

**OLYMPIC ESD 114 HEAD START/ECEAP
POLICY COUNCIL BY-LAWS**

Approved February 2008 by Policy Council

ARTICLE I: NAME OF THE ORGANIZATION

1. The name of the organization shall be called Olympic ESD 114 (OESD) Head Start/ECEAP Policy Council.

ARTICLE II: OBJECTIVES

1. Approve Policy Council membership and structure.
2. Set policy in conjunction with OESD Board of Directors following the Department of Community, Trade and Economic Development and the Administration for Children and Families Region X Head Start regulations.
3. Review by-laws and policies and make recommendations of change as needed.
4. Approve program goals, strategic plan, service sites, use of community resources and criteria for selection of applicants to OESD Head Start/ECEAP.
5. Partner with staff to conduct a yearly assessment of the Head Start and ECEAP programs.
6. Establish a method of hearing and resolving community and participant concerns /suggestions about the Head Start/ECEAP program and procedures regarding shared decision-making.
7. Participate in the selection process of new OESD Head Start/ECEAP employees and approve/disapprove the hiring and termination of OESD Head Start/ECEAP employees.
8. Participate in the grant application processes which include planning, review and approval of OESD Head Start/ECEAP budget proposals and major budget changes.
9. Recruit volunteer services from parents/guardians, community residents and community organizations.
10. Offer suggestions and ideas and approve program developments and improvements.
11. Serve as a link between the classroom parent groups, professional organizations, public agencies and OESD Head Start/ECEAP.
12. Serve as a communication link to Center Planning Teams.
13. Establish a yearly timeline for Policy Council activities.
14. Recruit community members and former Head Start and ECEAP parents/guardians to Policy Council.

15. Assist Center Planning Teams in communicating to parents/guardians their rights, responsibilities and opportunities in Head Start and ECEAP, and to encourage their participation.
16. Assist Center Planning Teams in planning, coordinating and organizing program activities in partnership with center staff.
17. Partner with staff to establish written procedures for resolving internal disputes, including impasses procedures, between the governing board and Policy Council.

ARTICLE III: MEMBERSHIP

1. Composition of the Policy Council.
 - a. There shall be one representative per classroom/center. The representatives are parents/guardians of currently enrolled children.
 - b. At least 51 percent of the voting membership must be parents/guardians of currently enrolled Head Start children or pre-natal families enrolled in Early Head Start.
 - c. No more than 18 percent of the total voting Policy Council membership may be community representatives.
 - d. Representatives of State agencies, former Head Start/ECEAP parents (and family members) and/or guardians, and community members at-large who wish to support low-income families and can contribute to the development of the program may apply to become a community representative. Such community representatives are recruited by Head Start/ECEAP Staff and by Policy Council members.
 - e. All present parents/guardians will be notified by the end of their school year of the opportunity serve as a Community Representative on Policy Council.
 - f. Parents/guardians of children currently enrolled in all program options must be proportionately represented on established policy groups.
 - g. Parents/guardians of currently enrolled children may receive reimbursement for child care and transportation to attend Policy Council and related meetings.
 - h. Head Start/ECEAP staff are non-voting members serving in an advisory capacity to and in partnership with the Policy Council members.
 - i. No person can serve as a member of the Policy Council while any member of his/her immediate family is employed in the Head Start/ECEAP program. There is an exception for parents/guardians who occasionally substitute for regular staff who work 40 or less hours per month. The “occasional substitute” rule also applies to a parent/guardian whose child has transitioned to public school kindergarten and no longer has a child in the program, is a substitute teacher, and wishes to be on Policy Council.

2. Terms of Office.
 - a. Policy Council members must stand for election or re-election annually, and are limited to three (3) one-year terms.
3. Voting Rights.
 - a. Voting on Policy Council issues may occur at Policy Council meetings or a telephone vote of Policy Council members.
 - b. Please refer to Attachment A for membership and voting details.
 - c. Absentee voting by proxy or otherwise is not permitted.
 - d. If there comes a time when the Facilitator's site feels strongly about an issue being considered for a vote, the Facilitator then has the option to step aside as Facilitator for the discussion of the issue and the vote.
 - e. The Facilitator has the option to discuss, but can not vote unless as a tie breaker or during elections.
4. Termination of membership.
 - a. If a classroom/center or community representative is unable to attend a meeting, that representative shall be responsible for notifying OESD Head Start/ECEAP office.
 - b. An absence is considered unexcused when the representative fails to give above notification.
 - c. If any member has two consecutive unexcused Policy Council meeting absences or three non-consecutive unexcused absences, an effort to contact the representative will be made. If necessary, a letter requesting the resignation of the representative shall be sent by the staff with a copy to the family advocate when appropriate. If no response is received by the following Policy Council meeting, a majority vote will terminate the representative's membership. Where appropriate, the family advocate will facilitate the selection of a new representative.
 - d. Classroom/center community representatives who find they are unable to participate on Policy Council should notify a member of Policy Council, Policy Council Planning Committee, OESD Head Start/ECEAP office or family advocate by phone or mail.
5. Vacancies.
 - a. Vacancies during the year of community representatives shall be the responsibility of the Policy Council to fill.
 - b. Vacancies in a classroom/center representative's position will be filled by vote of the appropriate parent/guardian group.

ARTICLE IV: Policy Council Governance

1. The Policy Council Representatives present at Policy Council meetings shall share the responsibility of meeting facilitation and the other responsibilities of Policy Council. A process shall be set by the attending members to select the facilitator and recorder of each meeting. These responsibilities can be shared by more than one person at each meeting.

When a signature or action is required by the Policy Council “Chair”, the member present at the Policy Council acting as Facilitator shall identify a member to act on behalf of the Policy Council.

The Policy Council membership shall consist of parent center representatives, two parent representatives for the Washington State Association of Head Start/ECEAP, and community representatives.

2. Two current Policy Council parent members shall be elected by Policy Council to serve as the Executive Liaison. The Executive Liaison shall work with OESD 114 staff and administration on Policy Council issues requiring attention in-between Policy Council meetings such as emergency actions, document signing, emergency Policy Council meetings, and other issues requiring immediate action. The Executive Liaison may act on behalf of the Policy Council in emergency situations.
3. Policy Council Planning Committee
 - a. The Planning Committee is comprised of any Policy Council member who wishes to attend.
 - b. The Planning Committee meets monthly after the Policy Council meeting to plan Policy Council meetings, or more frequently as deemed necessary.
4. Election of Washington State Association of Head Start/ECEAP Parent Representatives.
 - a. Each year a currently enrolled parent/guardian will be elected for a two-year term, with the intention of having one current parent and one current or past parent as our Representatives. If this election occurs during the year, all parents vote in the election. When a representative is filling a partial-term vacancy, then they may be elected to serve a full term.
 - b. Washington State Association parent representatives shall only serve one term. As a member of Policy Council, the Washington State Association representatives follow the same requirements for Policy Council attendance. If a Washington State Association representative has two consecutive unexcused absences or three non-consecutive unexcused absences the same procedure will be followed as outlined in Item c. The above absences could lead to termination as Washington State Association representative.
 - c. A vacancy of the Washington State Association Parent Representative shall be filled at the next regular meeting by a majority vote of those present to complete the remaining term if the vacancy occurs during the summer months. A vacancy occurs if the Representative resigns either verbally or in writing, is no longer fulfilling their responsibilities, or has withdrawn their child from the program.

ARTICLE V: SUB-COMMITTEES

1. The Policy Council shall have the following committees:
 - a. Public Relations and Recruitment
 - b. Finance and Policies
 - c. Policy Council Planning
2. Policy Council members shall provide for representation on the following:
 - a. ERSEA Advisory Committee
 - b. Personnel Hiring Panel
 - c. Health Advisory Committee
3. All Head Start/ECEAP parents/guardians are encouraged to join Policy Council representatives in Policy Council meetings and program committees.

ARTICLE VI: MEETINGS

1. Regular meetings of the Olympic Educational Service District Head Start/ECEAP Policy Council shall be held monthly.
2. Special meeting will be called when needed.
3. Notice of Meetings
 - a. Written notice, current agenda and minutes of the previous meeting shall be mailed to each member at least seven days prior to each regular meeting.
 - b. Notice and agenda shall be mailed or phoned to each member at least three days prior to each Special Policy Council Meeting.
4. Quorum
 - a. A quorum shall consist of at least 20% of the voting membership of the Policy Council. If there is no quorum, a motion may be made to consider a body of the whole. In this case, regular business may be carried out. Such business must be approved at the next regular meeting where there is a quorum.
 - b. When training opportunities are limited by available funding selection will be made by criteria set up.

ARTICLE VII: USUAL ORDER OF THE BUSINESS

1. Welcome and Introductions
2. Additions/Changes to Agenda
3. Director's Report
4. Old Business
5. New Business

6. Committee Reports
7. Meeting Evaluation/Round Robin
8. Adjournment

ARTICLE VIII: AMENDMENTS

1. By-law amendments may be presented at any meeting of the Policy Council. An affirmative vote of the majority of Policy Council members is needed for approval, providing that a copy of each proposed amendment has been sent to the membership prior to the meeting date.

ARTICLE IX: PARLIAMENTARY PROCEDURES

1. Parliamentary procedures shall govern the proceedings of all regularly scheduled Policy Council meetings of this organization except as provided by the Bylaws of this organization or by approval of Policy Council.

ARTICLE X: HEAD START/ECEAP/EARLY HEAD START POLICY COUNCIL FUNDS

1. The Policy Council develops and monitors the annual budget.

Policy Council Membership Composition
 Approved by Policy Council on October 2007

Site	# of Representatives	# of Votes
Head Start		
Child Care Connections	1	1
Early Head Start		
Discovery School	1	1
Olympic College	1	1
Home Visiting	1	1
Givens EHS	1	1
Brownsville	1	1
Givens Head Start	1	1
Green Mountain	1	1
Jackson Park	1	1
Olympic College Head Start	1	1
Sunnyslope	1	1
Wofle	<u>1</u>	<u>1</u>
Total	12	12
ECEAP		
Breidablik	1	1
Burley Glenwood	1	1
East Port Orchard	1	1
Givens	2	2
Madrona	1	1
Manchester	2	2
Olalla	1	1
PineCrest	1	1
View Ridge	2	2
Woodlands	<u>1</u>	<u>1</u>
Total	13	13
Washington State Association of Head Start and ECEAP		
Two Representatives	<u>2</u>	<u>2</u>
Total	2	2
Community Representatives		
Two State/Local Agency members	2	2
Two grandparent/past parent members	<u>2</u>	<u>2</u>
Total	4	4
Total Membership	31	Total Voting Members
		31