

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1301 Program Governance

Section: 1301.3 Policy Council and Policy Committee

Subject: Policy Council Election and Service

Policy:

Tri-County Community Council Head Start/Early Head Start program will establish a Policy Council group as early in the program year as possible.

Procedure:

1. The Policy Council membership will be comprised of at least 51% of the parents whose children are currently enrolled and no more than 49% comprised of community representatives.
2. At the first parent committee meeting of the new school year, the parents of currently enrolled children will nominate and elect the Policy Council member/s to represent their center. One parent will be elected to represent the following centers: Chipley, Early Head Start Center-based, and Early Head Start Home-Based. Three parents will be elected to represent Walton. Two parents will be elected to Westville.
3. One community representative will be solicited from each county to serve on the Policy Council.
4. The director will request from the Policy Council, Center Directors, and/or Board of Directors, names from the community that might be interested in serving as a community representative on the Policy Council. If a current community representative would like to remain on the Policy Council for a second, third, fourth, and/or fifth year, the request will go to currently seated Policy Council members.
5. The parent members of the Policy Council must approve the seating of community representatives.
6. The current Policy Council members will seat all new members annually during the September/October Policy Council meeting. Community Representatives will also be seated during the September/October Policy Council meeting.
7. The Policy Council members will elect a Chairperson, Vice-chairperson, and a secretary of the current members to conduct the meetings.
8. The director will request that one of the Board of Director members serve as the Board liaison to the Policy Council. Once the person is asked and willing to serve in that

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capacity a request for approval will be presented to the Policy Council and Board of Directors. The board liaison will not have any voting rights on the Policy Council.

9. The Policy Council members will review and revise the Policy Council By-laws annually. The members will follow the By-laws.
10. No Policy Council member will serve for more than five years combined.
11. No Policy Council member will serve if there is a conflict of interest. (Ex: cannot be a vendor of the program, have no financial interest with the program, receive no compensation for serving, and operates independently of staff employed by program).
12. No staff or staff's immediate family member(s) will serve on the Policy Council.