



Policy Council Bylaws Committee Meeting Agenda February 4, 2024

Microsoft Teams: [Join the meeting now](#)

Audio Only: (213) 204-2374 Phone Conference ID: 254 973 02#

5:30 p.m. – 6:30 p.m.

1. Welcome
2. Call to order
3. Roll call and establish quorum (half plus one)
4. Approval of Agenda
 - a. February 4, 2025
5. Introduction of Guests
6. Public Forum

(The public wishing to address the PC Bylaws Committee may do so at this time; however, the committee will take no action other than referring the item to staff for study and analysis.)
7. Presentation/Discussion Items – Lisa Gonzales, Program Governance Coordinator
 - a. Proposed Meeting Dates – **Action Item**
 - b. Bylaws Committee Overview
 - c. Areas of Potential Revision
8. Announcements
9. Meeting Adjourned

*"People's participation is the essence of good governance."
~ Narendra Modi*

Committee Chairperson – Dominique Bassi
Fatima Echeverria, Henrietta Castro

Head Start / State Child Development
661.336.5236

Policy Council

BYLAWS COMMITTEE

PROPOSED Meeting Dates

All meetings will be held on Microsoft Teams. As the meeting date approaches you will be sent an email invitation. In preparation for subcommittee meetings please mark your calendar accordingly.

All meetings will begin at 5:30 p.m.

Tuesday, February 4, 2025
Tuesday, April 1, 2025
Tuesday, June 3, 2025
Tuesday, August 5, 2025
Tuesday, October 7, 2025

Any necessary documentation and/or information for meetings will be sent via email prior to the meeting for your review.



Approved:



**COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development**

**POLICY COUNCIL
BYLAWS**

Bylaws Committee Reviewed: August 10, 2021
Policy Council Approval: September 28, 2021
Board of Directors Approval: September 29, 2021

ARTICLE I NAME

The name of this organization will be Community Action Partnership of Kern Head Start/State Child Development Policy Council, hereafter known as the "Policy Council."

ARTICLE II PURPOSE AND FUNCTIONS

SECTION 1. Purpose

An agency must establish and maintain a formal structure for program governance that includes a governing body and a Policy Council at the agency level. Policy Councils are responsible for the direction of the agency's Head Start and Early Head Start programs.

1. General Procedures

- a. 1301.3 (a) Each agency must establish and maintain a Policy Council responsible for the direction of the Head Start program.
- b. 1301.3 (b) A program must establish a Policy Council in accordance with section 642 (c)(2)(B) of the Head Start Act. Parents of children currently enrolled in each program option must be proportionately represented on the Policy Council.
- c. 1301.6 Impasse Procedures. Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing body and Policy Council in a timely manner that include impasse procedures.

2. Human Resource Management – Must approve or disapprove:

- a. 642(2)(D)(vi) 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.

ARTICLE III MEMBERSHIP

SECTION 1. Membership

1. Composition

- a. The Policy Council will be comprised of:
Community Representatives – may be former Head Start parents or from the community. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start/State Child Development program.
- b. A parent is defined as "a Head Start/Early Head Start child's mother or father, other family member who is the primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree."

SECTION 2. Types of Membership

A parent must have a child currently enrolled in the Head Start/State Child Development program to be a member of the Regional Parent Committee (RPC). The RPC was developed to ensure the Policy Council is proportionately represented in each program option. The Policy Council membership shall consist of the following:

Region 1	Region 2	Region 3	Region 4	Home Base	EHS CC Partnership	EHS San Joaquin	Community Representative		CAPK Board of Directors
4 Parents	4 Parents	4 Parents	4 Parents	2 Parents	1 Parent	2 Parents	1 Past Parent	2 Community Agency	1 BOD Member

- a. Regional Parent Committee meetings will be held as needed to elect members to the Policy Council.
- b. If a member's child changes to another program option or region during the program year, they will remain on Policy Council until the position is filled. Once the position is filled, the current member will be terminated and encouraged to seek election with new parent committee.
- c. In the event the member's child ages out of the Head Start/Early Head Start Kern, Early Head Start Child Care Partnerships, or the Early Head Start San Joaquin program, the member will continue their membership until the end of the Policy Council term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private community, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including for example, parents of formerly enrolled children. 642(2)(B)(ii)(II)

- a. Two (2) Community Representatives appointed by a community agency. Responsibilities will include a monthly verbal report on agency events and support to the Head Start program.
- b. One (1) Community Representative-Past Parent Representative. The Past Parent elected to the Policy Council must not have a child or children currently enrolled in the Head Start/State Child Development Program. The Past Parent Representative must be in an elementary school Parent Teacher Association or Parent Teacher Organization. Responsibilities will include a monthly verbal report, sharing information that supports School Readiness for Head Start parents.
- c. Community Representatives may serve on the Policy Council for a total of five (5) years (collective total as a parent Policy Council Member and/or Community Representative Policy Council Member.) Representatives must stand for election annually.

Community Representatives must apply and be approved by the Policy Council before they can be seated. Community Representatives will provide a monthly verbal report on current events that support the Head Start Program.

If any Community Representative becomes a Head Start parent during a Policy Council year, their current membership will be terminated. When a vacancy occurs, they may seek election with their new parent committee.

2. Board of Director's Representative:

One (1) member of the Board of Directors of the Community Action Partnership of Kern will be appointed to serve on the Policy Council each year. The appointed Board Member may serve as the Board of Director's Representative for up to five (5) years (collective total as a parent Policy Council Member, Community Representative Policy Council Member and/or Board of Director's Community Representative.)

SECTION 3. Seating and Training of Members

Parent representatives and community representatives are seated as official voting Policy Council members at the first Policy Council meeting following completion of their Policy Council orientation and training.

- a. An annual orientation and training for **ALL** Policy Council members shall be provided within 30 (thirty) days after elections or as needed. Training must be attended prior to the following Policy Council Meeting. If training is not attended the member will be removed, and a vacancy will be available at the next RPC meeting. Only those Parent Representatives and Community Representatives who complete training shall be seated.

SECTION 4. Vacancy

When a Parent Representative position is vacated, the affected Regional Parent Committee will elect a new representative.

SECTION 5. Resignation

A member must give the Program Governance Coordinator a written or verbal statement of resignation.

SECTION 6. Termination/Absence

Membership may be terminated because of three (3) consecutive absences between Policy Council and/or subcommittee meetings throughout the year for any reason, *except absences for attending a Community Action Partnership of Kern function, or EXTREME weather conditions*. Policy Council Members will assume responsibilities until approval of termination is made by the Council.

Termination Appeal Process

1. Submit a written letter of appeal to the Program Governance Coordinator within ten (10) working days of receiving the notification of termination.
2. The Program Governance Coordinator will place the appeal on the following Policy Council agenda for full Policy Council vote.
3. The Policy Council's recommendation will be in effect for the remainder of the current Policy Council year.
4. If an appeal is approved, the termination/absence record will recommence.

SECTION 7. Term of Membership

Head Start Policy Council Representatives are limited to a combined total of five (5) one (1) year terms. Parent Representatives must stand for election annually. Once a parent has served a total of three (3) years and their child is no longer enrolled in the program they may seek re-election as a Past Parent Community Representative for an additional two (2) years. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full year.

SECTION 8. Conduct and Conflict of Interest

Any member of the Policy Council who fails to act in the best interest of the Policy Council, or the agency, may be removed by a two-thirds (2/3) vote of the membership in attendance, provided the member has been notified of the proposed action.

No person who serves on Policy Council may be employed by CAPK nor may they have a financial conflict of interest with the agency. The responsibilities of the council and its committees shall be independent of the staff. Individuals serving on the Policy Council may apply for employment with the agency at any time. Any Policy Council representative who accepts employment with CAPK must resign from the Policy Council immediately.

No person shall be employed with Community Action Partnership of Kern while a member of his/her family or a roommate serves on the Policy Council or any non-staff committee or delegate division of the agency. A member of the immediate family shall include any of the following: spouse, parent, step-parent, child, step-child, sister, step-sister, brother, step-brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, and/or domestic partner.

ARTICLE IV OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed by these bylaws.
- c. Currently enrolled parents may hold any office.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new school year and shall serve from election until the seating of new officers the following term.
- e. If a standing officer is elected to another executive position, that person will be automatically terminated from his/her former position.
- f. No member shall hold more than one office at a time.
- g. If the Vice-Chairperson, Secretary, Treasurer or Parliamentarian resigns or is removed from his/her office, an election will be held at the next Policy Council meeting after the official resignation announcement or removal process is voted upon. The Policy Council Chairperson must appoint a Policy Council member to fill a vacant office on an interim basis until the next Policy Council meeting where a quorum is present, and an election for that office can be conducted.
- h. If the Chairperson resigns or is removed from his/her office, the Vice-Chairperson will assume the office of Chairperson for the remainder of the term of office.

SECTION 2. Functions

1. Chairperson

- a. The Chairperson shall preside over and conduct all meetings of the Policy Council in addition to those of the Executive Committee.
- b. Assist in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development no later than ten (10) days prior to the meeting.
- c. Refrain from entering debates during the Policy Council meeting.
- d. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- e. Will explain each motion as needed.
- f. May vote to break ties.
- g. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- h. Appoint members to standing committees and special committees, as necessary.
- i. Appoint members to temporarily assume duties of absent officers.
- j. In the event of resignation or termination of any Policy Council officer, the Chairperson may appoint a Policy Council representative to fill the vacancy on an interim basis until the next regular Policy Council meeting (see Article IV, Section I).

2. Vice-Chairperson

- a. The Vice-Chairperson will chair the Planning Committee.
- b. The Vice-Chairperson shall act in the absence of the Chairperson or whenever the Chairperson temporarily vacates/steps down from their position.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

3. Secretary

- a. The Secretary will chair the School Readiness Committee.
- b. Call roll and maintain a record of members' attendance at Policy Council meetings.
- c. Keep a record of all Policy Council minutes.
- d. In collaboration with staff, Policy Council recorder may be asked to assist with the final documentation of minutes and motions, if needed.
- e. Ensure that Policy Council members sign in when attending meetings.
- f. Perform other duties as may be assigned to him/her by the Chairperson.

4. Treasurer

- a. The Treasurer will chair the Budget & Finance Committee.
- b. Ensure a monthly Parent Activity Fund report is distributed to the Policy Council.
- c. Perform other duties as may be assigned to him/her by the Chairperson.

5. Parliamentarian

- a. The Parliamentarian will chair the Bylaws Committee.
- b. Shall be able to define the Policy Council bylaws and advise the Council on such, as necessary.
- c. Shall be aware of the format desired by the Chairperson at meetings and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings and as may be directed by the Chairperson.
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Training of Officers

Training will be provided by appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, responsibilities of the officers and may include how to make a motion, the Ralph M. Brown Act, and Robert's Rules of Order as Newly Revised, etc. Follow-up training will be provided by agency staff/consultants as needed.

ARTICLE V

PARENT REPRESENTATIVES TO THE HEAD START CALIFORNIA PARENT CONFERENCE AND NATIONAL HEAD START ASSOCIATION CONFERENCE

- a. Pending the annual budget, elections may take place to attend Head Start California Parent Conference or National Head Start Parent Conference *for members who have not previously attended a training*. Alternates may be selected.
- b. *If a 2nd or 3rd year Policy Council Member previously attended a conference and an opening is available, they may be considered to attend.*
- c. Each member will be required to provide a verbal report of their experience to the Policy Council.

ARTICLE VI

POLICY COUNCIL MEETINGS

SECTION 1. Meetings

Regular Policy Council meetings will be held monthly as determined by the Policy Council. Standing committee meetings will be held based on the committee's vote. There are no Policy Council or standing committee meetings scheduled during the month of July. Any matters will be heard at Executive Committee meetings, as necessary.

- a. All meetings may be conducted, but are not required, to follow Ralph M. Brown Act or Robert's Rules of Order, newly revised.
- b. Notices of each regular meeting shall be sent to all Policy Council members at least five (5) working days in advance, with a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.

- c. **Special Call Meetings** may be called by the Chairperson or the Director of Head Start/State Child Development. Quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Board.
- d. Policy Council members must be notified at least twenty-four (24) hours prior to a special call meeting by staff, with an explanation of the reasons for calling the special meeting.
- e. Meetings may be conducted using a web based and/or teleconference communication system when deemed necessary.
- f. If a Policy Council meeting is to be held via teleconference the conference call number and sign in code must be provided to all members and made public.
- g. All Policy Council meetings are open to the public.
- h. The Chairperson, Program Governance Coordinator and Director of Head Start/State Child Development will meet to develop the agenda.

SECTION 2. Quorum

- a. A quorum for the conducting of business will consist of fifty percent (50%) plus one (1) of the Policy Council members.
- b. The Policy Council may not act on any items unless a quorum is present.

ARTICLE VII VOTING RIGHTS

SECTION 1. Vote

- a. The Policy Council will vote by a show of hands or stating "aye."
- b. A Policy Council member may vote only if present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- c. A Policy Council member who is out of the room or leaves the room during the time an action item is being discussed may not return to the room and vote.
- d. The Chairperson may vote only to break a tie.
- e. The Executive Committee may act and vote on behalf of the Policy Council between official Policy Council meetings if a quorum of Policy Council members cannot be met. Every effort will be made via mail and phone to remind Policy Council members of meetings.
- f. The Chairperson, acting on behalf of the Policy Council may acknowledge and approve urgent matters.
- g. Members joining the Policy Council meeting on a web-based or teleconference communication system will vote by a show of hands or by a verbal response to include the members' name.

ARTICLE VIII STANDING COMMITTEES

SECTION 1. Standing Committees

- a. Each Policy Council member must participate on one (1) standing committee. Policy Council members may sit on a maximum of two (2) standing committees during the Policy Council year. Standing committees shall develop written recommendations and will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. Minutes shall be available upon request except for meetings involving discussions of agency employees or potential employees, which are deemed confidential.
 - Head Start Representative for CAPK Board of Directors - One (1) member
 - Budget and Finance-Seven (7) members
 - Planning –Seven (7) members
 - Bylaws –Seven (7) members
 - School Readiness –Five (5) members

- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and Treasurer of the Policy Council. The Executive Committee will determine its meeting schedule.
- c. In the event a standing committee is unable to carry out its assigned functions in a timely manner (i.e. inability to maintain membership, inability to obtain meeting quorum, etc.), the Policy Council will be responsible for all functions described in Article II.

SECTION 2. Quorum

- a. A quorum of a standing committee shall consist of fifty percent (50%) plus one (1) of the membership of the committee.
- b. A standing committee may not conduct business unless a quorum is present.

SECTION 3. Voting

- a. A committee member may only vote when present at a meeting during which a vote is taken and may not vote by proxy or absentee ballot.
- b. A majority vote is required to approve an issue/recommendation.
- c. A committee chairperson may vote only to break a tie.

SECTION 4. Function of the Board of Directors Representative

Policy Council members will be given the opportunity to nominate and vote for a representative of the Policy Council to be seated on the Board of Directors.

- a. The elected Policy Council member will need to be available to attend all monthly Board of Director's meetings and assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator five (5) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the event the current member is unable to fulfill duties as a Board Representative, the position will re-open for election of a new representative at the following Policy Council meeting.

SECTION 5. Function of the Budget and Finance Committee

The Treasurer will chair the Budget and Finance Committee. The Budget and Finance Committee will perform the following functions:

Work with the Governing Board and agency staff in developing/reviewing the following for recommendation to the Policy Council for approval/disapproval:

1. 1301.3 (c)(1) in reference to section 642(2)(D)(iii) as specified in the Head Start Act. Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
2. 1301.3 (c)(1) in reference to section 642(2)(D)(iv) as specified in the Head Start Act. Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
3. 1301.3 (e) A program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.

SECTION 6. Function of the School Readiness Committee

The Secretary will chair the School Readiness Committee. The School Readiness Committee will perform the following functions:

Work with agency staff to review current School Readiness goals based on most recent Desired Results Developmental Profile data collected during annual assessment timeframes.

1. Each committee member will review current curriculum studies within the classroom.

2. Each committee member will be given the opportunity to provide feedback based on current curriculum practice and to compare to current School Readiness goals.
3. Each committee member will be given the opportunity to review and make recommendations to current School Readiness goals as needed or on an annual basis.

SECTION 7. Planning Committee

The Vice-Chairperson will chair the Planning Committee. The Planning Committee will perform the following functions:

Work with the Assistant Director-Program or designee, agency staff, Policy Council, and the Governing Board to ensure that members are aware of established agency time frames and procedures for program planning.

The following Governance responsibilities are cited from the Head Start Program Performance Standards 1301.3 Policy Council in reference to the Head Start Act, as amended 642(2)(D)(i-iv)(vi)

1. (i) 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.
2. (ii) Program recruitment, selection and enrollment priorities.
3. (iii) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
4. (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
5. (vi) 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.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) Policy Council is responsible for activities specified at section 642(2)(D)(v)(vii) of the Head Start Act.

1. (v) Bylaws for the operation of the policy council.
2. (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
3. Review and recommend changes to the bylaws.
4. Interpret the bylaws when questions arise.
5. Ensure amendments are rewritten into the bylaws on an annual basis.

SECTION 9. Ad Hoc Committees

Ad hoc committees will be formed for a specific case, situation or purpose when deemed necessary. Representatives may volunteer or will be appointed by the Chairperson.

ARTICLE IX REIMBURSEMENT OF EXPENSES

Policy Council members and Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

ARTICLE X DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- a. Violation(s) of the Policy Council Bylaws.
- b. Violation of Center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- c. Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- d. Falsification of or making material omissions on forms, records, or reports.
- e. Actual or threatened physical violence toward another employee, client, child, or parent.
- f. Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- g. Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- h. Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- i. Destroying or damaging Head Start, employee, or client property or records.
- j. Violating safety rules or practices or engaging in conduct that creates a safety or health hazard.
- k. Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "*Oath of Confidentiality*").
- l. Smoking on agency property, in buildings and/or vehicles.
- m. Engaging in unlawful activity.
- n. Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- o. Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- p. Inciting conflict or hostilities.
- q. Bringing false accusations to the Policy Council or any of its committees.
- r. Slanderous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- s. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- a. Recommend that the involved parties discuss the issues and work toward a resolution.
- b. Provide a written recommendation to the involved parties outlining corrective action to be taken.
- c. Recommend termination by the Policy Council.
- d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.

The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- a. **Concerns.** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3).
- b. **Problems.** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3).
- c. **Complaints.** Complaints shall be defined as a formal written allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- a. Appropriate channels for General Community:
 1. Submit in writing to the Policy Council Chairperson and/or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
 2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
 3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Administration for resolution. **Board of Directors will make a final decision on an as needed basis.**
- b. Appropriate channels for Policy Council Representatives.
 1. Submit in writing or talk to the Program Governance Coordinator. If you need help submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
 2. The Program Governance Coordinator and/or Head Start/State Child Development Director will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who need the knowledge and skills necessary to assist in implementation.

ARTICLE XIV AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.