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**Subject: Policy Council Emergency/Special Meetings**

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

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## **Policy**

Emergency/Special meetings may be called by the Policy Council Chairperson.

## **Procedure**

1. Special meetings of the Policy Council may be called by a majority of the Executive committee. All special meetings shall be called 48 hours in advance of said meeting. Any member of the Policy Council may request that the Executive Council call a special Policy Council meeting.
2. If 51 percent of Policy Council members petition, in writing, per phone call or text to call a meeting the Chairperson will be obligated to schedule a meeting within three days of the receipt of the petition.
3. The Social Service Manager will notify Council members of need for meeting and work with the Executive Council to produce an agenda for the meeting.