

Missouri Ozarks Community Action, Inc.
Head Start Policy Council
Bylaws

Article I

The name of the organization shall be Head Start Policy Council of the Missouri Ozarks Community Action, Inc., and referred to herein as PC.

Article II
Purpose and Objectives

Section 1: Purpose

The purpose of the PC is to provide and guarantee a quality Head Start program and to serve participating Head Start children and parents within this program.

Section 2: Objectives

- A. To provide the means for parents to participate in decision making in their local program, and to involve them in the major function of the entire Head Start program.
- B. To encourage participation and cooperation of all parents of Head Start children in planning, conduct and evaluation of the Head Start program.
- C. To provide activities that include, participation of the entire Head Start family.
- D. To provide structure to ensure conformity to the Head Start Performance Standards, and its revisions and agenda.

Article III
Responsibilities and Authority

Section 1: The Policy Councils and Policy Committees must work in partnership with key management staff and the governing body to develop, reviews, 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 HHS;
- B. Procedures describing how the governing body and the appropriate policy group will implement shared decision-making;
- C. Procedures for program planning in accordance with 1304.5 part and the requirements of 45 CFR 1305.3;
- D. The program's philosophy and long-and short-range program goals and objectives (see 45 CFR 1304.51 (a) and 45 CFR 1305.3 for additional requirements regarding program planning);
- E. The selection of delegate agencies and their service areas;
- F. The composition of the Policy Council and the procedures by which policy group members are chosen;
- G. Criteria for defining recruitment, selection and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;
- H. The annual self-assessment of the grantee or delegate 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;
- I. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.01, including standards of conduct for program staff, consultants, and volunteers;
- J. Decisions to hire or terminate the Head Start director of the grantee agency;

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- K. Decisions to hire or terminate any person who works primarily for the Head Start program of the grantee agency
- L. Electing a PC member for representation at the Board of Director's meetings.

Section 2: In addition, Policy Councils and Policy Committees must perform the following functions directly:

- A. Serve as a link to the Parent Committees, governing bodies, public and private organizations, and the communities they serve;
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Head Start and to encourage their participation in the program;
Delegate appropriate responsibilities to committees and center parent organizations.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;
- D. Establish and maintain procedures for working with the grantee to resolve community complaints about the program.

Article IV
Membership

Section 1: Head Start PC will consist of three types of representatives: parents of currently enrolled children, community representatives, and Board of Directors representation. At least 51% of membership is comprised of parents of currently enrolled children.

- A. Parent Representatives: Parent Committee of each center will elect the appropriate number of parent representatives proportionate to the number of children enrolled in each classroom. In centers eligible for 2 or more representatives, both parents of an enrolled child may be chosen to represent their center.
 - a. 10 – 60 children --- 1 representative
 - b. 60+ children --- 2 representative
- B. Community Representatives will be elected by the center Parent Committee. This membership will be representative of all program options offered at each center.
- C. Board of Directors Representative will be elected by the MOCA Board of Directors.
- D. The selection, nomination and approval of Community Representatives shall take place at the first meeting of the Parent Committee.
- E. Policy Council membership is limited to the number of one-year terms any individual may serve to a combined total of three terms.

Section 2: The election of the parent to PC shall precede the September meeting. PC Officers shall be elected at the October meeting.

Section 3: Term of Office

- A. Term of office shall be from October of the current year until October of the next calendar year.
- B. No member shall serve more than three terms.

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Section 4: Quorum – Twenty –five (25) percent of non-vacant Policy Council seats with voting rights will compose a quorum.

Section 5: Voting – Each elected representative may cast one (1) vote.

Section 6: Any member may resign at any time upon submission of a letter so stating.

Section 7: Any member may be removed by a two-thirds vote at any regular meeting, or at a meeting called for this specific purpose. Reasons for removal may be, but are not limited to, absenteeism for two consecutive meetings without compelling reasons, employment by MOCA, or employment of a family member by MOCA.

Section 8: Local center Parent Committees at the next regular meeting shall elect a replacement for any member who has been dismissed or has resigned.

Section 9: If a representative misses two consecutive meetings, the center will be notified and will forfeit that representatives voting role in the PC. The center Parent Committee will be required to select a new representative before that representative’s vote can be restored.

Section 10: Each PC member is responsible to communicate actions taken by Policy Council to the local Parent Committees.

Section 11: Each PC member is responsible for relaying opinions and suggestions of the Parent Committees to the Policy Council.

Section 12: The selected PC member to attend the MOCA Board of Directors meeting will be responsible for relaying information and suggestions of each meeting to the Policy Council. The selected Board of Directors member to attend PC meetings will be responsible for relaying information and suggestions of each meeting to the Board of Directors. These roles shall only be a liaison for gathering and sharing information between the two entities and have no voting role.

Section 13: Selection of Policy Council parent or community representatives shall explicitly exclude MOCA employees, former employee’s and their spouses or relatives.

Section 14: Policy Council members will not solicit nor accept personal gratuities, favors, or anything of significant monetary value from contractors, potential contractors, employees, or potential employees. Policy Council members will not allow conflicts of interests, or the appearance of conflicts of interests, to exist in their relationship with those doing business with MOCA or its employees. Policy Council members will be subject to removal from the council for violation of these policies.

Article V
Meetings

Section 1: Regular Meetings – The regular meeting of the PC shall be held on a regular day each month to be determined at the first new PC meetings of each year.

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Section 2: Notice of all meetings will be tendered in writing at least five (5) days in advance of the meeting, stating time, place and proposed agenda. Purpose of special meeting will be stated.

Section 3: Meeting time and place may be modified by a two-thirds vote at the preceding meetings.

Section 4: Conference Call meetings shall be conducted when necessary to accomplish the mission of the organization. Notice will be given no less than two (2) days prior to the call. The purpose of the meeting will then be stated. Attendance and voting will be conducted by roll call voice vote.

Article VI
Officers

Section 1: Officers of Head Start Policy Council shall be Chairperson, Vice-Chairperson, each of whom shall be elected from the membership by a majority vote. Of the officers of Chairperson and Vice Chairperson at least one shall be a parent representative.

Section 2: Election and Term of Office – Officers shall be elected annually at the October meeting of the PC. Each officer shall hold office for one PC term or until his/her replacement shall be duly elected. No person shall hold office more than three years.

Section 3: Removal of Office

- A. Removal – Any member may be removed from office by a two-thirds vote at any regular or specially called meeting. Reasons for removal are the same as listed in Article IV, Section 7 of these bylaws.
- B. If any officer fails to attend a meeting, such officer shall provide reason at the next meeting and the PC may take action as whether to retain or replace the officer.

Section 4: Vacancies – Any vacancy in the office shall be filled from the membership for the un-expired portion of the term.

Section 5: Chairperson – The Chairperson shall preside at all meetings, and shall sign all appropriate documents as principal office of the PC. Chairperson may exercise voting rights only in case of a tie. In the event of the absence of the Chairperson at any meeting, the Vice-Chairperson will preside.

Section 6: Vice-Chairperson – Shall assume duties of Chairperson in his/her absence. Vice Chairperson is encouraged to attend all committee meetings as ex-officio member. In the event of the absence of both the Chairperson and the Vice-Chairperson, the Program Director will call the meeting to order for the purpose of taking motions, to elect a temporary chairperson, nominations and the election of a temporary chairperson.

Section 7: Secretary – Article IV, Section 13 notwithstanding, the office of the secretary may be filled by a MOCA employee and he/she shall see that the minutes of all meetings are properly recorded and signed. Secretary shall also formally notify center parent committees of PC vacancies and request that these vacancies be filled.

Section 8: Parliamentarian – Shall see that proper meeting procedures are followed during Policy Council meetings

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Section 9: Membership to Missouri Head Start Association – Head Start Policy Council may elect one delegate to this body according to the procedures and policies of the State Association. The delegate may be a Head Start parent not serving on Policy Council. The PC also has the right to decline representation to the state association during the current term. These actions shall not be binding on subsequent councils.

Article VII
Committees

Section 1: Permanent or temporary committees and their membership may be named by the Chairperson, who will name the Chairperson of each committee. Committees will be named by letter. Standing committees shall be the Personnel Committee and the Bylaws Committee.

Section 2: A committee quorum will consist of three (3) members.

Section 3: All meetings of standing committees will be closed meetings and minutes will be taken to record the actions and recommendations of the committees.

Article VIII
Amendments, Rules of Order, and Impasse Procedures

Section 1: These bylaws may be altered, amended or repealed at any meeting of the membership by a two-thirds vote provided that the proposed changes have been mailed to all members prior to the meeting.

Section 2: The rules contained in Robert’s Rule of Order, Revised shall govern this organization so long as it does not conflict with Federal, State, and local laws or Health and Human Services guidelines.

Section 3: Impasse Procedures – When an impasse occurs on matters involving both Policy Council and MOCA Board of Director, procedures for resolving the impasse shall be as follows:

- A. If, after informal discussions, the agency believes that the PC will not approve its decision, a statement must be submitted in writing by the PC containing the reasons for the decision.
- B. If, after informal discussions, the agency believes that the Board will not approve its decision, a statement must be submitted in writing to the PC containing the reasons for the decision.
- C. At the next meeting of the Policy Council the group would consider the matter. If PC disapproves of the board decision, it must respond in writing with its reasons.
- D. At the next meeting of the Governing Board the group would consider the matter. If the Board disapproves of the Policy Council decision, it must respond in writing with its reasons.
- E. A meeting between board officers and PC officers shall be held to consider the differences. If no agreement can be reached, the action cannot be taken. If the impasse is in refunding or budget changes, and the agency wishes to pursue the matter, it must invoke arbitration procedures. Those procedures are contained in the amendment to Head Start Policy Manual, Instructions I-3-Section B2.