

**BYLAWS
of the
GLCAP HEAD START POLICY COUNCIL**

**Revised January 2018, Approved by the Policy Council on 1/19/18
Revised April 2024, Approved by Policy Council on April 10, 2024**

ARTICLE I - Name of Organization

The name of this organization shall be the GLCAP Head Start Policy Council.

ARTICLE II - Purpose and Functions

Section A – Purposes The purpose shall be to implement the Head Start Program Performance Standards and PL 110-134 (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 B-Functions

The GLCAP Early Childhood Program 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 the GLCAP Early Childhood Program 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:

- a. 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.
- b. Program recruitment, selection, and enrollment priorities.
- c. 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.
- d. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- e. Bylaws for the operation of the policy council.
- f. 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.
- g. Developing procedures for how members of the policy council of the Head Start agency will be elected.
- h. Recommendations on the selection of delegate agencies and the service areas for such agencies.

Section C

The GLCAP Head Start Policy Council also:

1. Serve as a link between public and private organizations, the local Parent Committees, the Grantee Board of Directors, and the community it serves;
2. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency regarding its recommendations;
3. Plan, coordinate, and organize agency-wide activities for parents with the assistance of staff;
4. Recruit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs;

ARTICLE III - Membership

Section A Composition - There shall be three (3) categories of membership, one being Parent Representatives, one being Community Representatives and lastly Policy Committee Representative from the delegate, Lucas County Family Council.

1. Parent Representatives: Parents of Currently Enrolled Children.
Parents of all program options must be proportionally represented.

Parents of children enrolled in each funded program operated by GLCAP Early Childhood Programs shall be entitled to the following representation

Parents of currently enrolled children elected from the Parent Committee, as follows:

- a. Head Start

1. GLCAP Full Day Option – 1 Parent Representative per center
2. Childcare Contracted Option - 1 Parent Representative per program option

b. Early Head Start

1. One Representative of a currently enrolled Home Based or Childcare Direct Operated family from any of the three counties served by GLCAP.
2. One Representatives of a currently enrolled family from the EHS Childcare Partnership Grant Program.
3. One Representative of a currently enrolled family from the EHS Family Child Care Option or the Early Head Start Contracted Childcare option.

2. Community Representative – Four Representatives

a. One Community Representative from each county:

1. Wood
2. Sandusky
3. Ottawa
4. Seneca

will be selected from as many of the following sectors of the community as possible: GLCAP Board, local school systems, Department of Human Services, mental health clinics, churches used as centers, public officials, NAACP, department of preschool education of local colleges, the business community, past parents and other interested individuals. Community Representatives should be encouraged to attend Parent Committee Meetings.

3. Policy Committee Representative

- a. One Representative from the Lucas County Family Council Early Head Start Childcare Partnership Grant.

Section B

Term

Each member of Policy Council – parent or community representative is elected for a one (1) year term beginning the month of election (from the Parent Committee) and continuing through the following November Policy Council Meeting. Each member may be re-elected by their Parent Committee to serve a maximum of five (5) years total.

Section C

Voting Rights

Each member of the Policy Council shall have one (1) vote. Electronic, mailed or faxed voting may be allowed if there is not a quorum present. The voting process may include voice vote, vote cards, roll call, etc. at the request of a member. There shall be no voting by proxy.

Section D

Vacancies

Vacancies on the Policy Council will be filled by the Parent Committee at the next regular meeting. The newly elected member will fill the unexpired term of the member whom she/he is replacing.

Section E

Absences

Elected Policy Council members must represent their elected Parent Committee. Any Policy Council member who is unexcused for two consecutive meetings will be automatically dropped from the Council and replaced by election at the next scheduled Parent Committee meeting . Absences are excused by telephone call to the PFCE Coordinator or by written notice to Policy Council Secretary and must be submitted within one week following the meeting.

Section F

Removal of Members

If for any reason, other than two consecutive unexcused absences, it is deemed necessary to remove a Policy Council member, the following procedure will be followed:

1. A written grievance must be made to the Policy Council President and the Policy Council President will notify the party of said grievance;
2. Grievied party has a right to defend action taken;
3. A motion must be entertained by the Policy Council and a three-fourths (3/4) vote of the entire voting body is necessary for removal;
4. If a member is removed, the member has the right to appeal the action to the GLCAP Board of Trustees.

Section G

Non-Voting Participants

1. No GLCAP employee or member of an employee's immediate family can serve on Policy Council in a voting capacity but may attend Policy Council in a non-voting capacity to provide technical assistance and to broaden their knowledge of the program.
2. All GLCAP Head Start Policy Council meetings are open public meetings except for the Executive Committee meetings - Personnel.
3. At the discretion of the presiding officer of the meeting, NON-members may be called upon for information, comment, or opinion. Staff Members may attend the meetings in a consultative, nonvoting capacity. If a non-member of the Council has a matter to bring before the Council, the non-member shall advise the President at least five (5) days before a regular meeting so that their request may be placed on the agenda. Following the completion of the published agenda, the President may call for comments from non-members who may be present.

Section H

1. It is the policy of the GLCAP Policy Council that no member of the Policy Council shall cast a vote on the provision of service by that

member, or the provision of service by any organization which that member represents. In addition, the policy states that no member shall vote on any matter which would provide direct financial benefit to that member. This policy is adopted to prevent a conflict of interest between the Policy Council members and GLCAP.

2. Any member affected by the above shall declare the potential conflict of interest to Policy Council by public statement to Policy Council prior to deliberations on the matter in which there may be a conflict of interest. Under the direction of the Policy Council Chairperson, the Secretary shall note the declaration of the potential conflict of interest in the minutes of the Policy Council meeting.

ARTICLE IV

Officers

Section A

1. After the general Head Start Parent Committee elections, and the seating of the Community Representatives, the new council members will elect: a president, vice-president, secretary, and treasurer.
3. In the event of the resignation from office or the end of an officer's membership on the Policy Council, a replacement shall be elected by majority vote. The replacement vote will occur at the first meeting after the opening is announced. Officers may be re-elected up to two (2) times. However, in case of the resignation of the president during their term, they shall automatically be succeeded by the vice-president.

Section B

Nomination and Election

1. Nominating Committee. The Nominating Committee shall consist of eight members (two members from each County). Members will be appointed by the President. The Nominating Committee shall prepare a slate of officers and committee members after reviewing the Opportunity Sheets submitted by Policy Council members.
2. Report of the Nominating Committee and Nominations from the Floor. The report of the Nominating Committee of its nominations for Officers and Committee Members shall be sent to all members two weeks before the date of the November meeting. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided the consent of the nominee shall have been obtained.
3. Elections. Elections will be held at the November Policy Council meeting. The election shall be by ballot. When there is but one nominee for each office, the vote may be voice vote. A majority vote of those members present, and voting shall constitute an election.

Section C

Term of Office

The term of office shall be for one (1) year and shall begin following the November meeting and continue through the following November Policy Council meeting, or until the successors are elected.

ARTICLE V

Meetings

Section A

Regular meetings of the Council shall be set at the November meeting by the entire Policy Council. The Policy Council will agree on the date of the month, time and place for the remainder of the year. Special meetings may be called for as needed, by the President of the GLCAP Head Start Policy Council.

Section B

Notice of the time and place of each regularly scheduled meeting and the minutes of the previous meeting shall be mailed to each Council member by the Policy Council Secretary in conjunction with GLCAP Staff not less than one (1) day before the date of the scheduled meeting. Summaries of the important items of business, which will require motions for approval, should be sent to members along with the meeting notice.

Section C

Quorum

1. A count of 5 members shall constitute a quorum.
2. If there is no quorum of members, a quorum of three (3) members of the Executive Committee shall constitute a quorum.
3. Motions must be made and seconded and voted upon by Council members ONLY.
4. Members may participate in a meeting by phone or virtually via Zoom or Teams.

ARTICLE VI

Committees

Section A

Selection

1. The President may appoint committee members as necessary or may have them elected by the Policy Council body.
2. All committees established by the Policy Council shall be representative of at least three counties.
3. All committees shall have at least 50 percent membership of current Head Start parents.

Section B

Standing Committees

1. Executive Committee
 - a. Each County shall be represented by at least one representative on the Executive Committee. The Executive Committee shall consist of the four (4) elected officers of the Policy Council and four (4) Executive Committee members elected from the Council.
 - b. The Executive Committee shall have the power to transact the normal business or such business of an emergency nature and would normally be conducted by the Policy Council. The

Executive Committee will have only that power which is in accord with the general policies, program and budget established by the Policy Council. The Executive Committee shall report all of its actions to the Policy Council at the next regular meeting. A quorum consisting of at least three (3) members of the Executive Committee is necessary to conduct business. When necessary, voting can occur by phone or via a virtual meeting. All members of the Executive Committee will be contacted, and a quorum of Executive Committee Members must be met to approve/disapprove any action.

2. Bylaw Committee
 - a. Shall review annually the bylaws of the Head Start Policy Council and make recommendations for approval in April.
3. Grant Planning Committee
 - a. Shall make recommendations to the Policy Council body concerning all Head Start grant application budgets.
4. Early Childhood Development and Health Services Committee
 - a. Shall review the GLCAP Early Childhood Programs written plans annually.
 - b. Shall make recommendations about services and participate in the annual Advisory Meeting.

Section C

Reimbursement

1. Stipends – not to exceed two half-day stipends per day, one in the morning and one in the afternoon – will be available for childcare, when necessary.
2. Mileage will be paid to those who drive their personal car to and from council/committee meetings.
3. Members of the Policy Council are NOT compensated in any form.

ARTICLES VII

- Ohio Head Start Association

Section A

Election of Delegates

GLCAP

A delegate will be selected as Parent Ambassador and will represent GLCAP Head Start at the State Association meetings.

Section B

One Friend position will be appointed by the President/CEO .

Section C

Term of Office

The term of office shall be for one (1) year and shall begin December 1 and continue through November 30 of the following year.

Section D

Responsibilities

OHSAI Delegates shall attend all meetings of the Ohio Head Start Association. Attendance must be confirmed with the PFCE Coordinator 48 hours before the date of the meeting. If a representative cannot attend, he/she is to notify the PFCE Coordinator as early as possible prior to the date of the meeting so that an alternate can be notified. OHSAI Delegates are to report to the Policy Council after each meeting.

Section E

Expenses

Transportation, hotel, and meals will be provided by GLCAP Early Childhood Programs. A childcare stipend will be provided if necessary.

Section F

Removal

OHSAI Delegates may be removed by affirmative vote of the Policy Council body if the actions of such representatives are deemed detrimental to GLCAP Head Start. This removal vote may be taken at any regularly scheduled Policy Council meeting, provided that the individual to be removed has been given written notice of the intent to remove, together with reasons for removal, at least ten (10) days before the meeting and provided further that the individual to be removed is allowed to speak on his/her behalf to the Policy Council prior to any vote. The notice of intent to remove shall be signed by the Policy Council chairperson and the Child Development Director, with a copy sent to the President/CEO. (In the event that the Policy Council chairperson is the representative in question, the Vice President or other selected Executive Committee member, who shall be selected by the Executive Committee, will sign the notice of intent to remove.)

ARTICLE VIII

- Amendments

1. Amendments may be proposed at any Policy Council meeting.
2. All voting members shall be notified of the proposed change, in writing, no less than five (5) days prior to the meeting.
3. Amendments must be approved by two-thirds (2/3) of those members who are present and voting at the next Policy Council meeting.

APPENDIX 1

Duties of Officers

Section A

President

The President shall perform the duties set forth in Roberts Rules of Order and shall supervise all officers. The President will be an ex-officio member of all committees, except the Nominating Committee, sign official Head Start documents as approved by the Council and perform other duties customarily assigned to a president. In the case of voting and a tie, the president shall break the tie amongst members.

Section B

Vice-President

The Vice-President shall perform the duties of the President in his/her absence and during the disability of the President and be responsible for carrying out duties assigned to him/her by the President.

Section C

Secretary

The Policy Council Secretary shall perform the duties of Secretary as prescribed in Roberts Rules of Order. In the absence of the President and Vice President, the Secretary will preside at the meeting. The Secretary will provide the Board of Trustees with a copy of all Policy Council Meeting minutes; will ensure that copies of all Policy Council Meeting minutes are sent to representative of Policy Council and that minutes of the GLCAP Board of Trustee meetings are available at Policy Council.

Section D

Treasurer

The Treasurer will oversee the disbursement of Policy Council Stipends, keeping appropriate records and reporting on the use of these funds monthly. The Treasurer will serve as Chairperson of the Grant Planning Committee. In the absence of the President, Vice-President and Secretary, the Treasurer will be the presiding officer.