**Policy Council Representative Procedure**

**Purpose**

This tells Home Visitors and Family Support or Family Home Provider staff know how to recruit and elect Policy Council Representatives.

**Procedure**

1. At the enrollment visit, orientation, and other family events, explain that Policy Council is one of the ways parents can be involved. Share how parents are fundamental to the governance of our program.
2. Take every opportunity to provide families with Policy Council recruitment materials, including: “For Families: What is Policy Council” handout. It’s preferable to elect Representatives early in the program year, but representatives may be elected to an open position throughout the year.
3. As parents show interest, make sure to explain the time commitment. It is important for parents to be able to attend meetings consistently so that your program option is represented. Policy Council Representatives serve one year terms from November through the following November. Parents may choose to run for more than one year in a row no more than 5 total years.
4. Policy Council members are elected Representatives. They must be elected by their peers, currently enrolled parents, either at a Family Gatherings, Play and Learn groups or via paper ballots.

**Election Process**:

1. Interested parents may write a short statement stating their interest in being a Policy Council representative. This is given to their respective Home Visitor, Family Support Staff or family home provider.
2. Once the election process has been completed, they will turn in their results to Family Services Program Manager.