

PROPOSED
CHANGES
TO
CSNT
BY LAWS

Section 3: Low Income Representatives

An essential objective of community action is participation by low-income individuals in the programs which affect their lives; therefore, the CSBG Act and its amendments require representation of low-income individuals on Boards or state-specified governing bodies. Low-income representatives need not themselves be poor, but they must be selected in a manner that ensures that they truly represent low-income individuals.

The Board of Directors will resolve to allow a seat on the board to be held by a certain organization with represents low-income persons. That organization will ensure that a democratic process was used to determine their representative.

In cases where a member is to be selected from the community rather than from an organization, the following procedure and criteria are used to select the low-income representative:

- Volunteers to serve in this capacity are to reside within the area which they represent.
- They must also be representatives of low-income families in some capacity.
- They must have the ability to report to the individuals they serve if by no other means than to just be accessible via phone or electronic mail.

Once a volunteer or group of volunteers exists for a particular sector or geographical division, CSNT will post the names publicly via newspaper and public postings giving all who potentially will be represented an opportunity to respond.

In the event of multiple volunteers, each will be considered a candidate and a date for public election shall be set along with a polling place and the candidate with the most number of public votes cast at said polling place(s) shall be declared the representative.

In the event only one volunteer exists, CSNT shall hear any and all comments from the public in response to public posting. After ten business days have expired, CSNT shall determine that the public comment time has passed and shall determine the volunteer to be the designated representative.

Procedure for Filling Vacancies on the Board of Directors

The agency will prepare a report monthly, based on the board roster, that recognizes any vacancies on the board and when the seat became vacant. A deadline for filling the seat will be determined by statute. The Agency will communicate with the entities holding the vacant seat and provide them with a deadline for filling the seat. This deadline shall be 30 days earlier than the statute deadline. If the entity holding the vacant seat does not provide a properly derived replacement by the entity's deadline, the Agency will award the seat to another entity, giving them only two weeks to fill the vacancy. If, after these efforts have failed, the Agency will continue the previous procedure until the seat is filled and will notify the Department that the condition exists and what steps have been taken to rectify it.

ARTICLE XIV -- MEETINGS OF THE BOARD

Section 1: The Board shall meet at least every ten (10) weeks. The regularly scheduled meeting shall be held at the Community Services Executive Offices in Linden on the fourth (4th) **Tuesday** of each month at 12:00 Noon unless otherwise designated by Board action.

ARTICLE XXIII – INTERNAL DISPUTE / IMPASS RESOLUTION

According to 45 CFR, **Part 1301.6 (a-c)**, each Head Start grantee and Policy Council jointly must establish written procedures between the governing body (Board) and policy group. The following procedures address this requirement.

- A. There must be respect and involvement between the governing Board and the Policy Council.
- B. There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C. These written procedures must be approved* by the governing Board and the Policy Council annually.
- D. If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied:

INFORMAL PROCEDURES

1. The Executive Director and the Head Start Director meet to resolve the conflict.
 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested** parties.

FORMAL PROCEDURES

1. The governing Board chooses one disinterested party.
2. The Policy Council chooses one disinterested party.
3. The two chosen disinterested parties choose a third disinterested party.
4. The three disinterested parties will resolve the impasse.

*The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

**Disinterested parties should not include any parents or family members of children currently enrolled in the Head Start Program, and any staff of Board members of the Grantee Agency, or Head Start Program.

**Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year or program year, CSNT staff, Board members, Policy Council members, immediate family or persons in the employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.