



## Policy Council and Parent Committee By-Laws

### Core Objectives of Head Start

- Enhance children's growth and development
- Strengthen families as the primary nurturers of their children
- Provide children with educational, health and nutritional services
  - Link children and families to needed community services
- Ensure well-managed programs that involve parents in decision-making

***The BIHS Policy Council and Parent Committee Leadership BY-LAWS have been received, discussed, and approved by the current Policy Council.***

***Policy Council Member: Hailey Thomas, Policy Council Chairperson on January 8<sup>th</sup> 2016.***

***Tribal Council Member: Gerald Howard, Tribal Chairman on December 3<sup>rd</sup> 2015.***

**ARTICLE I NAME**

The name of this organization will be the Bishop Indian Head Start Policy Council, hereafter known as “Policy Council”. All Bishop Indian Head Start Parents are members of the Parent Committee. Policy Council and Parent Committee leaders are elected by Bishop Indian Head Start Parents by ballot.

**ARTICLE II PURPOSE**

The purpose of the Policy Council is to serve as a go-between among public and private organization, the Grantee (Bishop Indian Tribal Council, hereafter BITC), the communities served by Head Start, and the families in the Head Start program.

**ARTICLE III MEMBERSHIP**

**Section A: Membership**

Membership of the Policy Council will be made up of:

1. Four (4-8) Parent Representatives;
2. One (1) Community Representative; and
3. Each classroom must have one-two Parent Representative
4. May have a member of Bishop Paiute Tribal Council as a liaison as needed.

**Section B: Eligibility (Policy Council and Parent Committee)**

1. All Parent Representatives must be a parent of a child currently enrolled in Head Start.
2. A Community Representative can be a former Head Start parent or member of the community served by Head Start.
3. No one can serve on the Policy Council while they or any member of their immediate family is employed by Bishop Indian Head Start due to potential conflict of interest and confidentiality problems. There shall be an exception for any member whose immediate family is employed occasionally as a substitute for Head Start staff.
  - a. The definition of immediate family will be the following: wife, husband, son, daughter, mother, father, brother, sister, aunt, uncle, 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.
4. Only one member of BITC may serve on Policy Council at any given time, provided they meet the other eligibility requirements.

**Section C: Selection**

1. Parent Representatives (Parent Policy).
  - a. By the end of the first month of the academic year all Parents will have an opportunity to nominate or self-declare potential Policy Council members.
  - b. The first Monday following nomination, all parents of Head start children will vote on the nominees for the Policy Council and Parent Committee Leaders by ballot.
  - c. The four or eight nominees with the most votes win the election.
  - d. Once the results are determined the former Policy Council will call a meeting and will turn the meeting over to the newly elected Policy Council and Parent Committee Leaders.
  - e. All parent members of Policy Councils or Policy Committees must stand for election or re-election annually. All community representatives also must be selected annually.
  - f. Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.
2. Community Representatives must submit a written request to the Policy council within thirty (30) days of the Policy Council election. At the first regularly scheduled Policy Council meeting after the thirty (30) day window has passed, the Policy Council will choose the Community Representative.

**Section D. Term**

1. Each Parent Representative shall serve until the next Policy Council and Parent Committee Leaders are seated.
2. Each Community Representative shall serve until the next Community Representative is chosen.

**Section E: Resignation and Removal**

**1. Resignation.**

A member must give the Policy Council a written statement of resignation for it to be effective. If a member verbally informs the chair that the member is resigning the Chair should inform the Policy Council only of their intent to resign.

**2. Removal**

- a) Reasons for Removal
  - i. A member of the Policy Council will be voted on the termination by four-fifths (4/5) vote of Policy Council members present if the member is absent from two (2) consecutive meetings without a legitimate reason or has missed three (3) meetings in on year without a legitimate reason.
  - ii. Any officer or member of this Policy Council who fails to perform their duties as outlined in these Bi-Laws can be removed by four –fifths (4/5) vote of the Policy Council members presents at the meeting.
- b) Procedure-Written notification of removal shall be mailed to the member up for removal two (2) weeks prior to any meeting where their removal will be on Policy Council agenda and shall state the reason for removal, either absences or a failure to perform Policy Council duties.

**Section F: Vacancy**

Should there be a resignation or removal of a Policy Council member and thereafter a vacant seat on Policy Council the Parent Committee must nominate individuals to serve at their next scheduled meeting. At the following Policy Council meeting, by vote of the Head Start parents in attendance, the vacancy will be filled by the individual receiving the highest number of votes.

**ARTICLE IV DUTIES**

1. Attend all Policy Council meetings.
2. Attend all assigned meetings.
3. Study and follow By-Laws.
4. Comply with Code of Conduct.
5. All members are asked to sign confidentiality forms once appointed to the Policy Council.
6. Work in partnership with BIHS staff and BITC to develop, review, and either approve or disapprove of the following policies and procedures:
  - a. All funding applications and all amendments to funding applications for Head Start, prior to submission;
  - b. Procedures describing how the governing body and Policy Committee will implement shared decision making;
  - c. Procedures for program planning;
  - d. Head Start's philosophy and long and short range program goals and objectives;
  - e. The composition of the Policy Council and procedures by which Policy Council members are chosen;
  - f. Criteria for defining recruitment, selection, and enrollment priorities;
  - g. The annual self-assessment 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;
  - h. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteer;
  - i. Decisions to hire or terminate the Head Start Director; and
  - j. Decisions to hire or terminate any person who works primarily for the Head Start program.
7. Assist the Parent Committee in communicating with parents enrolled in Head Start to ensure that they understand their rights, responsibilities and opportunities in Head Start and to encourage their participation in the program.
8. Assist the Parent Committee in planning, coordinating, and organizing program activities for parents as requested.
9. Assist in recruiting volunteer services from the parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
10. Establish and maintain procedures for working with BITC to resolve community complaints about the program.
11. Advise staff in developing and implementing local program policies, activities and services.
12. Plan, conduct, and participate in informal as well as formal programs and activities for parents and staff.
13. Participate in recruitment and screening of Bishop Indian Head Start employees.

14. Along with BITC, establish written procedures for resolving internal disputes, including impasse procedures, between BITC and the Policy Council.

## **ARTICLE V OFFICERS**

### **Section A: Offices**

1. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Fundraiser Coordinator, and Treasurer.
2. Former Bishop Indian Head Start parents may be elected to serve as a Community Representative.

### **Section B: Election and Term of Office**

- 1) All parent members of the Policy Council must stand for election or be re-elected by the Parent Committee annually.
- 2) All Community Representatives must be selected annually.
- 3) Officers will be elected by a majority vote of the Policy Council at the Policy Council meeting where new members are seated, as the second item of business.
- 4) Officers shall serve until the next policy Council is seated and new officers are elected.
- 5) Any officer can run for office the following academic year.
- 6) If an officer resigns or is removed from their position on the Policy Council, the Policy Council shall elect a new officer once the Policy Council vacancy is filled. Policy Council may also appoint an interim officer until the vacancy is filled.
- 7) Policy Council must limit the number of one-year terms. Any individual may serve to a combined total of three years.

### **Section C: Description of Offices**

#### **1. Chairperson:**

- a) Shall preside at all Policy Council meetings,
- b) Refrain from entering into debates during the policy Council meeting.
- c) Shall extend every courtesy possible,
- d) Shall call Special Meetings, when necessary,
- e) Open and close all meetings.
- f) Explain each motion before it is voted upon,
- g) May vote only to break a tie except in cases where he/she has made a nomination for an election in which case the Vice-Chair becomes the tie breaker,
- h) Shall be available to Policy Council members for questions pertaining to the BIHS program, and
- i) Shall be a member of the Policy Council at least one(1) year, if possible

#### **2. Vice-Chairperson:**

- a) Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair,
- b) Shall be responsible for calling together and presiding over the Executive Committee meeting, and
- c) Shall be the Policy Council Representative to the Board of Directors.

### 3. Secretary

- a) Shall keep a record of members' attendance,
- b) Keep a record of all Policy Council minutes,
- c) Distribute all mail addressed to the Policy Council, and
- d) Notify Family Advocates of absent Representatives by means of written/verbal warning following second absence

### 4. Treasurer/Fundraiser Leaders (description same for both officers)

- a) Shall be responsible to the Policy Council and staff for the accounting and monthly reporting of the Policy Council Budget, federal and non-federal funds. , (N/A the Tribal Fiscal Department and BIHS Director is responsible for all items in a.)
- b) Shall attend all fundraising events and is responsible for the accounting and monthly reporting of all funds raised by BIHS Parents towards BIHS Family activities.
- c) Shall make an immediate deposit of funds to the Tribal Fiscal Department.
- d) Shall keep an accurate accounting system, including proper documentation for expenses and submit copies of the documentation to the Tribal Fiscal Department.
- e) Shall be responsible for requesting monthly budgets from tribal fiscal department, and**
- f) Shall follow all Fund-Raising Federal Policies ACYF-PI-HS-06-06 ([https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2006/resour\\_pri\\_00106\\_051706.html](https://eclkc.ohs.acf.hhs.gov/hslc/standards/pi/2006/resour_pri_00106_051706.html))
- g) Must be elected each academic year by Parent Committee.

## ARTICLE VI MEETINGS

### Section B: Quorum

- 1. A quorum for the conducting of business will consist of no less than three (3) members.
- 2. This quorum will apply to all regular Policy Council meetings and any special Policy Council meetings.
- 3. The Policy Council Secretary will call to reach quorum minimum at the beginning of each Policy Council meeting;

### Section C: Voting Rights

Only Parents and Community Representatives will serve in a voting capacity. Each representative will have a maximum of one vote.

### Section D Regular Meetings

Policy Council meetings will be held monthly. The dates will be determined by the current Policy Council.

### Section E: Special Meetings

Special Meetings of the Policy Council may be called by a majority of the Policy Council. All Special Meetings shall be called by the Chairperson, after a majority is determined, at least forty-eight (48) hours in advance of said meeting. Any member of the Policy Council may request that the Policy Council call a Special Policy Council meeting.

**Section F: Attendance**

If a member cannot attend a meeting, notification must be made to BIHS prior to 5:00 p.m. If the absence was due to an emergency, a call must be placed to the Head Start staff with 48 hours after the scheduled Policy Council meeting. A telephone call must be made in order to have the absence excused. The policy Council has the authority to determine the legitimacy of an excuse.

**Section G: Notices:**

1. Written notices shall be mailed to each member of the Policy Council at least five (5) days prior to the date of each regular meeting, with a copy of the Agenda for the meeting.
2. The Chair shall be responsible for notification of all Policy Council members in the event of a special meeting. Notice of a special meeting may be called with forty-eight (48) hours' notice and an explanation of the reason for calling the special meeting.

**Section H: Phone Poll**

In exigent circumstances or when a quorum is not able to be met at a special meeting the Chair may call for a phone poll of the Policy Council members. The Chair will do their best to make sure that policy Council members are informed on the issue and will answer all questions of the Policy Council to the best of their ability in order for the Policy Council to make the best decision. The Chair, after informing the other Policy Council members of the issues and necessary information, may ask the Secretary to execute the official phone poll. The phone poll results will be officially adopted by Policy Council at their next meeting by motion.

**ARTICLE VIII AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended by sending a copy of the proposed amendments to each Policy Council member at least one (1) week before the meeting. The Policy Council may debate an amendment before its adoption. Amendments must be approved by a majority vote of the members present at the Policy Council Meeting. All amendments will be subject to BITC approval by a majority vote.

These By-Laws must be reviewed at least every two (2) years and be revised if necessary to include new amendments yearly.

**Bishop Indian Head Start  
Policy Council and Parent Committee Leaders  
CODE OF CONDUCT**

**1. As a member of Policy Council and Parent Committee Leadership I will:**

- a) Listen carefully to my teammates and the constituents I serve,
- b) Respect the opinions of my fellow members,
- c) Respect and support the majority decision of the Policy Council,
- d) Keep well informed of developments that are relevant to issues that may come before the Policy Council,
- e) Participate actively in Policy Council meetings and actions,
- f) Attempt to interpret the needs of the constituents to the organization,
- g) Call to the attention any issues I believe will have an adverse effect on the organization or our constituents,
- h) Always work to learn more about the Policy Council member's job and how to do the job better, and
- i) Represent Bishop Indian Head Start in a Professional manner at all times (meetings, conferences, training, etc.)

**2. As a member of Policy Council I will:**

- a) Attend meeting regularly,
- b) Arrive on time for all Policy Council meetings,
- c) Be familiar with Robert's Rules of Order and Parliamentary Procedure, as utilized in the agency. Actively participate in meetings by reading the Agenda and being aware of the matters at hand,
- d) Read and keep copies of Policy Council minutes,
- e) Stay aware of Policy Council's purposes, plan, and progress. Make and plan monthly reports back to Center meetings, as well as report information and concerns from the Center meetings to Policy Council,
- f) Consider all sides of a matter before voting,
- g) Debate the issues, not the people,
- h) Accept and support all decisions made by the majority of the Policy Council,
- i) Share legislative information with parents at the sites, and

**3. As a member of the Policy Council I will not:**

- a) Be critical, in or outside of the Policy Council or Parent Committee meeting, of fellow members or their opinions,  
or
- b) Discuss the confidential proceedings of the Policy Council outside of the meetings.

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**Signature of elected Policy Council/Parent Committee Leadership Member**

**Date**

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**Bishop Indian Head Start Director**

**Date**



## Bishop Indian Head Start Policy Council By Laws

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Approval Dates of BIHS Policy Council By-Laws

BIHS Policy Council –August 16, 2011

Bishop Tribal Council-August 25, 2011

BIHS Policy Council Revision of By-Laws Date was November 30, 2012; August 26th, 2014; November 1, 2015

Policy Council Member: Hailey Thomas, Policy Council Chairperson on January 8th 2016.

Tribal Council Member: Gerald Howard, Tribal Chairman on December 3rd 2015.

Notes: