

Bristol Bay Native Association  
Head Start Policy Council  
Bylaws  
Amended: 12/02/07

## ARTICLE I - NAME

The Policy Council shall be named the Bristol Bay Native Association Head Start Policy Council; hereinafter, referred to as the "Policy Council" or the "PC".

## ARTICLE II - PURPOSE AND FUNCTIONS OF THE BBNA HEAD START POLICY COUNCIL

### Section 1 Purpose

The purpose of the Policy Council shall be to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and Appendix A, for which this Head Start Policy Council is created. The Policy Council must perform the following functions directly:

- (a) Develop local, regional, state and national awareness of the strengths and needs of young children and their families in the BBNA region.
- (b) Serve as a link to the Parent Committees, grantee agency governing body, public and private organizations, and the communities they serve.
- (c) Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights and responsibilities and the opportunities available in Head Start, and to encourage their participation in the program.
- (d) Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- (e) Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- (f) Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

### Section 2 Functions

The general functions of the Policy Council, in accordance with 1304.50, shall be to work in partnership with key management staff, and the governing bodies; to develop, review, and approve or disapprove the following policies and procedures:

- (a) All funding applications and amendments to funding applications for Head Start, including administrative services, prior to the submission of such applications to the United States Department of Health and Human Services.
- (b) Procedures describing how the governing body and the appropriate policy group will implement shared decision-making.
- (c) Procedures for program planning, the program's philosophy, and long-range and short-range goals and objectives of the program.
- (d) The composition of the Policy Council and the procedures by which policy group members are chosen.
- (e) Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR 1305.
- (f) The annual self-assessment of the grantee agency'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.
- (g) Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants and volunteers.
- (h) Decisions to hire or terminate the Head Start Director and any person who works primarily for the Head Start Program.

## ARTICLE III - MEMBERSHIP

### Section 1      Composition

#### 1. Parent Representatives

- (a) Parents of children currently enrolled in Head Start shall be composed of at least 51 percent of PC membership.
- (b) There shall be two (2) Parent Representatives to the PC from each BBNA Head Start site (per class).
- (c) There shall be one (1) Parent Representative to the PC from each BBNA Home Based Head Start site (per class).

#### 2. Community Representatives

- (a) Residents of the BBNA region, which are not parents of children currently enrolled in BBNA Head Start but who take an active interest in the BBNA Head Start program, shall compose up to 49 percent of the PC membership.

- (b) Community Representatives must be interested community members.
- (c) There shall be one (1) Community Representative to the PC from each BBNA Head Start site (per class).
- (d) There shall be one (1) Community Representative to the PC from each BBNA Head Start Home Based site (per class).

### 3. Alternate Representatives

- (a) There shall be up to two (2) Parent Alternate Representatives to the PC from each BBNA Head Start site (per class).
- (b) There shall be up to two (2) Community Representatives to the PC from each BBNA Head Start site (per class).
- (c) There shall be one (1) Parent Alternate Representative to the PC from each BBNA Head Start Home Based program.

## Section 2 Responsibilities

### 1. Every Policy Council member has the responsibility to:

- (a) Attend all face-to-face PC meetings.
- (b) Participate in all teleconference PC meetings.
- (c) In conduct of PC business, abide by pertinent BBNA policies, including but not limited to the following:
  - (1) Confidentiality;
  - (2) Travel;
  - (3) Personal Conduct;
  - (4) Fiduciary Responsibility.
- (d) Submit a timely written letter of resignation, if unable to fulfill the responsibilities of a PC member as follows:
  - (1) A letter of resignation from the PC Chairperson shall be addressed to the Head Start Director and the PC Vice-Chairperson.
  - (2) A letter of resignation from any other PC member shall be addressed to the PC Chairperson and the Head Start Director.

### 2. Specific responsibilities of Parent Representatives

- (a) If unable to attend a face-to-face PC meeting or participate in a teleconference PC meeting:
  - (1) Make timely arrangements for a PC alternate to attend in your place.
  - (2) Orient the PC alternate to the agenda for the upcoming PC meeting.
  - (3) Provide the PC alternate with copies of the PC written materials sent out in advance of the meeting.

(b) Act as a liaison between the Center Committee and the PC

(1) In a timely fashion announce throughout your community:

- i. Center Committee meetings, and
- ii. PC meetings (see Article V: Meetings, Sections V A.3.C and V.B.2. regarding notice for regular and special PC meetings).

(2) Report to the Center Committee about PC work.

(3) Listen to what the Center Committee has to say and keep the PC informed about local issues and accomplishments.

(4) On behalf of the PC, provide recognition to family and community Head Start volunteers.

### 3. Specific Responsibilities of Alternate Parent Representatives

(a) Be prepared to attend a face-to-face PC meeting or participate in a teleconference PC meeting when a Parent Representative is unable to attend.

(1) Keep in touch with the Parent Representatives to the PC so that you can anticipate upcoming meetings.

(2) Go over the agenda for the upcoming PC meeting with the Parent Representatives.

(3) Get copies of the PC written materials sent out in advance of the meeting.

(b) Assist the Parent Representatives in carrying out the PC/Center Committee liaison responsibilities.

## Section 3 Term-of-Service and Term Limitation

1. PC members are elected/selected to serve a term of one (1) year.

(a) Each term begins in the fall.

(b) Each term concludes when the Policy Council convenes to begin work in the fall of the following year.

2. Each PC member is limited to a total of three (3) terms of service.

(a) The three-term limit applies regardless of the member's status as a Parent Representative or Community Representative.

(b) The three terms may or may not be consecutive.

## Section 4 Election/Selection of Policy Council Members

1. Parent Representatives and Alternate Representatives

- (a) In accordance with federal Head Start regulations, each BBNA Head Start Center Committee is composed of all children currently enrolled at that BBNA Head Start Site.
- (b) In September, (if possible), each BBNA Head Start Center Committee shall conduct elections of PC Representatives.
- (c) Votes shall be documented in the meeting minutes of the Center Committee.

## 2. Community Representatives

- (a) The BBNA CEO and the BBNA Head Start Director or Center Committee may recommend Community Representatives names for Policy Council approval/disapproval.
- (b) External Community Representatives may be:

- (1) Parents of children formerly enrolled in Head Start;
- (2) Village Council members;
- (3) Public School Personnel;
- (4) Public School Board members;
- (5) Representatives of other service providers or agencies;
- (6) Other individuals who take an active interest in the BBNA Head Start program.

## 3. Liaison

- (a) The BBNA Board shall recommend a Liaison.

## Section 5 Vacancies

### 1. Parent Representatives

- (a) By special election, any of the two-elected Alternates may become the PC Parent Representative.
- (b) The Center Committee shall conduct a special election according to the election procedures for each Center Committee.
  - (1) The two-elected Alternates will be the nominees for the Parent Representatives vacancy.
  - (2) After one of the Alternates is elected to be the Parent Representative, there will be a vacant Alternate position.

### 2. Alternate Parent Representatives

- (a) The Center Committee shall conduct a special election to fill the Alternate Parent Representative vacancy; according to the election procedures for each Center Committee.

### 3. Community Representatives

- (a) The BBNA CEO and the BBNA Head Start Director or Center Committee may recommend Community Representatives name(s) for Policy Council approval/disapproval.

## Section 6 Removal of a Policy Council Member

1. A PC member may be removed from the PC for the following reasons:

- (a) Failure to fulfill the responsibilities defined in these bylaws;
- (b) Wrongful conduct.

2. Written notice of intention to remove a PC member shall be a “Motion to Remove” and an agenda announcement for the meeting.

(a) Copies of “Motion to Remove” a PC member must be given to all PC members at least seven (7) calendar days prior to any meeting.

(b) The meeting announcement shall state agenda items for the PC meeting, including:

- (1) Action Item: “Motion to Remove a PC member”;
- (2) Presentation of charges;
- (3) Response from the PC member whose removal is proposed;
- (4) Vote.

(c) The meeting shall be announced throughout all the BBNA Head Start communities, a reasonable number of days in advance. Document this as follows:

- (1) Write on the announcement the community name and the date when the announcement is made.
- (2) Attach a copy of the dated announcement from each community to the PC meeting minutes.

3. Action on a “Motion to Remove” may take place at a regular or special PC meeting.

(a) A quorum (50 percent of PC members seated) at a regular or special meeting is required to take action on a “Motion to Remove.”

(b) Voting must be by written ballot.

(c) A simple majority vote will pass the “Motion to Remove.”

## ARTICLE IV - OFFICERS

### Section 1 Policy Council Officers and Responsibilities

The Policy Council shall elect officers when the PC convenes in the fall to conduct business; and shall, if possible, elect one officer from each BBNA Head Start community.

1. Chairperson

- (a) Preside over PC meetings.
- (b) Provide general supervision of activities.
- (c) Review and sign all Head Start job descriptions as required.

## 2. Vice-Chairperson

- (a) In the absence of the Chairperson, preside over PC meetings.
- (b) Carry out additional responsibilities assigned by the Chairperson.

## 3. Secretary

- (a) With the support of the BBNA Head Start secretary, ensure the accurate recording of the minutes at each PC face-to-face and teleconference meeting.
- (b) At each meeting, collect from PC members any documents, which need to be attached to the meeting minutes.
- (c) At each meeting, make the “motion to amend or approve” the minutes and any attachments from the previous meeting.
- (d) In the absence of the Chairperson and Vice-Chairperson, preside over PC meetings

## 4. Treasurer

- (a) With the support of the Head Start Secretary:
  - (1) Ensure the accuracy of the Parent Activity Fund.
  - (2) For each PC meeting, prepare a written financial report of the Parent Activity Fund.
- (c) At each PC meeting make the “motion to amend or approve” the written financial report for the Parent Activity Fund.
- (d) Before the PC meeting is adjourned, ensure that the PC Secretary has an accurate copy of the PC approved written financial report for the Parent Activity Fund (to attach to each PC meeting minutes).
- (e) In the absence of the Chairperson, Vice-Chairperson and Secretary, preside over PC meetings.

## 5. Member-at-Large

- (a) In the absence of the Chairperson, Vice-Chairperson, Secretary and Treasure, preside over PC meetings.

6. In the rare case that the Chairperson, Vice-Chairperson, Secretary, Treasurer and Member-at-Large are unable to attend and a quorum has been establish, any PC member can act as Chairperson and conduct the meeting.

## ARTICLE V - MEETINGS

### Section 1 Regular Policy Council Meetings

#### 1. Face-to-face meetings

(a) Duration

- (1) Two to five (2-5) days
- (2) PC travel time is not included in the estimated two to five (2-5) days

(b) Calendar

- (1) Fall
- (2) Spring

2. Teleconference meetings

(a) Duration

- (1) One to two (1-2) hours

(b) Calendar

- (1) Shall be determined on an annual basis (if possible) by the PC in conjunction with the Head Start Director.

3. Notice of regular Policy Council meetings

(a) PC members shall be provided the following:

- (1) Agenda;
- (2) Documents pertinent to action items on the agenda.

(b) Documents listed above shall be postmarked, FAXED, emailed or sent by airline small parcel service, seven (7) calendar days in advance of the PC meeting.

(c) Each PC meeting date and time shall be posted in each BBNA Head Start Community.

Section 2 Special Policy Council Meetings

1. Special teleconference meetings may be called either by:

- (a) The PC Chairperson; or
- (b) Three (3) PC members.

2. Three (3) days' written notice is required for special teleconference meetings.

Section 3 Conduct of Policy Council Meetings

1. Quorum

- (a) Fifty percent (50 percent) attendance of seated PC members shall constitute a quorum for regular or special business. Document the quorum as follows:

(1) Before conducting business, verify that a quorum is present, and document the members present in the PC meeting minutes.

### 3. Voting

#### (a) Who votes

(1) In accordance with parliamentary procedure, the Chairperson votes only in cases where her/his vote would change the result: e.g. to break a tie.

(2) Other PC members have one (1) vote each.

(3) In the absence of a Parent Representative, the Alternate attending from that community shall have one vote.

(4) BBNA Full Board Liaison cannot vote

#### (b) Votes required to pass a motion

(1) A simple majority vote is required to pass a regular motion.

(2) A Two thirds (2/3) majority vote is required to amend the bylaws.

#### (c) Rules of parliamentary procedures shall be followed

(d) In the event of an informational meeting, a motion for action may be made, seconded, discussed and voted in accordance with parliamentary procedures. The result of the motion, however, shall be pending until a phone poll survey of the remaining PC members has been conducted. The results of the vote shall be reflected in the minutes of the meeting.

## ARTICLE VI - COMMITTEES

### Section 1 Creation

The Policy Council shall have the right to set up standing or *ad hoc* committees.

#### 1. Standing committees

##### (a) Executive Committee

(1) The Executive Committee shall consist of the following PC members:

i) Chairperson;

ii) Vice-Chairperson;

iii) Secretary;

iv) Treasurer.

v) Member-at-Large

(2) Meets with the Head Start Director promptly after each meeting for the purpose of drafting the agenda for the next meeting.

(3) Conducts emergency PC business defined as:

- i) Approve or disapprove terminations
- ii) Grant approval when a quorum is not available
- iii) In lieu of a quorum the Executive Committee has the authority to make decision for the Policy Council.

2. *Ad Hoc* committees

- (a) An *ad hoc* committee shall be established when appropriate for specific issues, policies, projects, or tasks.
- (b) The PC Chairperson shall appoint a PC member as Chairperson of an *ad hoc* committee.
- (c) The appointed Chairperson of the *ad hoc* committee shall form the committee by:
  - (1) Appointing PC members to serve on the committee;
  - (2) Accepting volunteer PC members to serve on the committee;
  - (3) Inviting other Head Start family or community persons to participate on the committee.
- (d) When the PC approves the *ad hoc* committee's final report, the *ad hoc* committee shall be dissolved, and that dissolution documented in the minutes of the PC meeting.

ARTICLE VII - AMENDMENT OF BYLAWS

The Policy Council bylaws may be amended as follows:

- (a) Amendment(s) to the bylaws may be proposed by an individual PC member or consensus of PC members.
- (b) The bylaws may be amended at a regular or special PC meeting.
- (c) A two-thirds (2/3) majority vote is required to amend the bylaws.
- (d) All Center Committees shall be notified of any amendment(s) made to the bylaws.

The Bristol Bay Native Association Head Start Policy Council Bylaws are hereby amended on 12/02/07.

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Signature of Policy Council Chairperson

\_\_\_\_\_  
Date

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Signature of Policy Council Secretary

\_\_\_\_\_  
Date