



Policy Council Bylaws Committee Meeting Agenda

September 9, 2026

Microsoft Teams:

<https://teams.microsoft.com/meet/269547467052568?p=gT44tCKV5MASBzkoBm>

Meeting ID: 269 547 467 052 568 Passcode: 9RL2Dt2D

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 9, 2026
5. Approval of Minutes
 - a. August 4, 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. Head Start Policy Council Bylaws Revisions
 - b. Bylaws Committee Meeting Dates
9. Announcements
 - a. Policy Council Meeting ~ September 22, 2026
10. Meeting Adjourned

“People’s participation is the essence of good governance.”

~ Narendra Modi

Committee Chairperson – Maritza Garcia
Candy Diaz, Elizabeth Williams, 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
August 4, 2026
Meeting ID: 255 236 674 746 87 Passcode: 5hT9E88Q

1. Welcome

Committee 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: Candy Diaz, Pablo Reyes, Maritza Garcia

c. Members not present: Elizabeth Williams

4. Approval of Agenda

Candy Diaz made a motion to approve the agenda dated August 4, 2026; Pablo Reyes seconded the motion. Motion passed unanimously.

5. Approval of Minutes

Candy Diaz made a motion to approve the minutes dated June 2, 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 present.

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 X-XIV

The committee reviewed the balance of the bylaws document. This included disciplinary action, as well as concerns, problems and complaints. The definitions as outlined in the CAPK Head Start Bylaws as to what a concern, problem and a complaint are, were shared with committee members. In addition, the chain of command was reviewed for bringing forth any of these noted issues. On the same subject, possible disciplinary action was also reviewed.

In continuing the discussion, members reviewed all the components of standing committees. This included the function of each of the committees, as well as the number of members permitted to serve on each of the respective committees also reviewed impasse procedures, which the bylaws are required to have per the Head Start Program Performance Standards. It was also noted that the Parliamentary authority of the Council is Robert's Rules of Order, however, the Policy Council retains the power to deviate from this formal structure. It was shared that the Policy Council does follow Robert's Rules of Order very closely to mirror CAPK Board of Directors meetings as well as to share the formal structure setting as potential new learning for members.

In reviewing the final article of the CAPK Head Start Policy Council Bylaws, it was noted that any amendments recommended to the document must be presented to both the Policy Council and Board of Directors for approval.

b. **Revisit CAPK Head Start Policy Council Bylaws Article III Section 2 – Membership**

In revisiting Policy Council membership composition, it was noted that it has become increasingly challenging not only to recruit parents to serve on the Council but for them to retain their membership and attend all required meetings. Discussion ensued and the question was posed as if the number of parent vacancies per region might be easier attained if it were lowered. The current vacancies per region are four parents, with an additional list of alternates. After much discussion and data review, including current term resignations and terminations, the Policy Council Bylaws Committee felt decreasing each region's parent membership by two members might prove more effective.

c. **CAPK Head Start Policy Council Bylaws Article III Section 1- Standing Committees**

The review of this component of the bylaws was felt necessary since the Committee had recommended a decrease in Policy Council membership. With less membership of the Council there would not be a need to have such a large membership (6+) on each committee. In looking at historical data and to provide consistency, it was felt that all committees would be better suited with an allowable space for 5 members per committee.

d. **Bylaws Committee Meeting Dates**

With the suggestion revisions requiring Policy Council as well as Board of Directors approval the committee was given the opportunity to keep their previously scheduled meeting date for October or to move their final meeting to September so they can review the revised bylaws and subsequently send through the proper channels for approval. After reviewing their respective calendars, the committee decided to move the October date for its final meeting to Wednesday, September 9, 2026.

9. **Announcements**

Lisa reminded members of the final Policy Council meeting/event of the term in October, she also shared information about National Night Out, an upcoming backpack giveaway event and reminded members of the next Policy Council meeting as well.

10. **Meeting Adjourned**

The meeting was adjourned at 6:21 p.m.



**COMMUNITY ACTION PARTNERSHIP OF KERN
Head Start/State Child Development**

**POLICY COUNCIL
BYLAWS**

Bylaws Committee Reviewed: September 9, 2026

**Policy Council Approval:
Board of Directors Approval:**

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

1301.1 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 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 (a) Each agency's governing body and Policy Council jointly must establish written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that include impasse procedures.

2. Human Resource Management

- a. 642(2)(D)(vi) The Policy Council shall approve 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 composed of:
Members of the community served by the Head Start agency which may include former Head Start parents. At least fifty-one percent (51%) of the Policy Council will be parents of children currently enrolled in the Head Start program.
- b. A parent is defined as "a 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 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	HS/EHS Partnerships	San Joaquin Centers	Community Representative		CAPK Board of Directors
2 Parents	2 Parents	2 Parents	2 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 member will be terminated and encouraged to seek election with their new parent committee.
- c. In the event a member's child ages out of the Head Start program, the member will continue to serve on the Policy Council until the end of the term.

1. Community Representatives

Community Representatives may be selected from the local community: businesses, public or private sector, civic, and professional organizations as well as others who are familiar with resources and services for low-income children and families, including parents of formerly enrolled children. 642(2)(B)(ii)(II)

- a. Two (2) Community Agency Representatives. Community representatives must follow the application process and obtain Policy Council approval before they can be seated. Community representatives will have the responsibility of providing a monthly verbal report on current events that support the Head Start program and the families it serves.
- b. One (1) Past Parent Community Representative. The past parent representative must be elected to the Policy Council and may not have a child currently enrolled in the Head Start program. The Past Parent Representative must be a member of an elementary school Parent Teacher Association, Parent Teacher Organization or similar affiliation. The responsibility will include providing 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.

If any Community Representative becomes a Head Start parent during a Policy Council term, their membership will be terminated; 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 Directors' Representative for up to five (5) years, based on the collective total years of service 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 and thereafter as needed. Training must be completed prior to the following Policy Council Meeting. If the training is not completed the Policy Council member will be removed. Only those Parent Representatives and Community Representatives who complete the training will 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 term.
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. All representatives must stand for election annually. If a parent has served a total of three (3) terms 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) terms. Any member holding membership for four (4) months or more on the Policy Council will be considered to have served one (1) full term.

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 council and its committees shall carry out their responsibilities independent of staff.** Individuals serving 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.

ARTICLE IV

OFFICERS

SECTION 1. Officers of the Policy Council

- a. The Policy Council will elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, and Parliamentarian.
- b. These officers shall perform the duties prescribed in these bylaws.
- c. Currently enrolled parents may hold any officer position.
- d. Officers will be elected by a majority vote at the first Policy Council meeting of the new term and shall serve from election until the seating of new officers the following term.
- e. No member shall hold more than one office at a time.
- f. 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. At the next Policy Council meeting with a quorum established, an election for that officer position shall be conducted.
- g. 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. May support in the development of the agenda with the Program Governance Coordinator and the Director of Head Start/State Child Development or staff designee no later than ten (10) days prior to the meeting.
- c. The Chairperson will meet with the Program Governance Coordinator to review the agenda, no later than three (3) days prior to the meeting date.
- d. Refrain from entering debates during the Policy Council meeting.
- e. Call the meeting to order on time, follow the agenda and have the ability to clarify the business at hand at all times.
- f. Will explain each motion as needed.
- g. May vote to break ties.
- h. May acknowledge and approve urgent matters acting on behalf of the Policy Council.
- i. Appoint members to standing committees and special committees, as necessary.
- j. Appoint members to temporarily assume duties of absent officers.
- k. 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. Shall act in the absence of the Chairperson or at any time 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. In collaboration with staff, the secretary may be asked to assist with the final documentation of minutes and motions, if needed.
- d. Ensure that Policy Council members sign in when attending meetings.
- e. 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 meeting format and assist in keeping within that format.
- d. Assist in preserving order during Policy Council meetings.
- e. Perform other duties as may be assigned to him/her by the Chairperson.

SECTION 3. Officer Training

Training will be provided by the appropriate agency staff or consultants within one (1) month of an officer's election. Training will include the functions, duties, and responsibilities of the officers. Training may also 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 or 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 the Head Start California Parent Conference or the National Head Start Parent Conference for members who have not previously attended a training. Alternates may be selected.
- b. If a 2nd or 3rd term Policy Council Member previously attended a conference and an opening is available, their attendance may be considered.
- 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 will be 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 the 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 (5) days in advance, including a copy of the agenda for the meeting and the minutes from the previous Policy Council meeting.
- 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 – Five (5) members
 - Planning – Five (5) members
 - Bylaws – Five (5) members
 - School Readiness – Five (5) 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.

ARTICLE X

DISCIPLINARY ACTION

SECTION 1. Definition

Disciplinary action is designed to correct and/or abate any inappropriate actions made by Policy Council members. Disciplinary action may result from a concern, problem, complaint, or grievance brought against Policy Council members. Disciplinary action is applicable to all Policy Council members.

SECTION 2. Inappropriate Actions

Inappropriate actions shall include:

- a. Violation(s) of the Policy Council Bylaws.
- b. Violation of center and/or Policy Council chain of command regarding concerns, problems, or complaints.
- c. Personal misconduct when representing the Policy Council or Community Action Partnership of Kern.
- d. Falsification of or making material omissions on forms, records, or reports.
- e. Actual or threatened physical violence toward another employee, client, child, or parent.
- f. Possessing or bringing firearms, weapons, illegal drugs, or chemicals onto agency property, including vehicles.
- g. Using, possessing, or being under the influence of alcohol or controlled substances, as defined by law, while conducting Policy Council business or on agency property.
- h. Theft, unauthorized use, and possession or removal of Head Start or agency funds, property, records, or other materials or items belonging to another employee or client.
- i. Destroying or damaging Head Start, employee, or client property or records.
- j. Violating safety rules or practices or engaging in conduct which creates a safety or health hazard.
- k. Unauthorized disclosure of confidential information about the agency or any of its clients to the news media or the general public. Any disclosure of confidential client information to anyone, including other employees (refer to "*Oath of Confidentiality*").
- l. Smoking or vaping on agency property, in buildings and/or vehicles
- m. Engaging in unlawful activity.
- n. Directly or indirectly engaging in outside business or financial interests or activities which conflict in any way with the interest of the agency.
- o. Sexual harassment or other unlawful harassment of an employee, Policy Council or Governing Board member, parent, or community representative.
- p. Inciting conflict or hostilities.
- q. Bringing false accusations to the Policy Council or any of its committees.
- r. Slandorous or libelous remarks against members of the Policy Council, Board of Directors, parents or agency staff or clients.
- s. Failure to respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, sexual preference, or disability.

SECTION 3. Disciplinary Action Process

Disciplinary actions may be initiated by submitting a **written statement** to the Director of Head Start/State Child Development, Program Governance Coordinator, and/or the Policy Council Chairperson. The written statement shall identify the inappropriate actions (see Article X, Section 2.) Written statements must be submitted within ten (10) working days following the occurrence. An acknowledgment of receipt shall be made within five (5) working days by the Director of Head Start/State Child Development or designee.

SECTION 4. Recommendations

The Policy Council member in question shall receive a copy of the written allegations concerning his/her actions and shall be given an opportunity to discuss the statement with the Chairperson and the Director of Head Start/State Child Development or designee prior to any action being taken. The Chairperson will respond to the Policy Council in one (1) or more of the following ways:

- a. Recommend that the parties involved discuss the issues and work toward a resolution.
 - b. Provide a written recommendation to the parties involved, outlining corrective action to be taken.
 - c. Recommend termination by the Policy Council.
 - d. Dismiss the allegation as unfounded or not within the responsibility of the Policy Council.
- The Policy Council's final vote will remain in effect for subsequent years.

ARTICLE XI

CONCERNS, PROBLEMS, AND COMPLAINTS

SECTION 1. Definition

- a. **Concerns.** Concerns shall be defined as any issue about which there is an interest, uncertainty, or apprehension relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- b. **Problems.** Problems shall be defined as any issue about which there is a question raised for inquiry, consideration, or solution relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program (see Section 3.)
- c. **Complaints.** Complaints shall be defined as a formal **written** allegation against a person or organization relevant to the Community Action Partnership of Kern's Head Start/State Child Development Program.

SECTION 2. Who May Bring Concerns, Problems, and Complaints to the Policy Council?

Any member of the general community and Policy Council members may bring concerns, problems and/or complaints to the Policy Council through appropriate channels. Complaints shall follow an established protocol for communication. Concerns are to be reviewed, investigated as necessary, and recommendations presented to the Policy Council by the Director of Head Start/State Child Development.

SECTION 3. Concerns, Problems, and Complaints

- a. Appropriate channels for General Community:
 1. Submit in writing and address to the Program Governance Coordinator or attend a Policy Council meeting. If a person from the community would like to speak to the Policy Council, they will have five (5) minutes to inform the Council. A person from the community must submit in writing, within ten (10) working days, the concern or complaint they are having with Community Action Partnership of Kern's Head Start/State Child Development Program.
 2. The Policy Council Executive Committee will respond within ten (10) working days to the concern or complaint.
 3. If the Policy Council Executive Committee cannot resolve the concern or complaint, it will be sent to Head Start Administration for resolution.
- b. Appropriate channels for Policy Council Members
 1. Submit in writing or speak with the Program Governance Coordinator. If support is needed in submitting the concern or problem in writing, assistance can be obtained from the Program Governance Coordinator.
 2. The Program Governance Coordinator, Director of Head Start/State Child Development, or designee will contact the Policy Council Representative within ten (10) working days.

ARTICLE XII

IMPASSE

SECTION 1. Procedure for Resolution of Impasse between the Governing Body and Policy Council

The Policy Council and Community Action Partnership of Kern Board of Directors shall follow the arbitration process outlined in Head Start Performance Standards 1301.6(b)(c).

1. (b) If the agency's decision-making process does not result in a resolution and an impasse continues, the governing body and policy council must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute.
2. (c) For all programs except American Indian and Alaskan Native programs, if no resolution is reached with a mediator, the governing body and policy council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

The Policy Council has adopted Robert's Rules of Order as parliamentary authority, however, retains the power to deviate from this formal structure when considered necessary by the Policy Council Chairperson, Parliamentarian or Staff Sponsors.

Responsibility

The Program Governance Coordinator will be responsible for implementing this policy and tutoring all staff who require the knowledge and skills necessary to assist in implementation.

ARTICLE XIV

AMENDEMENT TO THE BYLAWS

These bylaws may be amended by sending a copy of the proposed amendments to each Policy Council member at least five (5) working days before the meeting. The Policy Council will conduct a first reading of the proposed amendment. The Policy Council may debate/discuss and revise any amendment. A vote for adoption of the amendments must be approved by fifty percent (50%), plus one (1) of the members present at the Policy Council meeting.