



Policy Council Bylaws Committee Meeting Agenda

April 1, 2025

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Audio Only: (213) 204-2374 Phone Conference ID: 189 570 984

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. April 1, 2025
5. Approval of Minutes
 - a. February 4, 2025
6. Introduction of Guests
7. 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.)
8. Presentation/Discussion Items – Lisa Gonzales, Program Governance Coordinator
 - a. Bylaws Review – Articles I through IV
9. Announcements
10. Meeting Adjourned

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

Committee Chairperson – Dominique Bassi
Henrietta Castro, Fatima Echeverria

Head Start / State Child Development
661.336.5236

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
February 4, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 254 973 02#

1. Welcome

Members were welcomed to the meeting.

2. Call to Order

a. The meeting to order at 5:31 p.m.

3. Roll Call and establish Quorum (half plus one)

a. Quorum was established.

b. Members Present: Henrietta Castro, Fatima Echeverria, Dominique Bassi

c. Members not present: None

4. Approval of Agenda

Henrietta Castro made a motion to approve the agenda dated February 4, 2025. Fatima Echeverria seconded motion. Motion passed unanimously.

5. Introduction of Guests

Staff sponsor, Lisa Gonzales, was the only additional person in attendance.

6. Public Forum

(The public wishing to address the Policy Council 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.)

None

7. Presentation/Discussion Items

a. Proposed Meeting Dates

The proposed meeting dates of the Policy Council Bylaws Committee were shared with members. It was noted the schedule as presented has the committee meeting every other month; it was also reiterated that there are not any meetings conducted during the month of July; this includes Policy Council as well as all committees. There was an opportunity for members to ask questions, have discussion or to propose an alternate schedule to which there were none. Fatima Echeverria made a motion to approve the Bylaws Committee meeting dates as proposed; seconded by Henrietta Castro. Motion passed unanimously.

b. Bylaws Committee Overview

In discussing the responsibilities of the Bylaws Committee and its purpose, Lisa stated that the Bylaws are the Policy Councils guiding force, they outline procedures as related to the Council. The policies and procedures of the bylaws have a direct correlation to the Head Start Program Performance Standards (HSPPS.) It was stated that the HSPPS requires the Policy Council to review its bylaws on an annual basis to ensure the needs of the program are being met and/or to discuss any changes or revisions that might be warranted to better suit the needs of the program. It was also noted that though the bylaws are reviewed on an annual basis the last time there were revisions to this document was in 2021. Lisa shared this was in the midst of COVID, so there were certain areas that warranted revision and updating such as teleconference meetings, manner of voting in a virtual setting and more. It was also stated that any time changes are made to the document, approval of such is required not only from the Policy Council but from the CAPK Board of Directors as well.

c. Areas of Potential Revision

Lisa shared that though the bylaws document is not particularly long, there is a lot of content, so when reviewing for any potential areas of revision it will be done in sections. Completing the review of the document in this manner allows for ample discussion time and for each section to be reviewed thoroughly. It was asked if the number of Policy Council members elected from our

partnerships was going to increase from the current number, (which is one) since the program has grown its partnerships. Lisa stated that this is definitely an area to review and potentially expand upon. Lisa also shared that there are other factors to consider and shared with members the number of Regional Parent Committee (RPC) Representatives from our partnerships, and the number of which were interested in serving as a member on the Council. This resulted in one partner parent attending RPC and subsequently being elected to serve on the Policy Council; this was Henrietta. In continuing to discuss the makeup of the Council, Lisa shared that there are 25 seats on the Council with 15 current members and 10 vacancies. Information where the greatest number of vacancies were, was shared with the committee. It was also noted that it has been a challenge to find a community agency member who is interested in serving on the Policy Council. However, Lisa shared that she is working diligently to fill those vacancies and has provided flyers to a number of partners with the hope to secure some interest. She added that she did receive an email from United Way with potential interest in serving on the Council. Fatima shared that she would be open to recruiting and encouraging parents at other sites to serve as a Regional Parent Committee Representative for their center and to then get potentially elected to serve on the Council. All three members shared their experience as to how they found out about being a RPC Representative and about the Policy Council. Lisa thanked committee members for sharing their experience, as it provided a lot of insight. She also stated that she has attended several parent meetings and will be attending more in the future to continue to share information about the Policy Council and other governance leadership opportunities for parents.

An additional area of potential revision is the maximum number of members elected on the various subcommittees. Lisa stated that there are often the same committees who are full or nearly full and others who have an extremely limited number of members. In reviewing this information there might be a way to make committee composition more balanced across the four committees.

Lisa shared that these are two areas of potential change, however change/revision is up to the committee and any area the committee feels warrants change will be discussed and addressed accordingly.

8. Announcements

The next meeting will take place at 5:30 p.m. on April 1, 2025.

9. Meeting Adjourned

The meeting was adjourned at 6:11 p.m.



**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.

Policy Council

BYLAWS COMMITTEE

2025 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: February 4, 2025