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**Subject: Policy Council Termination of Membership**

**Source: Head Start Performance Standard 45 CFR Section 1304.50.**

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## **Policy**

Membership in the Policy Council may be voluntarily terminated at any time by verbal/written notice to the Council. Failure to perform duties or attend meetings can result in termination of membership.

## **Procedure**

- The resigning member must write, sign, and date a letter of resignation and submit it to the Policy Council or verbally inform Chairperson.
- The Social Services/Parent Involvement Manger (SSPI) and/or Program Secretary will request that the alternate attend until a new member is elected from that classroom. (*see* Policy Council Alternate policy)
- At the next parent meeting, elections will be held to fill the vacancy. SSPI will forward the name, mailing address and phone number to Program Secretary (*see* Policy Council Election of Parent Members policy).
- Members may be terminated by means of written notice and by a two-thirds vote from the Policy Council at any time for:
  - failure to uphold the standards of Early Head Start;
  - displays of inappropriate behavior while representing Policy Council;
  - gross misconduct;
  - acting on the behalf of the Policy Council without their prior authority;
  - blatant disrespect of Early Head Start philosophies, goals, or objectives;
  - neglect of duty;
  - excessive absenteeism
- A member being considered for termination may ask for a hearing to present justification to the Policy Council.
- If the terminated member is dissatisfied with the decision they will submit a written concern form to the Early Head Start Executive Director. (*see* Policy Concern and Feedback policy)