschool Head Start Program.
5. Approve the program plans and goals for Preschool Head Start within the agency as proposed by the grantee Board of Directors, and develop ways to meet these goals.
6. Receive communication and guidance from the Department of Health and Human Services
7. Share information on the monthly financial statement for Head Start.
8. Share information summaries on program enrollment reports.
9. The Policy Council will serve as an intermediary or group that assists or attempts to resolve complaints about Preschool Head Start.
10. Receive information on the financial audit.
11. Approve or disapprove the Preschool/Head Start Personnel Procedures and Policies.
12. Approve or disapprove the request for funds and proposed work programs (the grant package) with sufficient time to study the grant package and ask questions of Head Start and Grantee personnel.
13. Approve major changes in budget and work program while program is in operation.
14. Conduct a self-evaluation of the Preschool/Head Start program.
15. Assist with a communitywide strategic plan and needs assessment of the Head Start agency, including any applicable updates.

16. To attend appropriate training and technical assistance to ensure that members understand the information and can effectively oversee and participate in the programs of the Head Start agency.

ARTICLE III: MEMBERSHIP

Section 1

The Policy Council shall be composed of members, with at least 51 percent of the membership comprised of parents of a child currently enrolled in the Preschool Head Start program. Nine Head Start parents, one parent from the State At-Risk Program and one parent from the local board program. No Policy Council member can serve on the council if they are an employee of the Preschool Head Start Program or Bourbon County Schools. (Includes substitutes.)

Section 2 Two Categories

Membership on the Policy Council shall consist of two categories: parent members and community representatives.

- A. Each Preschool Head Start classroom is eligible to elect one parent member to the Policy Council. Parents with a child currently enrolled in that classroom will be elected to serve on the Policy Council. If more than one parent per classroom wants to serve on the council, names will be sent to parents of that classroom for an election.
- B. The parent members of the Policy Council must approve two community representatives before they can be seated. Community representatives shall represent major agencies of the community served by the Preschool Head Start agency or a former Preschool Head Start parent.

C. Section 3 Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council as a parent member and/or community representative for more than three (3) consecutive years.

Section 4 Voting Rights

Each member of the Policy Council shall have one (1) vote. A policy council member will accept written absentee votes when an emergency occurs. (Illness, death of family member, or prior engagement.)

Section 5 Termination of Membership

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if he/she is absent from three (3) consecutive meetings without having submitted a legitimate excuse in writing to the Policy Council Chairperson.

Section 6 Resignations

A member shall give a written statement of reasons before resigning.

Section 7 Nepotism

No person can serve as a member of this Policy Council while any member of his immediate family is employed in the Preschool Head Start program.

Section 8 Duties

All members of this Policy Council shall attend meetings regularly; actively participate in meetings, read agenda and discuss matters to be considered with other parents in the classroom he/she represents, keep informed of the Policy Council's purpose, plans, and progress, report to parents in the classroom he/she represents any actions taken by the Policy council, consider all information and arguments before voting; debate the issues, and accept and support any final decisions of the majority of the Policy Council.

ARTICLE IV: OFFICERS

Section 1

The Policy Council shall elect a Chairperson, Vice-Chairperson and Secretary. Other officers may be deemed as necessary.

Section 2 Elections and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Policy Council has been seated and shall serve a term of one (1) year.

Section 3 Replacements

Any officer or member of this Policy council who fails to perform his/her duties as outlined above or below, may be replaced by a two-thirds vote of the Policy Council.

Section 4 Chairperson

The Chairperson shall preside at all meetings; have an understanding of the by-laws of the Policy Council; shall extend every courtesy to the discussions of the motions; shall call meetings to order and formally close them; note whether a quorum is present and declaration of same; help prepare an agenda for each meeting, may call special meetings,

appoint chairperson's to all committees; explain each motion before it is voted upon; and may only vote to break a tie.

Section 5 Vice-Chairperson

The Vice-Chairperson shall preside in the absence of the Chairperson whenever the Chairperson temporarily vacates the chair; in case of resignation or death of the Chairperson; the Vice-Chairperson shall assume the office of Chairperson until a permanent Chairperson is elected.

Section 6 Secretary

The Secretary shall record the minutes of every Policy Council meeting after the meeting has been called to order, keeps a copy of the by-laws, list of members, copies of minutes of previous meetings; provides a record of minutes to be kept on file in the Preschool Head Start Office; and receives mail addressed to the Policy Council.

ARTICLE V: MEETINGS

Section 1 Regular Meeting

Regular meetings of the Policy Council will be held monthly.

Section 2 Special Meetings

There will be special meetings of this Policy Council only when the council sees a need, and the Chairperson shall call all special meetings three (3) days in advance.

Section 3 Notices of Meetings

Written notices shall be mailed to each member of the Policy Council by the Program Director at least five (5) days prior to the date of each meeting.

Section 4 Quorums

An official quorum of the membership necessary to conduct the business of the Policy Council shall consist of seven (7) members present, provided sufficient notice, as per the By-Laws, is given to each member.

When a quorum is not established for a scheduled meeting, a Policy Council member may make a motion to conduct an official meeting with those members present so important business can be done. The motion must receive a second and passed unanimously by those in attendance. If approved, the meeting shall be deemed official. Decisions and rulings shall stand. If the motion lacks a second or is not passed unanimously, then an official meeting will not take place and no decisions will be made.

Article VI: Amendments

Sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting may amend these by-laws. The Policy Council may debate an amendment before adoption. Amendments must be approved by a two-thirds vote of the Policy Council.

Superintendent, Bourbon County Schools

Date

Bourbon County Preschool/Head Start Principal

Date

Chairperson, Policy Council

Date

Revised 10/6/14