

**Community Services of Northeast Texas  
Policy Council  
By Laws**

**ARTICLE I: NAME**

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

**ARTICLE II: PURPOSE**

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

**ARTICLE III: MEMBERSHIP**

**SECTION I**

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- \* Atlanta – One (1) representative and One (1) alternate
- \* Bloomburg – One (1) representative and One (1) alternate
- \* Daingerfield/Lone Star – One (1) representative and One (1) alternate
- \* Hughes Springs – One (1) representative and One (1) alternate
- \* Linden – One (1) representative and One (1) alternate
- \* Naples/Omaha – One (1) representatives and One (1) alternate
- \* New Boston – One (1) representative and One (1) alternate
- \* Pittsburg – One (1) representative and One (1) alternate
- \* Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

## **SECTION II: Term of Office**

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

## **SECTION III: Voting Rights**

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

## **SECTION IV: Member Obligations**

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

## **SECTION V: Confidentiality**

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

## **SECTION VI: Termination of Membership**

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

## **SECTION VII: Alternates**

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

**SECTION VIII: Head Start Staff Attendance**

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

**SECTION VIII: Council Representatives**

A Policy Council member can not profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

**ARTICLE IV: OFFICERS**

**SECTION I: Election and Term**

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

**SECTION II: Executive Committee**

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

**SECTION III: Special Committees**

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

**SECTION IV: Chairperson**

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

**SECTION V: Vice –Chairperson**

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

## **SECTION VI: Secretary**

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

## **ARTICLE V: MEETINGS**

### **SECTION I: Regular Meetings**

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month at the CSNT Administration office. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:15 AM.

### **SECTION II: Special Meetings**

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

### **SECTION III: Notice of Meetings**

Notification of all meetings will be sent to all members and all alternates of the Council by letter at least seven (7) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

### **SECTION IV: Quorum**

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the “Act of the Policy Council”.

### **SECTION V: Conduction of Meeting**

The Policy Council parliamentary process will follow PROBERT’S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

## **SECTION VI: Dispute/Impasse Resolution**

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse 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: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school 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.

## **ARTICLE VII: AMENDMENTS**

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 11/27/18