
Subject: Policy Council Composition

Source: Head Start Performance Standard 45 CFR Section 1304.50.(b) (1)-(b) (7)

Policy

Policy Council membership must maintain 51 percent or more of current parents. Policy Council members are elected annually. Additional representation from past parents and community members will be encouraged.

Procedure

1. Each center-based classroom and each home-based class will elect one representative and one alternate to represent them on Policy Council at the first parent meeting.
2. Participation of past parents and community members will be encouraged as long as the total Policy Council membership maintains a majority of current parents. All community representatives must submit a request and be elected by the full Policy Council before they can be seated.
3. Until new representatives are elected, the prior year representatives shall remain as members. New elections are held no later than October of each program year.
4. As members are elected to the Council and as new members are elected to fill vacancies that occur during the year the Parent Involvement Manager will forward their names, mailing addresses and phone number to the Program Secretary who will compile a roster to be distributed.
5. Newly elected members will be informed about the first (or upcoming) Policy Council meeting by the Program Secretary. The Program Secretary will post an agenda and minutes at all the sites and send an agenda and minutes to elected Policy Council members upon receipt of their names and address.
6. In electing new representatives, be aware that no representative shall be a voting member of Policy Council for more than three years. They may serve as ex-officio member *only*, without voting privileges. In accordance with Policy Council nepotism bylaws, no Council member shall be voted in if they are related to a North Texas Parent and Child Development, Inc. staff person.