



Policy Council By-Laws

Article I. **Name**

The name of this organization shall be the Denise Louie Education Center Policy Council, known thereafter as the "DLEC Policy Council", "Policy Council" and/or "PC".

Article II. **Purpose**

The purpose of this organization shall be to:

- a. Provide and maintain a positive process and vehicle for encouraging and promoting maximum parent and community participation in DLEC.
- b. Work with Denise Louie Education Center Board of Directors, known hereafter as the "DLEC B of D", staff, parents and communities to review, revise, develop and approve policies and procedures for Denise Louie Education Center.
- c. Work with the DLEC B of D to review, revise, develop and implement strategic planning for the continuation and expansion of the agency.
- d. Carry out the duties of a Head Start Policy Council as detailed in the Revised Performance Standards (1998) 1304.50.
- e. Abide by all rules and regulations, policies and procedures of DLEC: its By-Laws, the By-Laws of the DLEC B of D; the By-Laws of the DLEC Policy Council and any/other rules, regulations, policies and procedures that pertain to the operation of DLEC.
- f. Serve as a link to parents at the Center Meetings and/or Parent Meetings/Trainings, Board of Directors and the community served by DLEC.

Article III. **Membership**

Section 1. **Types of Membership**

- a. Membership on the Council will be comprised of two groups:
 1. Parent Representatives
 2. Community Representatives
- b. Parent Representatives and Community Representatives shall each have 1 (one) vote of equal weight.

Section 2. **Composition of Membership**

- a. Parent Representatives shall not be less than 51% of the total Policy Council membership.
- b. Community Representatives shall not be more than 49% of the total Policy Council membership.
- c. No current DLEC staff member or their immediate families may serve on the Policy Council.
- d. Former DLEC staff members may serve on the Policy Council as either Parent Representative, if a current DLEC parent, or a Community Representative, after 1 (one) years separation from the agency.
- e. No more than two (2) positions of Community Representatives will be set aside for representatives from the Denise Louie Education Center Board of Directors.

Section 3. **Selection of Representatives**

- a. Parent Representatives shall be elected from and by the parents of children currently enrolled.
 1. Elections of Parent Representatives shall take place during the first Parent Meetings of the program year which shall be called Center Meetings.
 2. There shall be up to two (2) Parent Representatives from each classroom elected by the parents of children in that classroom.

- b. Community Representatives shall be recruited from the community served by DLEC, apply to the Policy Council for selection and be approved by the members of the Policy Council. Recruitment, application and selection of Community Representatives shall be on-going.
 1. There shall be at least two (2) Community Representatives on the Policy Council as long as that number does not exceed more than 49% of the total Policy Council Membership.
 2. Community representatives shall be former parents and other members of the community interested in Head Start.

Section 4. **Term of Membership**

- a. Term of Membership for Parent Representatives shall begin at the first general Policy Council Meeting after their elections at the Center Meetings, and continue until Policy Council Orientation/Training for the subsequent Policy Council for the next program year. This will ensure transition for new Policy Council Members.
- b. Term of Membership for Community Representatives shall begin at the first general Policy Council Meeting following their selection and shall continue for a period of 12 (twelve) calendar months.
- c. Parent and Community Representatives may be elected for 3 (three) terms, consecutive or non-consecutive.
- d. No person shall serve for more than three (3) years on the Policy Council, no matter what the type of membership.

Section 5. **Attendance and Absenteeism**

- a. Attendance:
 1. Parent and Community Representatives shall attend all scheduled General Meetings, the Policy Council Orientation/Training, the joint Policy Council/Board of Directors Meeting, and any/all extraordinary and/or committee, sub-committee, ad-hoc committee and special meeting as required.
 2. Elected Officers shall attend all scheduled Executive Meetings and any/all meetings that pertain to their elected office.
- b. Absences:
 1. The President of the Policy Council shall inform DLEC if he/she is unable to attend any scheduled meeting and inform the Vice President so the Vice President may be prepared to preside over the meeting.
 2. Members shall inform DLEC if unable to attend any scheduled meeting. If the parent representative cannot attend, the spouse/partner of the parent representative may attend in their place as a voting member.
 3. If a member fails to attend two (2) meetings without communicating good cause, they will be contacted as to their intention to continue serving on the Policy Council.
 4. Exceptional conditions of absenteeism may be presented to the Policy Council for consideration.

Section 6. **Vacancies**

- a. Failure to attend/Resignations:
 1. Members who fail to attend two (2) consecutive meetings without communicating good cause will be contacted as to their intention to continue serving on the Policy Council.
 2. Failure to respond will result in the removal of the member from their elected position.
 3. Failure to attend three (3) consecutive meetings will result in automatic removal from the Policy Council.
 4. Policy council members may resign at any time for any reason.

Elections to re-fill any Policy Council position may be conducted at parent meetings throughout the year if policy council membership falls below six parent representatives.

Section 7. **Removal of Members**

- a. Any member of the Policy Council or parent/guardian of a currently enrolled DLEC student may initiate action to remove a member from his/her elected office during his/her normal term of office.
- b. The action must be made in writing, stating reasons/justification for the removal of the officer.
- c. Actions must be submitted to the President of the Policy Council or to the highest ranking officer.
- d. A committee of the Policy Council, appointed by the President shall be organized to investigate the action and report to the Executive Committee.
- e. All consideration of such charges shall be at a regular or special meeting of the Policy Council with two weeks written notice having been provided to the member being challenged.
- f. Either those bringing the action or the member being challenged may present evidence or witnesses in support of their cases.
- g. A decision on the action shall be reached by a 2/3 majority of the Policy Council with a quorum in attendance.
- h. A member may be removed should it be determined by a majority vote of the Policy Council that the member has violated any portion of the "Standards of Conduct" as described in Article IX, Standards of Conduct.

Article IV. **Officers and their Duties**

Section I. **Duties**

- a. **PRESIDENT:**
 1. Conducts meetings of the Policy Council and the Executive Committee
 2. Co-ordinates sub-committees and
 3. Works with the other officers to ensure that their duties are fulfilled.
- b. **VICE-PRESIDENT:**
 1. Assumes the duties of President in his/her absence and
 2. Performs duties as the President may assign.
- c. **SECRETARY:**
 1. Records minutes of the Policy Council and Executive Committee meetings and
 2. Maintains other necessary Policy Council records, documents and correspondence. etc.
 3. Will chair the meeting in the absence of the President and Vice-President.

Section 2. **Election of Officers**

- a. Any elected voting Parent Representative may be elected to any single office.
- b. To ensure parent governance of the Policy Council, Community Representatives shall not be elected as Policy Council Officers.
- c. Nominations shall be from the floor. A person may nominate him/her self.
- d. A simple majority vote is required to elect officers.
- e. DLEC will provide information to Parent Representatives on the Duties and Responsibilities of Officers before the election with more extensive training at the Policy Council Orientation/Training and throughout the year.
- f. Parent Representatives who are elected officers shall remain in the official voting Representative from their classroom.

Section 3. **Term of Office for Officers**

The term of office for officers shall be for twelve (12) consecutive months starting with the Policy Council Meeting at which they are elected and ending with the election of officers for the next program year.

Section 4. Removal of Officers

- a. Any member of the Policy Council or parent/guardian of a currently enrolled DLEC student may initiate action to remove an officer from his/her elected office during his/her normal term of office.
- b. The action must be made in writing, stating reasons/justification for the removal of the officer.
- c. Actions must be submitted to the President of the Policy Council, or to the highest ranking officer, should the action concern the Policy Council President.
- d. A committee of the Policy Council, appointed by the President or the next highest ranking officer not involved in the action shall be organized to investigate the action and report to the Executive Committee.
- e. All consideration of such charges shall be at a regular or special meeting of the Policy Council with two weeks written notice having been provided to the officer being challenged.
- f. Either those bringing the action or the officer being challenged may present evidence or witnesses in support of their cases.
- g. A decision on the action shall be reached by a 2/3 majority of the Policy Council with a quorum in attendance.
- h. An officer may be removed should it be determined by a majority vote of the Policy Council that the Office has violated any portion of the "Standards of Conduct" as described in Article IX, Standards of Conduct.

Section 5. Vacancies

Vacancies, for what ever reason, in any of the offices shall be filled for the balance of the unexpired term as follows:

- a. In the event of a vacancy in the Office of the President, the Vice-President shall automatically succeed to that office.
- b. In the event of a vacancy in any of the other offices, an election shall be held at the next scheduled Policy Council Meeting in accordance with Article IV, Section 2 of these By-Laws.
- c. A current officer has the option to remain in their current position or be elected to fill any vacancy and thereafter relinquish their current office.

Elections will continue until all vacancies are filled.

Article V. Committees

Section 1. Executive Committee

All officers shall serve as voting members on the Executive Committee, which develops Policy Council agendas and conducts such business as may be necessary between regular or special Policy Council meetings. The Executive Committee will report on any business it may conduct at the regular scheduled Policy Council Meetings.

Section 2. Standing Committees

Standing Committees may be formed as needed.

Section 3. Ad-Hoc Committees

Ad-Hoc Committees may be formed as needed.

Article VI. **Policy Council Meetings**

Section 1. **Regular Meetings**

The Policy Council shall hold regular monthly meetings.

Section 2. **Special Meetings**

For the purpose of attending to urgent business, the Policy Council President and/or the Executive Director may call a Special Meeting of the Policy Council. In the event of a Special Meeting, Representatives may vote through one of the following mediums: in writing, in person, by email or voicemail or by telephone.

Section 3. **Quorum**

In order to facilitate and conduct DLEC business in a timely manner, a quorum at a regular or special meeting of the Policy Council shall consist of those Policy Council members in attendance at the regular or special meeting with a minimum of three members in attendance

Section 4. **Voting**

- a. Representatives shall each have one (1) vote of equal weight.
- b. Parent Representatives who are elected officers shall remain the official voting Representative from their classroom.
- c. Should an item be motioned for vote that a Representative has personal and/or subjective information that could be considered a conflict of interest, that Representative should remove themselves from the vote and/or abstain from voting on the motion.
 1. "Conflict of interest" means the interest a Representative has respecting a transaction effected or proposed to be effected by DLEC, the DLEC B of D, and/or the Policy Council or any other entity if:
 - a. The Representative knows at the time the Policy Council takes action that the Representative or a related person is a party to the transaction or has a significant beneficial financial interest in or so closely linked to the transaction that a reasonable person would expect the interest to influence the Representative's judgment if the Representative were called upon to vote on the transaction; or
 - b. The transaction is brought before the Policy Council for action, and the Representative knows at the time the Policy Council reviews the transaction that any of the following persons is either a party to the transaction or has a significant beneficial financial interest in or so closely linked to the transaction that a reasonable person would expect the interest to influence the Representative's judgment if the Representative were called upon to vote on the transaction:
 - i. An entity of which the Representative is a director, general partner, agent or employee:
 - ii. An entity that controls, is controlled by, or is under common control with one or more of the entities specified in (i); or
 - iii. An individual who is a general partner, principal, or employer of the Representative.
 - c. The Representative is a relative of an individual being considered for hiring or termination of employment, or any other personnel decision coming before the policy council. A relative is defined as spouse, parent, child, domestic partner, sister, brother, niece, grandparent, nephew, grandchild, aunt, uncle or cousin.



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Article VII. **Representatives to Other Organizations**

Representatives from the Policy Council to the organizations named below will be elected by majority vote by the membership of the Policy Council. Only Parent Representatives may be elected.

- a. Denise Louie Education Center Board of Directors: The Policy Council may elect 2 of its members to serve as joint members of the Denise Louie Education Center Board of Directors.
- b. Other: The Policy Council may elect such members to serve on any/all Community, agency, Boards, Councils, Committee, Organizations which it deems beneficial to the operation of DLEC.

Article VIII. **Rules of Order**

All Policy Council meetings will be conducted in accordance with these By-Laws, Robert's Rules of Order and a voting procedure as established by the current Policy Council.

- a. Open meetings – Parents, board members, staff and interested community members may attend any Policy Council or committee meeting.
- b. Closed session – Policy Council will meet in closed session when considering human resources issues and other sensitive information. Only those staff necessary to inform the policy council about the proposed decision may be present during closed session.
- c. The Policy Council may excuse any and all staff at any time so they may deliberate confidentially.

Article IX. **Standards of Conduct**

All Policy Council Members will be required to sign the Denise Louie Education Center Standards of Conduct.

Failure to abide by these Standards of Conduct may result in the discontinuation of the member's right to volunteer at DLEC.

Article X. **Resolutions**

DLEC Policy Council shall follow those policies and procedures as stated to resolve conflicts which might arise concerning the operation of DLEC and its relationships with the Children and Families, the DLEC Staff, the DLEC Board of Directors and the Community.

- a. Parent Grievance Procedure
- b. Staff Grievance Procedure
- c. Community Grievance Procedures and
- d. DLEC Impasse Procedures

Article X. **Amendments to the By-Laws**

Section 1. Amendments to these By-Laws can be proposed by any member of the Policy Council.

Section 2. Notice must be given in writing to all Policy Council members at least one week prior to the meeting at which proposed amendments will be considered. That notice must include verbatim text of the proposed amendments.

Section 3. Amendments to the By-Laws require a simple majority vote.