



**Policy Council Bylaws Committee Meeting Agenda**  
**April 7, 2026**

**Microsoft Teams:** <https://teams.microsoft.com/meet/27418001186093?p=SBdtsieLnYysUN3WQh>

**Meeting ID: 274 180 011 860 93 Passcode: rm2L595o**

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 7, 2026
5. Approval of Minutes
  - a. February 3, 2026
6. Introduction of Guests
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.)*
8. Presentation/Discussion Items – Lisa Gonzales, Program Governance Coordinator
  - a. CAPK Head Start Policy Council Bylaws Articles IV - VI
9. Announcements
10. Meeting Adjourned

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

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**Committee Chairperson** – Maritza Garcia  
Candy Diaz, Pablo Reyes

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 3, 2026  
Meeting ID: 267 637 468 568 03 Passcode: NS3Da7Yf

1. **Welcome**

Members were welcomed to the meeting.

2. **Call to Order**

a. The meeting to order at 5:33 p.m.

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

a. Quorum was established.

b. Members Present: Candy Diaz, Maritza Garcia

c. Members not present: None

4. **Approval of Agenda**

Maritza Garcia made a motion to approve the agenda dated February 3, 2026. Candy Diaz seconded motion. Motion passed unanimously.

5. **Introduction of Guests**

Staff sponsor, and Program Governance Coordinator 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. Maritza Garcia made a motion to approve the Bylaws Committee meeting dates as proposed; seconded by Candy Diaz. Motion passed unanimously.

b. **Bylaws Committee Roles & Responsibilities**

In discussing the responsibilities of the Bylaws Committee and its purpose, Lisa stated that the Head Start Program Performance indicates that programs must review their bylaws on annual basis. This is to ensure they are meeting the needs of their respective Policy Council and that they align with the Head Start Program Performance Standards. While programs have the autonomy to develop their own individual set of bylaws, they need to ensure that any requirements as outlined in the performance standards are adhered to. It is also important that members are able to interpret the bylaws should questions arise. Members were informed that any changes made to the document require approval from not only from the Policy Council but from the CAPK Board of Directors as well.

c. **CAPK Head Start Policy Council Bylaws**

Lisa shared that though the bylaws document is not particularly long, there is a lot of content, so when reviewing the bylaws it will be done in sections. Completing the review in this manner allows ample time for discussion and for each section to be reviewed thoroughly. Lisa also stated that the current CAPK Head Start Bylaws were revised by last year's Bylaws Committee and approved by the Board of Directors in November of 2025, so they are current.

The committee reviewed Articles I through IX of the Bylaws which covered the purpose and function of the Policy Council, outlining the general procedures as indicated in the Head Start Program Performance Standards. Also discussed was Policy Council membership, which included the composition of the Council noting that there must be adequate representation from all program options provided to the children and families we serve. The composition of the Policy Council, along with the distinct types of membership available on this parent led governing body, was reviewed as well. Additional areas discussed included annual training for members, vacancies, resignations, and terminations as well as the appeal process for a termination. It was noted that per the Head Start Program Performance Standards the bylaws state that members may serve a combined total of 5 years on the Policy Council, however they must seek election annually. The discussion concluded after reviewing the conduct and conflict of interest component of the bylaws. A scenario was presented with the question posed, if a child turns 5 years old and ages out of the program, can the parent continue as a member of the Policy Council. In referring to page 4 of the Bylaws document it was stated that if a member's child has aged out of the program, they may continue their service for the balance of the term. If they wish to continue to serve an additional term thereafter, they may be eligible to return as a past parent, however they must go through the election process.

**8. Announcements**

Members stated that they enjoyed the smaller group setting that this meeting offered and appreciated meeting virtually as well.

Lisa reminded members that the next Policy Council meeting will be held on February 24, 2026 in person at 5:30 p.m.

The next PC Bylaws Committee meeting will take place at 5:30 p.m. on April 7, 2026.

**9. Meeting Adjourned**

The meeting was adjourned at 6:13 p.m.

**Policy Council**  
**BYLAWS COMMITTEE**  
**2025-2026 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 3, 2026**

**Tuesday, April 7, 2026**

**Tuesday, June 2, 2026**

**Tuesday, August 4, 2026**

**Tuesday, October 6, 2026**

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



Approved: February 3, 2026