

# By-Laws of the Tri-County Community Council, Inc.

## Head Start/Early Head Start

Policy Council Approval: 11/7/17

Governing Board Approval: 11/9/17

**BY-LAWS**  
**TRI-COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL**

**Article I: Name and Description**

The name of this organization shall be Tri-County Community Council, Inc. Head Start/Early Head Start Policy Council and shall be governed as part of Tri-County Community Council, Inc., a non-profit agency incorporated under the laws of the State of Florida.

**Article II: Purpose and Functions**

Section 1: Purpose

This Policy Council will be responsible for establishing the goals of the Tri-County Community Council, Inc. Head Start/Early Head Start Program in Holmes, Walton, and Washington Counties and for developing ways to meet these goals within the guidelines of the Department of Health and Human Services.

The purpose shall be to implement the Head Start Program Performance Standards and Sec. 642 C 2 Policy Council of the Head Start Act. The policy council shall be responsible for the direction of the Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment. The Policy Council will perform the following functions directly:

- a. Serve as a link to the Parent Committees, grantee agency 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 and responsibilities and the opportunities available in Early Head Start and Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensure that funds set aside from program budgets are used to support parent activities (Parent Activity Funds).
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.

Section 2: Functions

Tri-County Community Council, Inc. Head Start/Early Head Start Policy Council is responsible for the direction of the program, including:

- Program design and operation

- Long- and short-term planning goals/objectives
- Taking into account communitywide strategic planning and needs assessment and self-assessment

The general functions of Tri-County Community Council, Inc. Head Start/Early Head Start Policy Council are to work in partnership with key management staff and the governing body and to approve or disapprove and submit to the governing body decisions about the following:

- Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
- Program recruitment, selection, and enrollment priorities.
- Applications for funding and amendments to applications for funding for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the responsible federal official.
- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- Bylaws for the operation of the policy council.
- Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- Developing procedures for how members of the policy council of the Head Start agency will be elected.

### **Article III: Membership**

#### Section 1: Composition

Parents of children currently enrolled shall constitute a majority of the membership of the Tri-County Community Council, Inc Head Start/Early Head Start Policy Council. Parents of all program options must be proportionally represented.

#### Section 2: Categories

Membership shall be comprised of two types of representatives: parents of children currently enrolled and members at large of the community.

- Each Head Start/Early Head Start Parent Committee will elect two (2) parents from each, Walton and Westville Head Start centers; and one (1) parent from each, Chautauqua and Chipley Head Start centers, and the Home-Base and Center-Base Early Head Start.
- One community representative will be solicited, from each community, one (1) representative per county to serve on the Head Start/Early Head Start Policy Council for a term of no more than a combined total of five years. The representative must reside in the county that they represent. The parent members on the Policy Council must approve the seating of community representatives.

If there are three (3) community representatives serving on the council, the total for the council will be eleven (11) which shall constitute a quorum of six (6).

One member of the Board of Directors will be included as a liaison, but not as a voting member. The Board of Directors liaison's term will last as long as they maintain their position with the Board, or until a replacement is found.

### Section 3: Term of Office

Policy Council members shall serve for a term of one (1) year. No member shall serve on the Policy Council for more than five (5) one-year terms.

### Section: 4 Voting Rights

Each member of the Policy Council shall have one (1) vote. Actions of the Policy Council will be taken only by a majority vote of the members present, providing that there is a quorum. If no quorum is established then the director's assistant will do a phone poll to meet the quorum requirement for any item that cannot wait till the next scheduled meeting.

### Section: 5 Termination of Membership

Any member who is absent from three (3) successive meetings without a legitimate excuse, (jobs obligations, illness, death, emergencies, out of town, etc.), will be replaced by the Policy Council.

### Section: 6 Resignation

A member shall give a written statement of reasons before resigning from the Policy Council.

### Section: 7 Vacancy

All Parent Committees shall elect a new parent member to the Policy Council within 30 days whenever there is a vacancy from that center. If the vacancy is created by a community representative, that vacancy will also be filled within 30 days.

### Section: 8 Conflict of Interest

No grantee agency staff (or members of their immediate families) may serve on the Policy Council. Members of the policy council shall not have a conflict of interest with the Head Start agency; and shall not receive compensation for serving on the policy council or for providing services to the Head Start agency.

## **Article IV: Officers**

### Section 1: Officers

Officers of the Policy Council shall be Chairperson, Vice-Chairperson, and Secretary. Officers of the council shall be elected by the current members.

### Section 2: Election and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Council has been seated, and shall serve a term of one (1) year. The Council will be seated in September/October of every year.

## **Article V: Meetings**

### Section 1: Meeting Date

The Policy Council will meet monthly on a date voted on annually by its members, except for the months of July and December, when there will be no meeting held. Meeting times will be determined annually by the members. Special meetings or additional meetings may be called as deemed necessary to conduct business requiring Policy Council action not covered in the regularly scheduled meetings.

### Section 2: Notice of Meetings

Written notice stating the date, time, and place of each meeting shall be mailed to each member at least seven (7) days prior to the meeting date of such meetings. Notice of special meetings shall be given at least twenty-four (24) hours in advance by telephone call or mail.

### Section 3: Special/Call Meetings

In the event that a special meeting cannot be organized for approvals that are needed before a specific deadline or a quorum is not established after last minute cancellations, a telephone poll will be conducted of all members, or the equivalency of a quorum. Members will be apprised of the situation and asked for their vote at that time.

### Section 4: Rules of Procedure

Robert Rules of Order Modified will be followed for each meeting. Every member will receive a copy of "Robert's Rules of Order" that are modified.

## **Article VI: Attendance and Reimbursement**

### Section 1: Attendance

Regular attendance by Policy Council members is imperative to allow for business to be conducted.

### Section 2: Reimbursement

Policy Council members will be reimbursed mileage at the rate of .445 cent a mile for each meeting they attend. If a Policy Council member choosing not to be reimbursed mileage then Head Start/Early head Start will claim the mileage as in-kind. Babysitting and a meal will be provided for each Policy Council meeting. In-kind will be claimed for the time spent participating in the Policy Council meeting.