



Policy Council Bylaws Committee Meeting Agenda October 7, 2025

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Audio Only: (213) 204-2374 Phone Conference ID: 824 195 08#

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. October 7, 2025
5. Approval of Minutes
 - a. September 10, 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. 2025 Updated Bylaws – Draft
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
September 10, 2025
Audio Only: (213) 204-2374 Phone Conference ID: 594 756 893#

1. Welcome

Members were welcomed to the meeting.

2. Call to Order

a. The meeting was called to order at 5:30 p.m.

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

- a. Quorum was established.
- b. Members Present: Liliana Juarez, Dominique Bassi
- c. Members not present: None

4. Approval of Agenda

Dominique Bassi made a motion to approve the agenda dated September 10, 2025. Liliana Juarez seconded the motion. Motion passed.

5. Approval of Minutes

Dominique Bassi made a motion to approve the minutes from the June 3, 2025 meeting. Liliana Juarez seconded the motion. Motion passed.

6. Introduction of Guests

Program Governance Coordinator, and staff sponsor Lisa Gonzales was the only other meeting attendee.

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 IX through XIV

The committee began their review of the remainder of the document starting with Article IX, which spoke to members being entitled to reimbursement of mileage and childcare expenses as outlined in the Program Governance Reimbursement Policy of the agency. Lisa took this time to share that the reimbursement for mileage is based upon the IRS mileage rate however the childcare portion is a very minute amount and ongoing discussions continue to be had about revising this figure as indicated in the reimbursement policy.

In continuing to review the balance of the articles in the bylaws document other areas of discussion included disciplinary action which outlined the disciplinary action process as well as actions that are deemed inappropriate. This component also included recommendations and various outcomes should a Policy Council member face disciplinary action.

Similar in nature were the articles of the document which went over concerns, problems, and complaints. Definitions for each were provided along with the protocol for communication of such. Also included were the appropriate channels for the general community as well as for Policy Council Representatives in addressing concerns, problems, and complaints.

The final areas of discussion were related to procedural matters. Article XII was a discussion on impasse procedures, and the arbitration process should there be a stalemate between the Governing Board and the Policy Council. It was noted that it is a requirement of the Head Start Program Performance Standards that all grantees have an impasse process.

Most noteworthy was Article XIII, Parliamentary Authority. As shared with members this speaks to the manner in which meetings are conducted, what our structured framework and standardized procedure is. In continuing it was stated that Robert's Rules of Order is the parliamentary authority for the Policy Council, however the Council retains the power to deviate from this formal structure when considered necessary. It was also shared that Robert's Rules of Order were adopted as a best practice, as well as providing potential new learning experiences to members, and to mirror Board practices. In closing it was noted that the responsibility for implementing the parliamentary authority policy and for tutoring staff lies with the Program Governance Coordinator.

Lastly, as stated in Article XIV any proposed amendments to the bylaws must be provided to Policy Council members prior to the meeting date. The Council will have the opportunity to provide feedback on any changes and then must vote to adopt the amendments. Once adopted the document will then be presented to the Board of Directors for approval.

With time provided for discussion, it was asked if there could be a stipulation in the bylaws about attendance during emergency situations, such as the ability to potentially provide a leave of absence in certain situations. This was presented as to allow for an exception when it comes to the termination of a member based upon absences. It was noted that this was a great question, and it will be shared and discussed with the Assistant Director during an upcoming scheduled meeting. Any feedback received will be shared with members during the next scheduled meeting.

An overview of all committee recommended changes to the bylaws was provided to ensure accuracy.

9. Announcements

Lisa reminded members that the next Policy Council meeting has been rescheduled and will take place on Monday, September 22, 2025. This is to support the Feed the Need Event taking place at the Kern County Fair on Tuesday, September 23, 2025. Lisa shared that attendees will gain free entrance to the fair by bringing 6-cans of food per person.

10. Meeting Adjourned

The meeting was adjourned at 6:03 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