

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

**ARTICLE I
NAME**

The name of the this council shall be the Yurok Tribal Head Start/Early Head Start/Child Care Policy Council, hereafter known as Policy Council, or Council.

**ARTICLE II
PURPOSE**

The Policy Council works in shared governance with the Tribal Council in working with the Yurok Tribe Head Start/Early Head Start/Child Care Program. The Policy Council must operate in close cooperation with the Head Start/Early Head Start Director and Assistant Education Director in regards to program matters.

**ARTICLE III
OBJECTIVES**

The Policy Council has been established for the planning, operating and appraisal of the comprehensive program for children, their families, community and staff.

1. Supply information concerning the views of parents and children about educational needs in the Head Start/Early Head Start/Child Care Programs areas and establish priorities among these needs.
2. Recommend a general plan for the concentration of funds.
3. Participate in the development of proposals that are particularly adapted to bridging the gap between the needs of children and the curriculum of the Head Start/Early Head Start and Child Care.
4. Mediate relationships or conflicts between Head Start/Early Head Start and Child Care parents, staff, and Tribal Administration.
5. Participate in recruiting and screening of potential Head Start/Early Head Start and Child Care employees and approval or disapproval of hiring new Head Start/Early Head Start and Child Care employees by a quorum or approval or disapproval of firing Head Start/Early Head Start and Child Care employees by a quorum.
6. With the assistance of the Head Start/Early Head Start and Child Care staff, plan, coordinates, and organizes program-wide activities for parents and recruit volunteer services from parents.
7. Initiate suggestions for program improvement to the Head Start/Early Head Start Director and Assistant Education Director and staff, and to receive program reports.
8. Give consent to criteria for selection of the Head Start/Early Head Start within the applicable law and Performance Standards guidelines.
9. Give consent to criteria selection through the Tribal pre-print plan of the Child Care Program within the applicable law and Child Care Developmental Guidelines.
10. Conduct continuing evaluation of Head Start/Early Head Start and Child Care Programs through the annual self-assessment process.

Policy Council By Laws Completely Rewritten and approved 2/27/04; Amended 9/5/06; Amended 9/10/07; Amended 12-16-09; Amended October 14, 2010; Amended May 3, 2011; Amended April 20, 2012. 1

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

11. Promote the well being of all children.
12. Provide a closer relationship between home, Head Start/Early Head Start, Child Care and community.
13. Develop a united effort that will provide a quality education.
14. Promote an understanding of our unique culture for our children.
15. Support collaboration with other organizations and agencies active in the welfare of children and families.
16. Encourage all Policy Council members to attend meetings.

**ARTICLE IV
RESPONSIBILITY AND AUTHORITY**

The Policy Council shall have the Operating Responsibility to carry out the following functions:

- a) Establish a method of hearing and resolving community complaints about the Head Start/Early Head Start and Child Care programs.

The Policy Council shall have the authority to Approve or Disapprove the following matters before the decision is finalized or action is taken by the Tribal Council, Tribal Administrator or Head Start/Early Head Start Director or Assistant Education Director:

- a) Programmatic and fiscal goals of the Head Start/Early Head Start and Child Care programs, as defined in the grant application, and ways to meet those goals within Performance Standard guidelines and Child Care Guidelines.
- b) Ongoing assessment and programmatic and fiscal planning to address results of that assessment.
- c) Criteria established for selection of children within applicable laws and guidelines.
- d) Composition of the Policy Council and the method for setting it up within Head Start Performance Standard guidelines and Child Care Guidelines.
- e) Establishment of Head Start/Early Head Start and Child Care personnel policies including hiring and firing criteria for Head Start/Early Head Start and Child Care staff, career development plans, and employee grievance procedures within Tribal and Head Start Performance Standard guidelines and Child Care guidelines.
- f) Decisions to hire or terminate the Head Start/Early Head Start Director and Assistant Education Director.
- g) Requests for funds and proposed work program (Grant Application Process) prior to sending to the Office of Head Start and Administration of Child and Families Child Care Development Fund.
- h) Major changes in the budget and work program while program is in operation.
(All budget adjustments for review must be given to Policy Council members at least five working days before approval is expected except in emergency funding situations.)
- i) Hiring or termination of all Head Start/Early Head Start and Child Care Employees by a full quorum.
- j) Purchase requests over \$3000 must be reviewed and signed by a site-based Policy Council representative before it is submitted to the Education Director.

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

The Policy Council's major management functions connected with the Head Start/Early Head Start and Child Care program have been outlined in the above responsibilities and authority. In addition, Head Start Performance Standards and Tribal Child Care Pre-Print Plan state the Policy Council shall assist the Parent Committee and to:

- a) Ensure parents understand their rights, responsibilities, and opportunities in Head Start/Early Head Start and Child Care Programs.
- b) Encourage and communicate the importance of parent participation.
- c) Ensure program funds are available to support parent activities.
- d) Assist in planning, coordinating and organizing activities for parents with the assistance of staff.
- e) Engage in public relations activities concerning the Head Start/Early Head Start and Child Care programs.
- f) Address community concerns, and resolve complaints about the program.
- g) Assist in recruiting volunteer services to aid identified program needs.

**ARTICLE V
MEMBERSHIP:**

Head Start/Early Head Start regulations require at least fifty-one per cent (51%) of the membership of the Policy Council shall consist of parents of children currently enrolled in the Head Start/Early Head Start Program. Child Care representation shall consist of not more than 49% of Child Care representation. Yurok Tribal Personnel Policies covers Nepotism and Conflict of Interest. Parents or Community Representative who fall under the Nepotism and Conflict of Interest Policies shall not be eligible for the Policy Council.

Section 1: Fair Representation:

The Policy Council's membership shall be determined on the basis of fair representation from each of the Head Start/Early Head Start and Child Care sites.

Section 2: Composition of the Council: HS Performance Standard 1304.50 (b) (1)

- a. The Policy Council shall be composed of the following voting members:
 1. Two Head Start parents from the Klamath site service area with one alternate;
 2. Two Early Head Start parents from the Klamath site service area with one alternate;
One from Home Base and one from Center Base
 3. One Child Care parent from Klamath with one alternate;
 4. Two Head Start parents from the Ke'pel site service area with one alternate;
 5. Two Early Head Start parents from the Ke'pel site service area with one alternate
One from Home Base and from Center Base
 6. One Child Care parent from Ke'pel with one alternate
 7. Two Head Start parent from the South District Home Base site service area with one alternate;
 8. Two Early Head Start parent from the South District Home Base site service area with one alternate
One from Home Base and from Center Base

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

9. One Child Care Parent from the South District site area with one alternate.
 10. One community representative from each service area; with one alternate
- b. The Policy Council shall consist of 2/3 parents of currently enrolled children.
 - c. Policy Council members shall be limited to a combined total of three, one year terms, and must be elected each year. During recruitment for Policy Council nominees, nominees must be informed of the rule.
 - d. Head Start program year for Policy Council members will run from October 1 of the current year to Oct 1 of the following year. Early Head Start year for Policy Council members will run from May 1 of the current year to May 1 of the following year. Item (d) meets Head Start Performance Standard 1304.50 (b) (4). Child Care year for Policy Council May 1 of the current year to May 1 of the following year.

Section 3: Selection of Members:

- a. Nominations for Policy Council members will be called for within the six weeks Prior to the end of term of Policy Council representation. Elections will take place during the third week prior to the end-of[term. The new Policy Council membership must be seated by May 1st for Early Head Start and Child Care and October 1 for Head Start.
- b. Parent Committee members (enrolled parents, guardians, or foster parents) may vote for their elected Policy Council representative and community representative per their service area.
- c. All nominations for Policy Council must be formally accepted by the parent running for Policy Council.
- d. Eligible Policy Council nominees must be selected from existing Parent Committees per service area.
- e. Community Representatives must be selected from the local service area and accept their nomination before their names can be placed on the ballot.
- f. All nominees will be placed on a ballot per service area. The Family Service Coordinator per service area will conduct the voting process and tally the ballots.
- g. Once ballots are counted the Family Service Coordinator will notify the selected candidate and verify acceptance of vote from peers.
- h. If a selected nominee declines the selection process and then voting process will begin again.
- i. All ballots will be confirmed and counted by an independent representative other than a Child Care, Head Start or Early Head Start staff member once voting is completed for an independent verification of results.
- j. An independent representative must sign the Code of Ethic/Code of Conduct and Confidentiality Statement and Social Networking Policy.
- k. All standing Policy Council members will remain until elections are completed and new Policy Council members are seated.

YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL BY-LAWS

Section 4: Quorum:

A quorum shall consist of 3 (three) Policy Council members. Once the Policy Council has a quorum for a meeting, should a member have to leave due to unforeseen circumstances, the remaining Policy Council members can continue with the meeting. The quorum remains established until the meeting is formally closed.

Section 4: Recall Procedures:

Any member of the Council may be recalled by a three-quarter-majority vote of the Council. Grounds for recall are limited to the following:

1. Missing three consecutive regularly scheduled council meetings;
2. Physically violent behavior toward staff, Head Start/Early Head Start and Child Care children, families of Head Start/Early Head Start and community members working with Head Start/Early Head Start and Child Care Staff.
3. Verbal or physical threats of bodily harm toward staff, children of Head Start/Early Head Start and Child Care, families of Head Start/Early Head Start and Child Care or community members working with Head Start/Early Head Start and Child Care.
4. Reporting to a council meeting or Head Start/Early Head Start and Child Care activity under the influence of alcohol or drugs;
5. If any member, in any way, creates any dissension that proves to be harmful to the Policy Council, Grantee or our Head Start/Early Head Start and Child Care children.

Should any of the above arise, members may call a special meeting to discuss the issues and problems involved, and vote and act accordantly with the quorum.

Section 5: Filling Vacancies:

The alternate from the service area will fill any vacancy until parents nominate and elect a permanent replacement as per Article VI.

Section 6: Resignations:

1. In the event of the resignation of the Chairperson, the Vice-Chairperson shall automatically become the Chairperson until completion of the term.
2. In the event of a resignation of another officer (i.e. Vice-Chairperson, Secretary/Treasurer) the Policy Council shall select a new member to serve in that capacity until completion of term.

Section 7: Alternates:

1. Alternates filling in for absent Policy Council members from any service area have full authority to act as given to any Policy Council member and must abide by the Yurok Tribe Policy Council By-Laws in all areas.

ARTICLE VI MEETINGS

Policy Council By Laws Completely Rewritten and approved 2/27/04; Amended 9/5/06; Amended 9/10/07; Amended 12-16-09; Amended October 14, 2010; Amended May 3, 2011; Amended April 20, 2012.

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

Section I: Meeting by Conference Call and Video Convenience:

Conference telephone meetings may be held, providing that the number of Policy Council representatives participates constitutes the required quorum of four three, and that members are able to hear one another. Such participation, in a conference call, shall constitute presence at the meeting.

Video conferencing network meetings may be held, providing that the number of Policy Council representatives participates constitutes the required quorum of three, and that members are able to see and/or hear one another. Such participation, video conferencing, shall constitute presence at the meeting.

A combination of telephone conference, video conference and member's presence, in person, at designated location, with a quorum of three may constitute a regular or special meeting.

The Policy Council Chair and/or Vice Chair must be present at Telephone Conference Call and/or Video Conference Call; or Secretary/Treasurer if Policy Council Chair or Vice Chair can't make the meeting.

Section II Regular Meetings

Regular Meetings of the Policy Council will be held monthly. The Policy Council will determine date, time, and location. Meetings will be conducted according to the Robert's Rules of Order. Meeting dates have been determined to be the 3rd Friday, at 10:00 am, at rotating sites.

Section III Special Meetings

Special Meetings of the Policy Council may be called by the Chairperson when necessary and/or by the Head Start/Early Head Start Director or Assistant Education Director with Consensus from the Policy Council to hold a special meeting and phone consent called by Policy Council Chair, or Policy Council Vice Chair or Secretary/Treasurer if Policy Council Chair or Vice Chair can't be on the phone or at the special meeting. Special meetings include: Telephone Meetings; email meetings; video conference meetings and in person meetings or a combination of all with a quorum of three (3).

Section IV Quorum

A Quorum shall consist of three (3) Policy Committee members. The majority in attendance must be parent representatives. If a quorum is present, the affirmative vote of the majority of the members present shall be necessary for the adoption of any matter voted upon by the members.

Section V Voting Rights

Voting Rights ensure that each member has one vote; there shall be no proxy voting, alternates filling in at meetings for absent Policy Council members may have one vote.

Section VI Shared Decision Making

Shared Decision Making will be a Policy Council goal. In the case of an impasse, business will be conducted according to Robert's Rules of Order.

Policy Council By Laws Completely Rewritten and approved 2/27/04; Amended 9/5/06; 6
Amended 9/10/07; Amended 12-16-09; Amended October 14, 2010; Amended May 3, 2011;
Amended April 20, 2012.

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

Section VII Attendance

Policy Council members are expected to be present at all regular meetings. If a Policy Council member is not excused and misses three (3) regular meetings, the member is automatically dropped from the Policy Council. The alternate shall assume the unexpired term of that representative, and the classroom site shall be notified and instructed to elect a new alternate before the next regular meeting.

Head Start/Early Head Start and Child Care staff may attend meetings at the request of the Policy Council. All Policy Council meetings are open to the general communities in which they serve with the exception of Executive sessions.

Section VIII Executive Session

Executive session meetings may be called to provide an opportunity for a full and frank discussion among Policy Council members. Executive sessions are closed to non-members, and will be scheduled for conducting business requiring confidentially such as personnel issues. Head Start/Early Head Start Director and Assistant Education Director may be requested to attend Executive Sessions as needed.

Executive sessions may also be needed in order to hear confidential community, parent, and staff concerns. When community members, parents, or staff request an executive session the following standards will be followed

1. Upon meeting with Policy Council, all parents, staff, and community members will be provided with a brief explanation of HS/EHS Policy Council Executive Session policies and procedures as well as their rights.
2. Executive Sessions by phone should remain confidential, and only other Policy Council members should be present during Executive Session at all times.
3. There will be a 20 minutes time allotment for all community, parent, and employee concerns.
4. All persons acting as "support" for the requester should refrain from taking over the meeting, and, instead, should quietly act as that support for their relative, friend, etc.
5. Policy Council will respond to the concern within 10 working days.

The courtesy to attend meetings, express views and make suggestions will be extended where applicable to Tribal Administration (for executive sessions only).

**ARTICLE VII
OFFICERS**

The Policy Council shall elect from the Policy Council Representatives, for a one-year term: a Chairperson, Vice Chairperson, and Secretary/Treasurer. Elections will be held in terms of these offices will run from October to October for Head Start; May to May for Early Head Start; May to May for Child Care.

Policy Council By Laws Completely Rewritten and approved 2/27/04; Amended 9/5/06; Amended 9/10/07; Amended 12-16-09; Amended October 14, 2010; Amended May 3, 2011; Amended April 20, 2012.

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

Section I: Description of Offices:

The principle officers of the Policy Council shall be a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer, each of whom shall be elected by the members. Other officers, as deemed necessary, may be elected by the members at any regular meeting once the Policy Council By-Laws have been updated to include the election and selection of other officers.

Duties of Chairperson:

- a) Conducts all meetings.
- b) Sets up meeting agenda.
- c) Appoints special committees.
- d) Calls special meetings.
- e) Makes reports to Parent Committee, when necessary.

Duties of Vice-Chairperson:

- a) Assumes duties of Chairperson in his/her absence.

Duties of Secretary/Treasurer

- a) Helps chairperson in preparation of agenda.
- b) Records and keeps minutes of all meetings.
- c) Notifies Policy Council of meeting times/dates/locations.
- d) Place notices of meetings for the communities, parents, families and staff.
- e) Reads minutes of the last meeting.
- f) Sees that all minutes are duly issued to each Policy Council member, and the Head Start/Early Head Start Director and Assistant Education Director. Copies of minutes will be made available to the Head Start/Early Head Start Director, Assistant Education Director, Tribal Chairperson, Education Director, Tribal Council Liaison and sites within five (5) working days of each meeting with assistance from the program clerical assistant and site Family Service Coordinator.
- g) Calls roll at meetings, helps chairperson determine if there is a quorum;
- h) Conducts correspondence unless otherwise provided for;
- i) Maintains a current list of parent committee chairpersons with lists of their committee members
- j) Notifies Policy Council of inactive representatives.
- k) Monitors Policy Council Line item and gives monthly reports

Adherence to Standards of Behavior is necessary for the Policy Council to operate in the most effective manner possible. As a member of the Policy Council, individual conduct in many cases will reflect on the image and well being of the Yurok Tribe Head Start/Early Head Start and Child Care. Based on the shared decision making policy of the Head Start/Early Head Start and Child Care Policy Council members will maintain an atmosphere in which freedom of expression and respectful exchanges of points of view occur. The Policy Council operates on a democratic basis; each member shall uphold the decisions of the majority. **No Policy Council member shall act on their own in making decisions or initiating actions/activities.**

**YUROK TRIBE HEAD START/EARLY HEAD START POLICY COUNCIL
BY-LAWS**

- a) Because Policy Council handles sensitive child, family and staff information, each Policy Council member is required to sign a Confidentiality Form, Code of Conduct/Code of Ethics and Declaration Form.
- b) Conduct unbecoming of an elected member or breach of confidentiality shall be grounds for removal from the Policy Council.
- c) Breaches of acceptable conduct which can lead to removal from the Policy Council include:
 - 1. Disclosure of any confidential information, i.e. personnel actions.
 - 2. Soliciting, collecting funds, or organizing activities without proper authorization from management Policy Council.
 - 3. Reporting to a meeting or Head Start/Early Head Start or Child Care activity under the influence of alcohol or drugs.
 - 4. Abusive, threatening, obscene language or acting in a disrespectful manner to any Policy Council member or Head Start/Early Head Start and Child Care employee.
 - 5. Any act or conduct detrimental to the interest and mission of the Head Start/Early Head Start and Child Care program.

**ARTICLE VIII
Amendments to By-Laws**

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority vote of the Policy Council membership at any meeting at which a quorum is present, provided that at least fourteen (14) calendar days notice is given of intention to alter, repeal, or adopt new by-laws at that meeting. Such notice shall set forth specifically the proposed action to be taken.