

# 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 CFR Chapter XIII. The purposes and responsibilities of the policy council shall be consistent with 45 CFR Chapter XIII.

## ARTICLE II. POLICY COUNCIL RESPONSIBILITIES

The policy council shall approve and submit to the governing body decisions about each of the following activities:

- (i) Activities to support the active involvement of the parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- (ii) Program recruitment, selection, and enrollment priorities.
- (iii) Applications for funding and amendments to applications for funding prior to submission of applications.
- (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- (v) Proposed bylaws for the operation of the policy council.
- (vi) Program personnel policies and proposed decisions regarding the employment of program staff, consistent with the Head Start Act, including

standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff. The policy council shall act in accordance with the Adams County Employee Handbook and Adams County personnel policies and procedures.

- (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.

### **ARTICLE III. CONFLICT OF INTEREST**

To maintain ethical standards and avoid competing interests/loyalties that are, or potentially can be, at odds with the best interest of the program, the policy council members will abide by the Head Start Act Section 642(c)(2)(C), and they shall-

- i. Not have a conflict of interest with the Head Start agency (including any delegate agency); and
- ii. Not receive compensation for serving on the policy council or for providing services to the Head Start agency

### **ARTICLE IV. INTERNAL DISPUTES**

To facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, the governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner that includes impasse procedures outlined in the Head Start Program Performance Standard 1301.6 and noted below:

- A. Demonstrate that the governing body considers proposed decisions from the policy council and that the policy council considers proposed decisions from the governing body;
- B. If there is a disagreement, require the governing body and the policy council to notify the other in writing why it does not accept a decision; and,
- C. Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal.

If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third party

mediator and participate in a formal process of mediation that leads to a resolution of the dispute.

For all programs except American Indian and Alaska Natives programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

## **ARTICLE V. 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 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 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. Each center shall elect by majority vote two parents to serve as members of the policy council and one parent to serve as a policy council alternate.
- B. Community Representatives: The policy council shall have up to 49% of policy council representatives in community representative positions. The community representatives shall be chosen based on letters of interest or recommendations submitted to the policy council. Policy council members shall elect community members by majority vote; with the exception of the governing board's appointed representative.
- C. The governing board appoints a governing board representative to the policy council. This representative serves as the liaison between policy council and the governing body.

- D. Employees of Adams County and their immediate family members 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, grandchildren, 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.
  
- E. Only one 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 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 five one-year terms of service. 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 member removes the child from the program, they 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. The time limit of service for the Board of County Commissioners (BOCC) appointed policy council representative will be determined by the BOCC.

- A. Each parent committee shall elect parent representative members to the policy council prior to the first day in October of each year. If a withdrawal of a policy council representative occurs, an elected policy council alternate will immediately assume the duties of the policy council representative.
  
- B. Upon the anniversary date, term limit, or withdrawal for any reason by a community representative the policy council shall elect a new community representative at a scheduled regular meeting.

## **ARTICLE VI. 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. Nominations for officers shall be open to the floor and will be elected by majority vote of those present at a regularly scheduled annual meeting. Officers shall serve for one 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 a scheduled regular meeting.

### **SECTION 2. CHAIRPERSON:**

The chairperson shall preside at 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. In the absence of the chairperson the vice chairperson will take on the duties of the chairperson. If both, the chairperson and vice-chairperson, are not present another member of the executive policy council will be designated.

### **SECTION 3. VICE-CHAIRPERSON:**

In the 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 be responsible for the dissemination of documents and the collection of documents during policy council meetings.

#### SECTION 5. TREASURER:

The treasurer shall be responsible for reviewing financial reports and provide support to the fiscal grants analyst as needed.

#### SECTION 6. HISTORIAN:

The historian shall submit records of the Head Start program's activities; including copies of newspaper articles, parent activities, and special projects to be filed with the program's historical records.

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

#### SECTION 1. RESIGNATION:

A member may resign from the policy council by written notice informing any member of the policy council, the administrative coordinator, or the Head Start administrator. Members of the policy council who receive this information must confirm it with the policy council chairperson. The vacant position of policy council representative will be immediately assumed by the previous policy council alternate from the attendance site.

#### SECTION 2. REASONS FOR TERMINATION:

The policy council may terminate a member for misconduct for the following reasons:

- A. Removal of child or children from Head Start program;
- B. Indulging in offensive conduct or using offensive language;
- C. Theft or intentional destruction of money or property belonging to the Head Start program;
- D. Breach of confidentiality; and
- E. 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, the termination shall be effective seven 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 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 of those present 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 policy council's decision of the appeal shall be provided in writing to the member making the appeal within seven days of the meeting.

Failure to attend the appeal hearing by the member making the appeal is grounds for automatic termination. The policy council is the authority on this matter and their vote is final.

## **ARTICLE VIII: MEETINGS**

The policy council shall hold regularly scheduled monthly meetings. Policy council meetings cancelled due to unforeseen circumstances do not have to be rescheduled if agenda items can be discussed at next scheduled meeting. An executive session can be held if urgent voting items must be addressed, policy council representatives may each be called to vote on the item.

**A. Notice:** The administrative coordinator or assigned designee shall send a notice to all members of all regularly scheduled meetings. The notice shall include a copy of the upcoming meeting's agenda.

**B. Quorum:** A quorum shall consist of five voting members of the policy council. The policy council shall not take any official action at any meeting unless a

quorum is present. If needed, policy council members may be contacted by telephone to achieve a quorum. If members cannot be reached, refer to Article IX of these bylaws.

C. Motions: Any voting member may offer a motion during a meeting.

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 51% of the members in attendance at any meeting during which a vote is taken.

E. Minutes: The administrative coordinator or assigned designee shall take minutes of each meeting. All minutes shall be retained for a period of not less than three years.

F. Special Meetings: a special meeting may be called after giving a minimum of 24 hours notice to all members.

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 and special meetings in an open forum. However, the policy council reserves the right to hold a closed executive session for items allowed by law to be held 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 IX: 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. Only policy council members may 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. In the event that a regularly scheduled policy council meeting does not have quorum; the chairperson is unable to contact absent members via phone 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 administrative coordinator may call executive committee members to hold 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 executive committee members, and an affirmative vote by at least three members shall be necessary to approve a motion.
  
- B. **Budget/Finance Committee:** The budget/finance committee shall be comprised of one or more members of the policy council, and shall assist the fiscal grants analyst and 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 or more members of the policy council and shall participate in matters concerning Head Start employees, pursuant to the provisions of these bylaws.

## **ARTICLE X: 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 majority vote of the

members present at the meeting and approved by the Board of County Commissioners.

### ARTICLE XI: 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.

ADAMS COUNTY HEAD START PROGRAM



Nicole Apodaca  
Policy Council Chairperson



Date



Chris Kline  
Director of Human Services



Date



Mary Meyer  
Chair, Board of County Commissioners  
Adams County, Colorado



Date

Approved as to form:



Adams County Attorney

Date