

# ADAMS COUNTY HEAD START POLICY COUNCIL BYLAWS

## ARTICLE I. NAME AND PURPOSE

### SECTION 1. NAME

The name of this organization is the Adams County Head Start Policy Council, hereinafter referred to as the "Policy Council."

### SECTION 2. PURPOSE

The Policy Council has been established pursuant to the Program Performance Standards for the Operation of Head Start ("Program Performance Standards"), 45 C.F.R. §§ 1301, et seq. The purposes and responsibilities of the Policy Council shall include the following:

- A. To ensure that the Head Start program is operated pursuant to federal regulations and guidelines and in accordance with Adams County policies and procedures for personnel, purchasing, fiscal management and affirmative action. In the event of a conflict between federal regulations and Adams County policies, the federal regulations shall control.
- B. To participate in general planning and administrative responsibilities in accordance with Program Performance Standards.
- C. To develop and/or review, and/or revise, all budgets and program plans prior to their submission to the Adams County Board of Commissioners ("BOCC"). These budgets and program plans shall be submitted to the BOCC through the Director of the Human Services Department ("Director") or his/her designee.
- D. To provide the opportunity for the parents of Head Start participants to initiate recommendations for program improvements.
- E. To review on a monthly basis financial reports on the Head Start program.
- F. To approve or disapprove decisions concerning the hiring or terminating of Head Start program staff.

- G. To serve as a liaison between the BOCC and the Parent Committees and any other public or private organizations (s) having and interest in or serving low-to-moderate income children.
- H. To review and approve the plan for the annual self-assessment and subsequent quality improvement plan.
- I. To review and approve the annual independent financial audit.
- J. To determine criteria for the recruitment, selection, and enrollment of children in the Head Start program, in accordance with the Program Performance Standards.
- K. To serve as a link to the Parent Committees, governing bodies, private and public organizations and community. 1304.5 (d)(2)(i)
- L. To assist Parent Committees by communicating with parents enrolled in all program options to ensure they understand their rights and responsibilities and encourage their participation. 1304.5 (d)(2)(ii)
- M. To assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of the staff. 1304.5 (d)(2)(iii)
- N. To assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in mobilization of community resources to meet identified needs. 1304.5 (d)(2)(iv)
- O. To establish and maintain procedures for working with grantee to resolve community complaints about the program. 1304.5 (d)(2)(v)

## **ARTICLE II. MEMBERSHIP**

### **SECTION 1. COMPOSITION OF MEMBERSHIP**

The Policy Council shall be comprised of members from the Parent Committees and members who are representatives of the community. At least fifty-one percent (51%) of the membership shall be parents of children currently enrolled in the Adams County Head Start program. Unless otherwise specified in these Bylaws, all members are voting members.

A. Parent Committee Members: Each Head Start attendance center shall have a Parent Committee that shall be comprised of all parents who have children enrolled in the Head Start program at that center. In attendance centers with two or more program options the Parent Committee shall be comprised of all parents of the center unless the parents vote to have separate Parent Committees to represent each program option at the attendance center. Each **program option at each attendance center** shall elect by majority vote one (1) parent to serve as a member of the Policy Council and one (1) parent to serve as Policy Council Alternate.

(Performance Standards 1304.50(a)(1)(iii), 1304.50(a)(2), and 1304.50(b)(7).

B. Community Representatives: The Policy Council shall have a minimum of three (3) but no more than seven (7) members who are representatives of the community. The Community Representatives shall be chosen based on letters of interest or recommendations submitted to the Policy Council. The Parent Committee members of the Policy Council shall elect by majority vote the community members, and those members shall be representative of the following:

- One (1) recommended by the BOCC;
- A maximum of two (2) specialists representing areas of interest to Head Start;
- A maximum of two (2) members may be from the community-at-large who have special interest or involvement in the Head Start program; and,
- A maximum of two (2) members may be parents of former child participants in the Head Start program.

C. Employees of the Head Start Program, employees of Adams County, and any immediate family members of such employees shall not serve as members of the Policy Council. Under these Bylaws, an "immediate family" means: wife, husband, son, daughter, mother, father, brother, sister, grandparents, grand children, partner sharing a home, or relative by marriage of comparable degree (in-laws). This may extend to other relationships if conflict of interest and confidentiality are in jeopardy. Volunteers and temporary employee substitutes are not considered "employees" for the purposes of this section.

D. Only one (1) immediate family member in any family may serve as a voting member of the Policy Council. Other immediate family members may serve as non-voting members of the Policy Council and/or may serve on other Head Start committees.

## SECTION 2. ELECTIONS AND TERMS OF SERVICE

No individual shall be permitted to serve more than three (3) one-year terms of service on the Policy Council. A term of service shall be from the first day in November to the last day of October of the following year. If the Policy Council member's child is still eligible for the program, and the Policy Council member removes the child from the program, the Policy Council member shall forfeit their position immediately. A one-year term of service for Community Representatives shall be from the date of election by the Policy Council until the 12-month anniversary date of that election.

- A. Each Parent Committee, as described in Article II, Section 1, Paragraph A, shall elect its parent representative member to the Policy Council prior to the last day in October of each year. Each Parent Committee shall provide the Policy Council with a written statement of the name of the elected parent member and alternate no later than five (5) days after the election of the new Policy Council Member at the annual election and election of a new Policy Council Alternate. Due to withdrawal of the present Policy Council Representative, the elected Policy Council Alternate will immediately assume the duties of the Policy Council Representative and the Parent Committee will hold an election for a new Policy Council Alternate at the next Program Option/Parent Committee meeting.
- B. Each member of the Policy Council shall provide to the Adams County Head Start Administrator ("Administrator") or his/her designee, the member's current address and telephone number, and shall update this information in a timely manner as necessary.
- C. The Policy Council shall elect Community Representatives in a timely fashion and shall have no less than three seated members at any time. Upon the anniversary date, term limit or withdrawal for any reason by a Community Representative to the Policy Council the Policy Council shall elect a new Community Representative at the next scheduled regular meeting. The Policy Council shall seek a new Community Representative from the same sector as described under Article II, Section 1, paragraph B.

## ARTICLE III. OFFICERS

### SECTION 1. GENERAL

The officers of the Policy Council shall consist of the Chairperson, the Vice Chairperson, the Secretary, the Treasurer, and the Historian. Officers shall be elected by a majority vote of the members at the regularly scheduled meeting in November of each year. Nominations for officers shall be open to the floor, and voting shall be by ballot. Officers shall serve for one (1) year, which term shall commence upon the date elected and terminated upon the adjournment of the meeting at which new officers are elected. Upon the resignation, removal, or withdrawal of an officer from an officer position, a new election for the vacated officer position shall be held at the next scheduled Regular meeting. Upon the resignation, removal, or withdrawal of an officer from an officer position, a new officer will be elected, following the above procedures, at the next regularly scheduled Policy Council meeting.

**SECTION 2. CHAIRPERSON:** The Chairperson shall preside at all meetings of the Policy Council and shall direct and execute all decisions, acts, or programs adopted by the Policy Council. The Chairperson shall act as chief executive representative of the Policy Council, and shall at all times act in conformity with the policies and practices adopted or established by the Policy Council. The Chairperson may, from time to time, delegate the duties and responsibilities of the office to another member.

**SECTION 3. VICE CHAIRPERSON:** In Chairperson's absence, the Vice-Chairperson shall assume the Chairperson's duties and responsibilities and shall act in the place of the Chairperson. The Vice Chairperson shall also have such other duties as may be designated by the Policy Council.

**SECTION 4. SECRETARY:** The Secretary shall keep the minutes of all meetings of the Policy Council, shall be responsible for issuing written notices to members or all regularly scheduled meetings, and shall keep a record of members' attendance at meetings. In addition, the secretary shall keep all documentation and records pertaining to the operation and activities of the Policy Council, and shall file all reports required pursuant to local, state, or federal law. The Secretary shall be responsible for organizing and mailing correspondence as directed by the Policy Council, which correspondence shall include, but not be limited to, minutes and notices of meetings. The Secretary shall also perform such other duties as may be designated by the Policy Council. The Secretary may request clerical assistance in performing these duties from the Administrator or his/her designee.

**SECTION 5. TREASURER:** The Treasurer shall be responsible for maintaining accurate financial records for the Policy Council. The Treasurer shall

maintain a file of all Head Start financial reports submitted to the Policy Council by the Administrator.

**SECTION 7. HISTORIAN:** The Historian shall maintain a record of the Head Start program's activities, including copies of newspaper articles, parent activities, and special projects. After approval by the Policy Council, this record shall become a permanent part of the Head Start program's official history. This record shall be kept at the Head Start administrative office.

#### **ARTICLE IV: RESIGNATION FROM OR TERMINATION OF MEMBERSHIP**

**SECTION 1. RESIGNATION:** A member may resign from the Policy Council by submitting a written letter or verbally informing any member of the Policy Council or the Head Start Administrator. Members of the Policy Council who receive this information must confirm it with the Policy Council Chairperson. As soon as this information is confirmed, the Administrator shall be notified to contact the effected Program Option/Parent Committee to inform them that they shall hold another election for a new Policy Council Alternate. As stated in Article II, Section 2, Paragraphs A & C, the position of Policy Council Representative will be immediately assumed by the previous Policy Council Alternate from this attendance site.

**SECTION 2. TERMINATION FROM PARENT COMMITTEE:** If a Policy Council member who represents a Parent Committee ceases to attend that Parent Committee, his/her membership on the Policy Council shall terminate. For the purposes of this Section, failure to attend Parent Committee meetings during the months of June, July, August does not constitute cessation of service on a Parent Committee.

**SECTION 3. TERMINATION FOR MISCONDUCT:** The Policy Council may terminate a member for misconduct. Misconduct shall include, but is not limited to:

- A. Failure to attend three consecutive meetings
- B. Removal of child or children from Head Start program.
- C. Gross neglect of duty;
- D. Indulging in grossly offensive conduct or using grossly offensive language;
- E. Theft or intentional destruction of money or property belonging to the Head Start Program;
- F. Breach of confidentiality, and
- G. Failure to comply with these Bylaws or the Program Standards.

Notification will be given to all members of the Policy Council in the regular agenda packet of the intent to consider a Policy Council member's

termination. In addition, the aforementioned member shall receive notice of this agenda item and it shall be delivered to the member via certified or registered mail, return receipt requested. If the notice of termination is undeliverable or unexpected, the termination shall be effective seven (7) days from the date it was mailed.

A terminated member may appeal by submitting a written request for a hearing to the Policy Council within seven (7) days of the effective date of the termination. The Policy Council shall hold the hearing on the next regularly scheduled Policy Council meeting, and shall determine by majority vote whether the termination should be reversed. Prior to voting, the Policy Council may deliberate outside of the presence of the appealing member and the group he/she represents, if any. The decision of the appeal shall be provided to the member making the appeal within seven (7) days and this notice shall be in writing.

Failure to attend the appeal hearing by the appealing member is grounds for automatic termination. The Policy Council is the authority on this matter and their vote is final.

## **ARTICLE V: DUTIES AND RESPONSIBILITIES**

### **SECTION 1. OVERSIGHT AND ADMINISTRATION: The Head Start Policy**

Council shall be responsible for oversight and monitoring of the Head Start program in accordance with the program Performance Standards and any other applicable federal rules or regulations. The Administrator shall be responsible for the day-to-day operations and administration of the Head Start program, and for supervising the Head Start program employees. Any correspondence from the United States Department of Health and Human Services shall be addressed to, reviewed by, and acted upon by the Administrator, which action may be submitted to the Policy Council for approval at the discretion of the Administrator and in accordance with the Program Performance Standards.

### **SECTION 2. HEAD START PERSONNEL: The Policy Council shall be involved in the decision making process for the selection and the termination of the Administrator and other Head Start personnel. (Performance Standard 1304.5 (d)(1)(xi)). All Head Start personnel shall be employees of Adams County, and recruitment, hiring, and termination procedures shall be in accordance with the Adams County Employee Handbook and Adams County personnel policies and procedures.**

SECTION 3. MEETINGS: The Policy Council shall hold regularly scheduled monthly meetings, which shall be conducted in accordance with the New Robert's Rules of Order.

- A. Notice: The secretary shall send or cause to be sent with clerical help from the Administration, a notice to all members of all regularly scheduled meetings. The notice shall include a copy of the upcoming meeting's agenda. The notice and its agenda shall not be distributed until approved by the Chairperson or the Policy Council. In the event that the Chairperson is unavailable the Administration shall seek the approval from the Vice Chairperson, and so on until approval is gained.
- B. Quorum: A quorum shall consist of five (5) voting members of the Policy Council. The Policy Council shall not take any official action at any meeting unless a quorum is present. However, if a matter on the agenda at any regularly scheduled meeting is deemed by the Chairperson to be urgent, the Chairperson may contact absent Policy Council members by telephone or facsimile transmission to achieve a quorum of the purposes of conducting urgent business. Matters that may be deemed by the Chairperson to be urgent may include, but are not limited to, budgetary and personnel matters.
- C. Motions: Any voting member may offer a motion during a meeting, and voting on motions may be made by any method permitted under the New Robert's Rules of Order, except by proxy or cumulative.
- D. Voting: All actions taken by the Policy Council shall be after approval upon a majority vote of the members. A majority vote shall be fifty-one percent (51%) of the members in attendance at any meeting during which a vote is taken.
- E. Minutes: The secretary shall take or cause to be taken with the assistance of the Administration, minutes of each meeting. All minutes shall be retained for a period of not less than four (4) years.
- F. Special Meetings: The Chairperson and or program administrator may call a Special Meeting after giving a minimum of thirty hours (30) notice to all members. Such notice shall be given in writing or by telephone.
- G. It is the intent of the Policy Council to begin each meeting at the published time, have each regularly meeting conclude within 1 1/2 hours, have translation services available when necessary, have child care services available, and provide a section within each agenda to allow for public comments.



- H. It is the intent of the Policy Council to hold all Regular, Special Committee meetings in an open forum. However, the Policy Council reserves the right to hold an executive session for items that may be sensitive in terms of human relations, labor relations, real estate holdings, certain work sessions, and hiring or terminations. The Policy Council will take no action in executive session.
- I. The Adams County Head Start Policy Council will follow the Colorado Open Meetings Law and Open Records Act and all of the amendments and future amendments of these Acts.

## **ARTICLE VI: COMMITTEES**

Any member may join any Policy Council committee except the Executive Committee and may be present at any Policy Council committee meeting. Each committee shall elect its own chairperson by majority vote of the members present at the meeting during which the election is held. Non-voting Policy Council members may not chair a Policy Council committee. The Policy Council Chairperson shall be a member of all Policy Council committees, but shall not be required to attend committee meetings.

- A. **Executive Committee:** The Executive Committee shall be comprised of officers of the Policy Council and one (1) member who represents a Parent Committee and is not an officer. In the event that a regularly scheduled Policy Council Meeting does not have quorum; the Chairperson is unable to contact absent members via phone or fax during a regular meeting and urgent matters are on the agenda such as budgets and personnel; and, during times between meetings when hiring or termination issues are of unusual importance to the Head Start organization, the Chairperson may call an Executive Committee meeting. During an Executive Committee meeting this committee may adjourn to Executive Session. Under such circumstances the Executive Committee is empowered to act on behalf of the entire Policy Council. A quorum at an Executive Session shall consist of three (3) Executive Committee members, and an affirmative vote by at least three (3) members shall be necessary to approve a motion.
- B. **Program Review Committee:** The Program Review Committee shall assist the Head Start staff in assessing program needs and ensuring compliance with federal rules and regulations. The Program Review Committee shall evaluate each of the designated "work areas," including education, parent involvement, administration, social services, health, dental, disabilities, nutrition, transportation and mental health using a federally approved assessment form. The Committee shall

compile a report for the Administrator, which shall be used to develop an action plan to address any areas of weakness or noncompliance. The report shall be submitted to the Policy Council for approval.

- C. Budget/Finance Committee: The Budget/Finance Committee shall be comprised of one (1) or more members of the Policy Council, and shall assist the Administrator with all budget and grant preparations, modifications, and reports. The Policy Council shall approve all final reports, recommendations, modifications, and grants.
- D. Personnel Committee: The Personnel Committee shall be comprised of one (1) or more members of the Policy Council, and shall participate in matters concerning Head Start employees, pursuant to the provisions of Article V, Section 2.
- E. Bylaws Committee: The Bylaws Committee shall be comprised of one (1) or more members of the Policy Council, and shall be responsible for drafting proposed revisions or amendments to the Bylaws. The Committee shall also be responsible for reviewing proposed policies and guidelines that affect the governance structure of the Head Start program. The Bylaws Committee shall be convened at the discretion of the Policy Council.

## **ARTICLE VII: AMENDMENTS TO THE BYLAWS**

SECTION 1. These Bylaws may be altered, revised, amended or repealed and new Bylaws may be adopted at any regularly scheduled or special meeting of the Policy Council. Any changes to the bylaws must be approved by a two-thirds (2/3) majority vote of the members present at the meeting. Written notice of intent to change the bylaws must be given to all Policy Council members at least thirty (30) calendar days prior to the date of the meeting at which the proposed changes are on the agenda. The Secretary shall send or cause to be sent with the help of the Administration, a copy of all proposed changes to the Bylaws to all members at least two (2) weeks prior to the date of the of the meeting at which the proposed changes are on the agenda.

## **ARTICLE VIII: POLICY CHANGES**

Amendments to existing policies may be originated or recommended by either the BOCC or the Policy Council. No changes in the official Head Start program policies or procedures shall take effect unless approved by the BOCC and the Policy Council.


## **ARTICLE IX: NONDISCRIMINATION**

No person shall be excluded from participation in, or be denied benefits of, any Head Start activity because of race, color, sex, age, religion or national origin. Eligibility for participation in Head Start activities shall be based on the guidelines established by the United States Department of Health and Human Services - Administration for Children and Families and/or other designated agencies.


IN WITNESS THEREOF, the parties hereto have caused their names to be affixed hereto.

  
Policy Council Chairperson

11/9/09  
Date

  
Dr. Donald M. Cassata, Ph.D.  
Human Services Department Director

11/17/09  
Date

  
Chair, Board of County Commissioners  
Adams County, Colorado

11.23.09  
Date

Approved as to form:

  
Adams County Attorney

11/18/09  
Date