

# SEATTLE PUBLIC SCHOOLS HEAD START POLICY COUNCIL

## BYLAWS

Bylaws are the rules or “laws” that all members have agreed to follow when carrying out routine business governing the internal affairs of an organization.

### **ARTICLE I** **NAME**

The name of this organization shall be Seattle Public Schools Head Start Policy Council, and shall be referred to in the bylaws as the “organization.”

### **ARTICLE II** **PURPOSE**

The purpose of this organization is to implement the Head Start Program Performance Standards 1304.50 (Program Governance) and Appendix A, provide participation for parent members and community representatives in planning, program policy and representation of the Seattle Public Schools Head Start by:

- 2.1 Participating in establishing the criteria for recruitment, enrollment and selection of Head Start children;
- 2.2 Assisting in setting and reviewing program philosophy, long- and short-range program goals and objectives;
- 2.3 Recruiting and working with volunteers from community agencies to promote the goals of Head Start by furthering understanding and cooperation;
- 2.4 Serving as a link to the Center Committees, School Board and other community organizations;
- 2.5 Assisting Center Committees in communicating with parents their rights, responsibilities and opportunities in Head Start and to encourage their participation in the program;

- 2.6 Initiating suggestions for program improvements, and participating in the Health Advisory Committee.
- 2.7 Assisting Center Committees in planning center meeting activities utilizing funds budgeted for those activities.
- 2.8 Setting policy in conjunction with Seattle Public Schools following Head Start guidelines:
  - a. Participating in and assisting in the development of the annual self-assessment;
  - b. Establishing and maintaining procedures to resolve community complaints about the program;
  - c. Participating in the planning and approval of all funding applications and amendments to funding applications prior to submission; and
  - d. Approving the decisions to hire or terminate any person who works primarily for the Head Start Program of the grantee agency. #1304.50 (d) (1) (xi)
  - e. Observing confidentiality in all personnel matters is mandatory. Personnel information cannot be shared outside the meeting. If this is violated it constitutes grounds for immediate removal from the Policy Council.
- 2.9 Providing opportunities for parents to assume leadership roles at their sites' center meetings by relaying information concerning such issues as curriculum and kindergarten enrollment.

### **ARTICLE III** **MEMBERSHIP**

- 3.1 Eligibility: There are two types of members:
  - 3.1.1 Parent Members  
Parents (or persons acting in the same role as parents) of children currently enrolled in a Seattle Public Schools Head Start Program. The parent can only represent the classroom of his or her child.

**Community Representative Members**

- a. The local community members including private individuals and representatives of public agencies or organizations interested in or responsible for improving the educational opportunities, health, nutrition and socioeconomic well-being of preschool children and their families.
- b. **Parents of formerly enrolled Head Start children and who have had a child in the Seattle Public Schools Head Start program for at least six months within the last three (3) program years.**
- c. **Any individual may serve on the Policy Council for a maximum of three years.**

3.1.2 **Composition of the Policy Council**

The full membership of the SPS Head Start Policy Council shall consist of one (1) elected Representative and one (1) elected Alternate from each of the part-day Head Start classrooms, and one Representative from each of the full-day, full-year Head Start classrooms. Membership will also include the five (5) elected Community Representatives, which include Past Parent Representatives. Of these Community Representatives, at least two (2) must be from the community and at least three (3) must be Past Parent Representatives.

3.1.3 **Membership Duties**

- 3.1.3.1 All members, including Alternates, shall adhere to general rules of appropriate conduct. All members, including Alternates, shall serve on at least one of the Policy Council standing committees: the Budget Committee, the Personnel Committee, the By-Laws and Policies Committee, or the Program Design and Evaluation Committee.
- 3.1.3.2 Members will be provided with and shall read the Bylaws, Head Start Standards, Work Plans and any other rules that regulate the Policy Council.
- 3.1.3.3 Before each meeting, members will read the minutes from the previous meeting, note any corrections to be made, and verbally present the corrections at the next regular meeting of the Policy Council. The Policy Council Secretary shall record any corrections to the minutes.
- 3.1.3.4 Parent Representatives, Community Representatives, and Parent Alternates shall serve on Policy Council for a one (1) year term, beginning in the month of **November** and ending with the

transition meeting the following **November** A Policy Council representative may serve a total of three (3) one-year terms.

3.1.3.5 **All members should attend their Parent Center Meetings with a report on the Policy Council.**

3.2 Selection of Policy Council Members

3.2.1 One Parent Representative and one Alternate Representative shall be elected from each classroom by a majority vote at the first **center** meeting of the school year. If the member cannot attend a meeting, he or she must notify the Policy Council Community Resource Liaison.

3.2.2 If a member decides to leave the Policy Council for any reason; he or she must notify the Policy Council Chairperson in writing as soon as possible. The alternate may become the member and another alternate may be elected.

3.2.3 Any member who has been voted out for any reason may not reapply to SPS Head Start Policy Council. Any member who was removed by the Policy Council from any previous years may not serve on another SPS Head Start Policy Council.

3.3 Policy Council Length of Term

3.3.1 Members serve for a term of one year.

3.3.2 Parent Members must be re-elected by their center committee in order to serve a second year. Membership must be renewed by election of a two-thirds (2/3) majority vote.

3.3.3 All Community representatives must be selected annually and serve no more than three (3) years by a 2/3 majority vote (10) members.

3.3.4 Maximum length of membership is (3) three one-year terms.

3.4 Policy Council Vacancy

3.4.1 Absences

Excused: A member who has two (2) consecutive excused absences, must go before the Policy Council, stating why he/she would like to remain a

representative. Policy Council will vote on that person's membership. If the request is denied, another representative must be elected.

Unexcused: A member who has two (2) consecutive unexcused absences will be replaced by another representative from their center.

3.4.2 When a position of Parent member becomes vacant, the alternate for that site will be offered the opportunity to become the regular member. If he or she declines to become a regular member, a new regular member will be elected at the next scheduled Center Meeting.

3.4.3 When a Community Representative member can no longer serve, a replacement from their agency may be considered with the Community Representative member's recommendation.

### 3.5 Training

3.5.1 Training on Head Start Standards and Program Policies will be made available to all Policy Council and Community Representative members each school year.

3.5.2 Training for executive members specific to duties of their positions will be provided. A training program of three sessions will be offered for the Executive Committee, one of which shall include attendance at a Seattle School Board meeting

### 3.6. Voting

3.6.1 Each elected member present shall have one (1) vote in all matters coming before the Policy Council. There shall be no voting by proxy. The chairperson votes only when there is a tie. Alternates vote only when the elected member from their site is not present.

### 3.7. Phone Voting

3.7.1 All telephone votes in any designated area will be approved by the Chairperson or Executive Committee. These votes will be directed to the Chairperson or his/her designee.

3.7.2 All members will be notified by mail or e-mail. This information will be made available to all Policy Council members seven (7) days prior to phone vote. Members need to respond within seven (7) days of the postmark/e-mail.

3.7.3 Results from the telephone vote will be summarized in writing. Results will be sent to the Program Manager or his/her designee.

3.7.4 The results of the vote will be presented for ratification within sixty (60) days, or at the next Policy Council Meeting.

3.7.5 Approval of a motion must receive the support of no less than the simple majority of those present at the next Policy Council meeting.

3.8 Quorum

3.8.1 A quorum shall be defined as 51% of the voting membership of the Policy Council. If there is no quorum present, Policy Council members and / or alternates in attendance may vote to declare the attendees “a body of the whole.” This means they have the right to take action on issues that require a vote. In the event of a tie vote, the Chair shall exercise the right to break the tie.

3.9 Removal and/or Resignation

3.9.1 If any Policy Council member is continuously disruptive and/or interferes with the business of the council, he/she will be asked by the Chairperson to resign. If the member refuses to resign, he or she will or be removed from the Council after a two-thirds (2/3) majority vote of the members. Prior to conducting a vote on removal, the chairperson or designee shall notify the member of the pending action.

3.9.2 If a Policy Council member resigns, he or she shall provide written or verbal notification to the Chairperson.

**ARTICLE IV**  
**MEETINGS**

4.1 The regular meetings of the organization shall be held monthly except for the months of July, August, and September. The Executive Committee shall meet monthly, approximately two weeks prior to each regular meeting

4.2 Officers are elected at the annual Training Retreat.

4.3 Special meetings may be called for by any member through the chairperson.

4.4 All meetings will be open to the public unless otherwise determined.

## **ARTICLE V**

### **POLICY COUNCIL SUBCOMMITTEES**

#### 5.1 Subcommittees

Subcommittees will work in partnership with the Head Start staff to plan, review, and make recommendations. Subcommittees will include Budget, Program Design and Evaluation, Personnel, By-Laws and Policies.

#### 5.2 Responsibilities of Subcommittees

##### 5.2.1 Budget – this subcommittee meets as needed to

- Review and provide input to proposed budgets for all Head Start grants to ensure they meet Program priorities and goals
- Review the monthly reports of the Head Start program
- Review and provide input to any program budget revisions
- Report on budget matters at monthly Policy Council meetings

##### 5.2.2 By-Laws and Policies Committee – this subcommittee meets as needed to

- Review and revise the by-laws at least once a year
- Review and make recommendations regarding program policies
- Ensure that the by-laws and policies are not in conflict with Seattle Public Schools or Head Start Program Performance Standards
- Report when appropriate at Policy Council meetings

##### 5.2.3 Program Design and Evaluation – this subcommittee meets as needed to

- Review and have input to any recommended changes to program design and location of sites
- Review and have input on program curriculum
- Assist in planning program self-assessment and development/revision of program work plans
- Review and provide input for Head Start Grant application and/or Program Expansion plans
- Report when appropriate at Policy Council meetings

##### 5.2.4 Personnel Committee – this subcommittee meets as needed to

- Participate in interviews and make recommendations to hire new staff to fill vacant Head Start positions
- Review and provide input to Head Start staff job descriptions

- Maintain confidentiality in all personnel matters
- Report when appropriate at Policy Council meetings

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

The Policy Council shall elect a Chairperson, Vice Chairperson, Secretary, and Parliamentarian. Other officers shall be elected as deemed necessary by the Policy Council. Must be an elected Parent Representative or Community Representative. Alternate Representatives may not be a member of the Executive Board.

#### 6.1 Chairperson

- Presides at all Policy Council meetings.
- Does not enter into discussions on motions under consideration.
- Manages the meeting agenda in a businesslike manner, and maintains a cordial and positive working environment during the meetings.
- Follows working knowledge of parliamentary procedures.
- Follows the Bylaws of the Policy Council.
- Maintains a current listing of committee memberships to be at hand while presiding.
- Limits his/her conversation during the meeting.
- Refrains from entering the debate on the question before the members. If necessary, the vice chairperson will assume the responsibility of the chairperson until the vote has been taken on the question under discussion.
- Extends every courtesy to all members regardless of their point of view.
- Arrives early at meetings. At the stated time, notes if there is quorum present.
- May appoint committee chairpersons.
- Acts as the chairperson of the Executive Committee.
- Is an ex-Officio member of all committees.
- Responsible for creating goodwill and open communications between the Policy Council and program centers.

#### 6.2 Vice Chairperson

- Assists Committee Chairperson and staff in coordinating all committee meetings.
- Acts in an advisory capacity to the chairperson.
- In the case of the chairperson's absence or resignation, the vice chairperson assumes all responsibilities and title of chairperson until council reelections.

- In the chairperson's absence, the vice chairperson has access to all duties and responsibilities of the chair's office except to change rules made by the current chairperson.
- Does not act as an ex-officio member of any committee in the absence of the chairperson.

### 6.3 Secretary

- Responsible for meeting notices and phone calls as required.
- Responsible for Executive Committee correspondence as requested.
- Responsible for taking and keeping accurate minutes at meetings. Minutes to include stating regular or special meetings; person presiding; secretary; exact wording of motions and vote; brief excerpts of discussions; persons who made motions; attendance; date, time; day and place; appointments to committees; points of order and appeals; whether sustained or loss; and adjournment time. Motions withdrawn do not have to be recorded.
- Works with program staff to ensure minutes are distributed in a timely manner.
- Inform all persons nominated to or elected to any committees.
- Arrives early for meetings.
- Maintains a notebook for all previous Policy Council Minutes in an orderly fashion for reference and search. The notebook will be brought to each Policy Council meeting.

### 6.4 Parliamentarian

- Has available to Policy Council a copy of the Bylaws, Parliamentary Procedures approved by the Policy Council, list of members and unfinished business. Listing of unfinished business should be given to the presiding officer prior to the start of the meeting.
- Be familiar with the designated rules of order, the Bylaws and any other rules affecting the management of the Policy Council. Have these documents available at all meetings.
- Assist and advise the meeting chair in conducting the meeting according to the policies of the Policy Council.

- Records all motions and results.
- Maintains the time schedule for Policy Council meeting.
- A Volunteer Telephone Tree will keep everyone in touch and remind people of upcoming meetings

## **ARTICLE VII**

### **TRAVEL POLICY**

- 7.1 All members shall be reimbursed for travel expenses to and from all meetings, training sessions, interviews and all other Policy Council business at a rate consistent with regional standards. Head Start Program Manager will decide on the available travel comment with SPS guidelines.**
- 7.2 Any member traveling out of the city of Seattle shall be given per diem at a rate set by Seattle Public Schools Guidelines.**
- 7.3 Any member participating in conferences must report back to the Policy Council at the very next meeting. This member must also present a copy of the conference program in order to insure full accountability to the group.

## **ARTICLE VIII**

### **WASHINGTON STATE HEAD START ASSOCIATION DELEGATES**

- 8.1 There shall be two voting delegates to the Washington State Association and two alternates.
- 8.2 The term for each delegate shall be **one year** starting in January.
- 8.3 The delegate shall be elected by ballot at the November meeting.
- 8.5 The two persons with the most votes will be elected as delegate. The person with the third highest votes will be the first alternate. The person with the fourth highest vote will be the second alternate. The alternates in descending order will takeover the duties of the delegate in her/his absence. If the vote results in a tie, the vote will be taken again, involving only the people in the tie.
- 8.6 Candidates for this position shall be active parent members of the Policy Council as described in the Bylaws.

- 8.7 In the event that a delegate is unable to complete his/her term, the alternate for that delegate shall complete the term. If the alternate is unable to do this a new delegate and alternate shall be elected.
- 8.8 At the time of elections, each applicant will be given one minute to address the Policy Council. The applicant should state the reason why he or she wants to attend the conference and what benefit they expect (to themselves and/or the program) from attending the conference.
- 8.9 The Policy Council shall vote by ballot.

## **ARTICLE IX**

### **ELECTION OF CONFERENCE PARTICIPANT**

**9.1 All members shall have equal opportunity to travel and participate in conferences, seminars, and training sessions within financial restraints of the budget. The Head Start Program manager will make the final decision on available travel; based on the budget, the Seattle Public Schools Policies for travel and recommendations from the Policy Council Point Guidelines**

#### **9.2 Policy Council Point Guidelines**

**(5) Points for attending each Policy Council Meetings**

**(4) Points for attending Sub-Committee Meetings**

**(3) Points for attending Parent Center Meetings**

**(2) Points for attending Ex-Board Meetings**

**The Community Resource Liaison will tally points and submit the list to the SPS Program Manager. The two persons with the highest points will be contacted to determine if attendance to the conference is possible. The person (s) name with the highest points and availability will be presented at the Policy Council's next meeting.**

## **ARTICLE X**

## **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts' Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

### **ARTICLE XI** **AMENDMENT OF BYLAWS**

These Bylaws may be amended at any regular meeting of the Policy Council by a 2/3 vote, provided that the amendment has been submitted in writing at the previous regular meeting, the amendment is consistent with the purposes and objectives of the Policy Council as stated above, and the amendment does not violate Federal or School District policies and regulations. All amendments should not confer any power or responsibilities beyond those authorized by current Federal regulations pertaining to the Head Start program or School District policies and procedures.

### **ARTICLE XII** **IMPASSE STATEMENT**

If there is a dispute between the Seattle School District and the Seattle Public Schools Head Start Policy Council, an outside mediator will be brought in to assist in resolving the issue.

All decisions must be held within the parameters of both organizations, District Policies and Procedures, Seattle Public Schools Head Start Policy Council Bylaws and the Head Start Federal Standards.

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Program Manager

Laura Garcia

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Policy Council Co-Chairperson

Tawesha McClain