
Subject: Policy Council Official Duties

Source: Head Start Performance Standard 45 CFR Section 1304.50.

Chairperson

Policy

The Chairperson calls and presides over meetings of the Policy Council. With prior approval from the Policy Council, the Chairperson may act as a spokesperson for the Council in events concerning the Early Head Start program that arise outside of Regular or Emergency/Special Meetings

Procedure

1. The Chairperson's duties include the following:
 1. Shall preside at all Policy Council meetings
 2. Refrain from entering into debates during the Policy Council meetings.
 3. Shall extend every courtesy possible.
 4. Shall call special meetings, when necessary.
 5. Open and closes all Policy Council meetings.
 6. Explain each motion before it is voted upon.
 7. May vote only to break a tie.
 8. Shall be available to Policy Council members for questions pertaining to the Early Head Start program.
 9. Shall form Ad-Hoc committees as needed.
 10. Shall attend all Board meetings and provides a Policy Council oral report.
 11. Shall be a member of Policy Council at least one year, if possible.

Vice Chairperson

Policy

The Vice Chairperson assumes the duties of the Chairperson in their absence.

Procedure

1. The Vice-Chairperson's duties include the following:
 1. Shall preside in the absence of the Chairperson or whenever the Chairperson temporarily vacates the chair.
 2. Shall be the Policy Council representative to the Board of Directors in the absence of the Chairperson.

Policy

The Early Head Start Program Secretary will assist in maintaining official records for the Policy Council Meetings.

Procedure

1. The Secretary's duties include the following:
 1. Shall keep a record of members' attendance.
 2. Keep a record of all Policy Council minutes.

Parliamentarian

Policy

The Parliamentarian is responsible for ensuring that the Policy Council meetings run in accordance with simplified Robert's Rules of Order, and Policy Council by-laws.

Procedure

1. The Parliamentarian's duties are as follows:
 1. Shall be unbiased regarding the matters being discussed at meetings.
 2. Shall be able to define the By-Laws of the Policy Council and advise the Council on these as necessary.
 3. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within the format.
 4. Shall be responsible for time limitations on agenda items and holding speakers accountable to keep on time as listed on the agenda.
 5. Shall be the Chairperson of the By-laws committee