

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 Telephone Polls

Policy:

If there are issues that must be voted on by Policy Council before their regularly scheduled meeting or if at the prior Policy Council meeting, there was not a quorum and there were topics on the agenda that must be voted on, a telephone poll may be conducted to obtain Policy Council approval.

Procedure:

1. The Head Start Director, along with the Chairperson of the Policy Council will determine the need for a telephone poll.
2. The Director's Assistant will conduct the telephone poll.
3. All Policy Council members, or the equivalency of a quorum, must be notified.
4. The Director's Assistant will explain the issues and ask for the Policy Council Member's vote.
5. The vote will be recorded on the Policy Council telephone poll form containing the following information:
 - Date of the vote.
 - Topic(s) to be voted on.
 - Name of members notified and whether they approved or disapproved of the topic(s).
 - Signature of person taking the telephone poll.
 - Date the poll was taken.
6. The telephone poll form will become a part of the Policy Council record for the month it is taken.
7. The Policy Council Chairperson will review, sign, and date the telephone poll and complete the approval sheets for the topic(s) included in the telephone poll.