



**Policy Council Bylaws Committee Meeting Agenda
June 2, 2026**

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

Meeting ID: 265 738 521 879 10 Passcode: UX9Xe3RV

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. June 2, 2026
5. Approval of Minutes
 - a. April 7, 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 VII - IX
9. Announcements
10. Meeting Adjourned

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

Committee Chairperson – Maritza Garcia
Candy Diaz, Elizabeth Williams, Pablo Reyes, Santra Buckhalter

Head Start / State Child Development
661.336.5236

Community Action Partnership of Kern Head Start/State Child Development
Policy Council Bylaws Committee Meeting Minutes
April 7, 2026
Meeting ID: 274 180 011 860 93 Passcode: rm2L595o

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, Pablo Reyes, Maritza Garcia

c. Members not present: None

4. **Approval of Agenda**

Candy Diaz made a motion to approve the agenda dated April 7, 2026; Pablo Reyes seconded the motion. Motion passed unanimously.

5. **Approval of Minutes**

Candy Diaz made a motion to approve the minutes dated February 3, 2026; Pablo Reyes seconded the motion. Motion passed unanimously.

6. **Introduction of Guests**

Staff sponsor, and Program Governance Coordinator 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. **CAPK Head Start Policy Council Bylaws Articles VII-IX**

The committee reviewed Articles IV through VI of the Bylaws which discussed in detail the Policy Council Officer positions and their respective roles. The Officers of the Policy Council are the Chairperson, Vice-Chairperson, Secretary, Treasurer and Parliamentarian. Thorough discussion ensued regarding the specific function of each of the officer position, also stating which committee each officer was assigned as a result of their position. It was indicated that the Chairperson is the only officer's position that is not automatically assigned to a committee. There is additional training for those members who are elected to officer positions, this is to ensure they are fully aware of the scope of their duties and also provides them with the opportunity to ask any questions and/or seek clarification if need be. The opportunity for follow-up training as needed is always available for all members.

In continuing the discussion, members reviewed the particulars about Policy Council meetings. It was stressed that meetings are not required to follow the Ralph M. Brown Act or Robert's Rules of Order. It was additionally noted that even though the Council is not required to follow the afore mentioned practices, it does its best to adhere to them. Doing so provides members with the opportunity for new learning, to see how a formal meeting is conducted, strengthen their public speaking skills and more.

In Article V it is stated that pending the annual budget, elections may take place for a member or potentially more than one member to attend the Head Start California Parent Conference or the

National Head Start Parent Conference. Conference attendance is for those members who have not previously attended a conference. However, if a second or third term member has attended a conference before, and there is an opening, that member may be considered. All conference attendance is conducted through an electoral process. It was noted that any member who attends a conference must provide a verbal report about their experience to the Policy Council. Members were reminded of elections that took place at the first Council meeting of the term for a member to attend the National Head Start Conference in Washington D.C. It was noted that due to severe inclement weather, the travel did not take place. Elections were also held to send a Policy Council representative to the Head Start California Conference and through the voting process Policy Council member, Frances Torres attended this conference and subsequently shared a PowerPoint presentation about her experience, detailing her new learning and takeaways.

The Bylaws state that meetings may take place using a web based or teleconference communication system, adding that when doing so members should have their cameras on and be visible during the meeting. It was also noted that a call in number and a sign in code must be provided if a Policy Council meeting is being conducted in a virtual setting.

Special Call meetings may be held, as necessary. Special Call meetings are comprised only of the Executive Committee and must establish a quorum. Executive Committee members must be notified at least 24 hours prior to the meeting and must be given an explanation as to why the meeting is being held.

The final component for review talked about quorum. A quorum must be established for conducting any new business. If a quorum is not present, the Policy Council may not take action on any matter. A quorum consists of fifty percent plus one of the Council's membership. Quorum for a committee consists of fifty percent plus one of the committee's membership.

9. Announcements

Pablo shared that his daughter was a blueberry in a recent kindergarten production of Peter Rabbit.

Lisa reminded members that the next Policy Council meeting will take place at the end of the month. She added that Regional Parent Committee meetings will continue to take place with the hope of filling vacancies on the Council. Lisa noted that she had three meetings the week prior and had several more upcoming. She also shared that through the meetings already held, there were three parents elected to serve on the Council, adding that they must first be trained before they can formally attend a Policy Council meeting. In continuing to talk about Council membership, Lisa let members know that they can also expect to see an application for a Community Representative at the next Policy Council meeting.

The next PC Bylaws Committee meeting will take place at 5:30 p.m. on June 2, 2026.

10. Meeting Adjourned

The meeting was adjourned at 6:04 p.m.

- c. Meetings may be conducted using a web-based and/or teleconference communication system when deemed necessary.
- d. When attending a meeting using a web-based or teleconference communication system, all members shall have their cameras on and be visible during the meeting.
- e. 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.
- f. All Policy Council meetings are open to the public.
- g. The Program Governance Coordinator and Director of Head Start/State Child Development or designee will develop the agenda.

SECTION 2. Special Call Meetings

- a. A Special Call Meeting may be called by the Chairperson or the Director of Head Start/State Child Development. A quorum will be established at fifty percent (50%) plus one (1) of the Policy Council Executive Committee.
- b. Policy Council members must be notified by staff at least twenty-four (24) hours prior to a special call meeting with an explanation of the reasons for calling the special call meeting.

SECTION 3. Quorum

- a. A Policy Council quorum for conducting business will consist of fifty percent (50%) plus one (1) of the Council's membership.
- b. The Policy Council may not act on any matter 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. A majority vote is required to approve an issue/recommendation.
- e. The Chairperson may vote only to break a tie.
- f. 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.
- g. The Chairperson, acting on behalf of the Policy Council, may acknowledge and approve urgent matters.
- h. 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 participate on a maximum of two (2) standing committees during the Policy Council term.

Standing committees shall develop written recommendations which will be reflected in the committee meeting minutes and placed on the next Policy Council agenda. The 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 –Six (6) members
 - School Readiness –Six (6) members
- b. The Executive Committee shall be comprised of five (5) members. The Chairperson, Vice-Chairperson, Secretary, Parliamentarian, and the 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 standing committee quorum 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 must be available to attend all monthly Board of Director's meetings as well as all assigned subcommittee meetings to represent the Head Start program.
- b. The elected member will meet with the Program Governance Coordinator within three (3) days prior to the board meeting to review and prepare for a verbal report provided to the board.
- c. In the event that the current member is unable to fulfill duties as a Board Representative, the position will re-open for the 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 agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

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 the most recent Desired Results Developmental Profile data collected during annual assessment timeframes

1. 1301.3(c)(2) Use ongoing monitoring results, data on school readiness goals, and other information to conduct its responsibilities.
2. Review current classroom curriculum studies.

SECTION 7. Planning Committee

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

Ensure that Policy Council members are aware of established timelines and procedures for program planning and work with agency staff in developing and reviewing the following for recommendation to the Policy Council for approval:

1. 1301.3(c)(1) in reference to §642(2)(D)(i) of the Head Start Act. 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. 1301.3(c)(1) in reference to §642(2)(D)(ii) of the Head Start Act. Program recruitment, selection and enrollment priorities.
3. 1301.3 in reference to §642(2)(D)(iii) of 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.

SECTION 8. Bylaws Committee

The Parliamentarian will chair the Bylaws Committee. The Bylaws Committee will perform the following functions: 1301.3(c)(1) as referenced in §642(2)(D)(v) of the Head Start Act. Bylaws for the operation of the policy council.

1. 1301.3(c)(1) as referenced in §642(2)(D)(vii) of the Head Start Act. Developing procedures for how members of the policy council of the Head Start agency will be elected.
2. Review and recommend changes to the bylaws.
3. Interpret the bylaws when questions arise.
4. 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 including Community Representatives shall be entitled to reimbursement for childcare and/or transportation expenses, as outlined in the agency's Program Governance Reimbursement Policy.

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