

**MID-WEST NEW MEXICO
COMMUNITY ACTION PROGRAM
POLICY COUNCIL BYLAWS**



*Approved by Policy Council
December 15, 2018*

Mid -West New Mexico Community Action Program

Head Start Policy Council Bylaws

ARTICLE 1

NAME, TERRITORY AND HEADQUARTERS:

SECTION 1: NAME

1. The name of this governing body shall be the Head Start Policy Council of the Mid-West New Mexico Community Action Program, comprising of and serving the four (4) counties of: Cibola, McKinley, Socorro and Valencia.

SECTION 2: TERRITORY

1. The territory shall include the total areas of Cibola, McKinley, Socorro and Valencia Counties and any geographical area, which so elect to affiliate.

SECTION 3: LOCATION

1. The main office of the Corporation shall be located at 549 Don Pasqual Rd, Los Lunas, NM. The Corporation shall serve, primarily though not exclusively, a multi-county area of New Mexico.

ARTICLE II

PURPOSE, GOALS AND OBJECTIVES:

SECTION 1: PURPOSE

- a. The purpose shall be to implement U.S. Department of Health and Human Services Administration for Children and Families, Administration on Children Youth and Families Head Start Bureau, Head Start Act, Head Start Program Performance Standards and other Regulations: **Section 1301 Program Governance.**
- b. These By-Laws are governed by State and Federal regulations, to include Grantee Board of Directors and therefore must conform to any changes that may come about in State and/or Federal regulations, to include the Grantee Agency's Board of Directors.
- c. This Head Start Policy Council is created to serve as a link between Program Governance and Management, Community Partnerships, Parent Partnerships and Program staff.
- d. To provide parent participation of currently enrolled children of the Head Start Program and community representatives from each of the respective service areas/counties: with the opportunities to participate in Program Governance; with authority in shared decision-making activities, as a body; that address their children and families interests and their needs that support the education and healthy development of the children and their families, to include services for

enrolled children and families with disabilities, within the boundaries of State, Federal, and Grantee regulations.

SECTION 2: GOALS

- a. The ultimate goal is to be innovative in methods that will enhance the quality of program services and its delivery of services that will enhance the growth and development for all children and families enrolled in the Head Start Program. And at the same time, enhancing the job satisfaction and conditions of all child care workers and other program staff.
- b. To support the agency, administration and staff in their roles and responsibilities, and to comply with all policies as is required by the Head Start Act. For all program operating systems to step up to the challenge of higher expectations and break out of familiar routines, to partnership with State, local governments and other key community agencies.

SECTION 3: RESPONSIBILITIES

- a. Our objectives as Policy Council is to fully participate and follow policies and procedures that govern the Head Start Program as referred to in Section 1301.30 Policy council and policy committee.

ARTICLE III

MEETINGS

Meetings will be conducted as per Robert's Rules of Order.

SECTION 1: REGULAR MEETINGS

- a. Regular meetings of the Policy Council may be held quarterly and/or as needed. Meetings may be rotated throughout the four county areas served by the Head Start Program. Attendance through a digital platform is acceptable with HS Director, Chairperson, or Vice-chairperson approval.
- b. The Head Start Director or designee will assist the Council's Chairperson and /or acting Chairperson in developing the agenda.
- c. The agenda of the Policy Council's Meeting must be posted in all Early Childhood Development Centers and area CAP Offices three (3) days prior to meeting.
- d. No less than five (5) days prior to a regular meeting, each Policy Council member will be provided the Agenda, a copy of prior meetings minutes, a copy of the Head Start Director's Report and Financial Report. Each member shall bring his/her copies of information to the meeting.

SECTION 2: CALL FOR MEETINGS

- a. The Chairperson of the Policy Council in conjunction with the Head Start Director, will call for and set the time and date of the Policy Council Meetings.
- b. In the absence of the Chairperson the Vice-Chairperson in conjunction with the Head Start Director may call a meeting.
- c. Special meetings may be called by the Chairperson in conjunction with the Head Start Director whenever there is a need.

SECTION 3: QUORUM

- a. One third (1/3) being five (5) members of the Policy Council must be present to constitute a quorum for business to be transacted during a regular or special meeting.

SECTION 4: RECORDING OF MEETINGS

- a. All Policy Council meetings must be recorded. A member of the Administration Staff will transcribe the minutes of meetings. Each member will be provided with a copy of the minute's no later then 5 days prior to the next scheduled meeting.
- b. Minutes will be reviewed and approved by the Policy Council at the following meeting and signed by the Policy Council's Secretary, and in the absence of the Policy Council's Secretary, an Executive Board Member.

SECTION 5: INSTALLATION MEETING

- a. The Policy Council Installation Meeting will be held in the month of September or October. Purpose: Seating of New Policy Council Members.

SECTION 6: LOCAL PARENT COMMITTEE MEETINGS

- a. Each Local Parent Committee Officer(s) must work in conjunction with the Center Director and local Parent, Family & Community Engagement Specialist when scheduling meetings, to include the development of the agenda. Local parent meetings will be held throughout the School year.
- b. Executive Parent Committee is composed of the following: Parent Committee Chairperson, Vice-Chairperson, Policy Council Member (if different than the Vice-Chairperson) and anyone appointed by the Committee Chair (maximum of five parents total).
- c. Purpose of Executive Parent Committee is for planning.

ARTICLE IV
MEMBERSHIP, NEPOTISM AND CONFLICT OF INTEREST

SECTION 1: NEPOTISM and ELIGIBILITY

- a. No person can serve as a member of this Head Start Policy Council while any member of his/her immediate family is employed with Mid-West New Mexico Community Action Program. Immediate family hereby defined as spouse, children, grandchildren, parents, grandparents, siblings. This definition covers any person related by birth, adoption, or marriage.
- b. MWNMCAP employees are ineligible to participate on the Policy Council.

SECTION 2: CONFLICT OF INTEREST and CERTIFICATION

- a. No two (2) members of the same family can serve on the Policy Council as a voting member or alternate.
- b. Conflict of Interest will be given and completed by each Policy Council Member at the Installation Meeting.
- c. Policy Council Member Certification will be given and completed by each Policy Council Member at the Installation Meeting. The member certifies that they have never served on Policy Council or states they have served one (1) but no more than five (5) years. (refer to Performance Standards Program Governance 1301.3.)

SECTION 3: MEMBERSHIP

- a. Total membership shall be fifteen members to the Head Start Policy Council of the Mid-West NMCAP.
- b. The Grantee Board and Policy Council shall not be one and the same.
- c. MEMBERSHIP FROM PARENT REPRESENTATIVE
Federal regulations hold the Grantee Agency responsible for establishing the composition of the Policy Council. And at least 51% of the council's membership must be exclusively of parents or legal guardians of currently enrolled Head Start children.
- d. MEMBERSHIP FROM COMMUNITY REPRESENTATIVE (Non-Parent)
The remaining membership may be made up of residents within the four (4) county service area and must be approved by the Policy Council Parent Representatives.
- e. PARENT COMMITTEE CHAIRPERSON
Each county Head Start Parent Committee Chairperson will automatically serve as a representative to the Policy Council.
- f. PARENT REPRESENTATIVE
The remaining Parent Representatives will be elected by the local Parent Committee as outlined by Membership Chart (Section 3: Membership, h.)

- g. ALTERNATES / PARENTS
 Alternates: each Head Start Parent Center Committee will be eligible to elect two (2) alternates.
- h. MEMBERSHIP CHART
 Total number of Parent representatives, Community representatives and alternates per county:

SOCORRO COUNTY: (2) Two Head Start Parent Representatives
 (1) One Socorro Community Representative
 (2) Two Alternates for Socorro County

VALENCIA COUNTY:
ADELINO (2) Two Head Start Parent Representatives
 (1) One Community Representative
 (2) Two Alternates

BELEN (2) Two Head Start Parent Representatives
 (1) One Community Representative
 (2) Two Alternates

CIBOLA COUNTY: (2) Two Head Start Parent Representatives
 (1) One Cibola Community Representative
 (2) Two Alternates for Cibola County

McKINLEY COUNTY: (2) Two Head Start Parent Representatives
 (1) One McKinley Community Representative
 (2) Two Alternates for McKinley County

SECTION 4: TERM OF MEMBERSHIP

Policy Council members may serve for up to a term of no more than five (5) years as per Head Start Act and Head Start Performance Standards.

SECTION 5: VOTING RIGHTS

- a. Each member of the Policy Council shall have one (1) vote. There shall be no proxy voting by or for any members. Should there be a circumstance where there is a tie vote, and only after a second (secret ballot) tie vote, the Policy Council may decide the outcome on the toss of a coin of heads or tails being called.
- b. Alternate members have voting power only in the absence of the respective regular appointed Policy Council Member.
- c. Telephone and/or Electronic voting may be conducted if necessary.

SECTION 6: TERMINATION OF MEMBERSHIP

- a. Any member of the Policy Council can be terminated by a two thirds (2/3) vote of the Policy Council if such member is absent from two (2) consecutive meetings without having submitted a legitimate excuse, preferably in writing, to the Policy Council Chairperson, (or in the absence of the Policy Council Chairperson) to the Vice-Chairperson.

- b. Any member of the Policy Council may be removed from membership for willful misconduct, to include immoral behavior, any illegal misconduct or interfering with the day-to-day operation of the program without following the proper chain of command.
- c. At each county/center level, Policy Council Members and Parent Committee Members must filter all business pertinent to its respective Head Start Center through the Center Director. The Center Director must keep the Head Start Director advised on all matters. The Head Start Director must keep the Chief Executive Officer advised on all Head Start Programmatic and administrative matters.

SECTION 7: VOLUNTARY RESIGNATION OF MEMBERSHIP

- a. A Policy Council member shall give a written statement of notice to the Chairperson before the next meeting when voluntarily resigning.

SECTION 8: VACANCY

- a. In the event of a membership vacancy the local Parent Committee will elect a member to fill the Policy Council’s vacancy.

ARTICLE V

SECTION 1: OFFICERS

- a. Policy Council members from prior Head Start Program year will remain on board until the new Head Start Program year’s Policy Council members are seated during the Annual Installation Meeting.
- b. The prior Policy Council Chairperson will open the meeting in accordance with the agenda.
- c. Outgoing Policy Council members, exception of the prior year’s Chairperson, must not continue to sit at the council’s meeting table after the new members are seated.
- d. When the newly elected Chairperson is elected, the prior year’s Chairperson will turn the meeting over to the newly elected Chairperson.

SECTION 2: ELECTION

- a. Each Policy Council’s Officer shall be elected by the Policy Council.

SECTION 3: DUTIES OF OFFICERS

CHAIRPERSON OF THE POLICY COUNCIL

- a. Policy Council Chairperson must be a parent of an enrolled Head Start child.
- b. The Chairperson shall conduct all meetings as per Robert’s Rules of order.

- c. The Chairperson shall be the principal representative of the Council and subject to the control of the Council, shall in general supervise all of the business and affairs of the Council. Chairperson asks for volunteers or appoints his or her Committees.
- d. The Chairperson (or in their absence, the Vice-Chairperson) shall preside at all meetings (refer to Order of Succession below).
- e. Order of Succession: In the event of the absence of the Chairperson, the following shall conduct business of the Policy Council:
 - i. Vice-Chairperson
 - ii. Secretary
 - iii. Treasurer
- f. The Chairperson has “Signature Authority” when required as chief representative of the Policy Council.
- g. The Chairperson prepares an Agenda in conjunction with the Head Start Director or designee.
- h. The Head Start Director will assist the Policy Council Chairperson in disseminating information to the Policy Council Members.

VICE-CHAIRPERSON

- a. The Vice-Chairperson shall perform all duties of the chairperson of the Policy Council in the absence of the Chairperson. The Vice-Chairperson may perform such other duties as may be assigned by the Policy Council.

In the event of inability or refusal to act by the Policy Council Chairperson, the Vice-Chairperson shall exercise all authority and perform all duties granted to or enjoyed upon the Chairperson by law or by the Policy Council’s By-Laws.

SECRETARY

- a. In general the Secretary is responsible for the following:
 - keeping all records of the Policy Council including Committee reports on file;
 - keep an up-to-date list of all Policy Council members;
 - signing all approved minutes;
 - take roll call at each meeting;
 - maintain official documents of the Policy Council including the by-laws, and rules of order.
 - have the agenda for all meetings available
 - the Secretary must know how to call a meeting to order and know how to preside over a meeting if the Chairperson and Vice-Chairperson are absent;

TREASURER

- a. The Treasurer, in conjunction with the agencies Policy Council will review and approve the four county local Parent Committee’s request for all expenditures.
- b. The Treasurer must know how to call a meeting to order and know how to preside over a meeting if the Chairperson, Vice-Chairperson, and Secretary are absent.

SERGEANT AT ARMS

- a. Elected by the Policy Council in the same manner as Officers. The Sergeant at Arms is the person who acts as a doorkeeper, maintains order at the directions of the presiding officer as per Roberts Rules of Order.

**ARTICLE VI
COMMITTEES**

The Policy Council Chairperson shall appoint such committees as deemed necessary, to the proper conduct of its business including, but not limited, to the following: By-Laws Committee, Personnel/Grievance Committee and Budget Committee. All committees should try to have a representative from all counties.

COMMITTEE CHAIRPERSON (S)

Budget Committee:	Treasurer
By-Law Committee:	Secretary
Planning Committee:	Policy Council Chairperson
Grievance Committee:	Policy Council Chairperson (Executive Committee)

**ARTICLE VII
AMENDMENTS OF THE POLICY COUNCIL BY-LAWS**

These By-Laws may be amended, altered, or revised at any time by an Act of the Policy Council. The amendment, alteration, or revision of these By-Laws shall be subject to the notice and agenda requirements. Amendments must be approved by the Policy Council.