



**Policy Council Bylaws Committee Meeting
Agenda September 17, 2025**

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Audio Only: (213) 204-2374 Phone Conference ID: 594 756 893#

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. September 10, 2025
5. Approval of Minutes
 - a. June 3, 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 IX through XIV
 - b. Proposed Revisions
9. Announcements
10. Meeting Adjourned

*“People’s participation is the essence of good governance.”
~ Narendra Modi*

Committee Chairperson – Dominique Bassi
Liliana Juarez

Head Start / State Child Development
661.336.5236

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
June 3, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 715 550 984#

1. Welcome

Members were welcomed to the meeting.

2. Call to Order

a. The meeting was called 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, Liliana Juarez, Dominique Bassi
- c. Members not present: Fatima Echeverria

4. Approval of Agenda

Henrietta Castro made a motion to approve the agenda dated June 3, 2025. Liliana Juarez seconded the motion. Motion passed unanimously.

5. Approval of Minutes

Henrietta Castro made a motion to approve the minutes from the April 1, 2025 meeting. Liliana Juarez seconded the motion. Motion passed unanimously.

6. Introduction of Guests

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

7. 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

8. Presentation/Discussion Items

a. Bylaws Review – Articles IV through VIII

In support of new Bylaws Committee member, Liliana Juarez, Lisa recapped what the committee has accomplished thus far. This included providing a brief overview of the committee's functions, the articles reviewed to this point as well as the outcomes of such. She also noted that all changes must be presented to the CAPK Board of Directors for approval as well as to the Policy Council.

The committee began their review of the document with Article IV, which spoke about Policy Council Officers, what those positions are and their roles and responsibilities. Discussion continued regarding the Executive Committee and the composition of this group. It was noted that meetings consisting solely of Executive Committee members typically only occur in "emergency meeting" situations when time is of the essence. Additionally, noteworthy in this section was eliminating the requirement that the secretary keep copies of the Policy Council meeting minutes and including the requirement that the Chairperson and Governance Coordinator meet prior to the monthly meeting to review the agenda.

In continuing to review the balance of the articles established for this meeting other areas of discussion included the required training of new Policy Council members as well as officer training, opportunities for members to attend conferences, and guidelines for monthly Policy Council meetings, and committee meetings. When speaking about monthly meetings, members were reminded that Robert's Rules of Order and the (Ralph M.) Brown Act are not required but adhered to as best as possible to serve as new learning, and to mirror CAPK Board practices. The committee felt that it was important to add that if members join virtually for meetings they will need to have

their cameras on, for maximum engagement and participation.

The final areas of discussion were related to standing committees. Review included voting procedures, what constitutes a quorum, as well as the functions of each of the committees including respective corresponding performance standards. During this discussion, the composition of committees was also reviewed. In looking at historical data as well as current membership revisions, committee members felt revisions could be made to the number of members for both the School Readiness Committee and the Bylaws Committee. The suggestion was to increase membership to the School Readiness Committee by one since it is always the most sought-after committee to serve on and to decrease membership to the Bylaws Committee as membership has historically been a challenge.

9. Announcements

Lisa shared that she has flyers she will be emailing to members about the hours and locations for Bakersfield City Pools as well as for Bakersfield City Spray Parks.

The next Bylaws Committee meeting will take place at 5:30 p.m. on August 5, 2025.

10. Meeting Adjourned

The meeting was adjourned at 6:34 p.m.

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*~~

Wednesday, September 10, 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

*Meeting was rescheduled to September