



Head Start Policy Council Bylaws

Article I: Authority

Section One. Establishment. Under provisions of Part 1301 of the Code of Federal Regulations, the Head Start Policy Council (HSPC) is established by the AISD Board of Trustees (the Board). The Board delegates to the Superintendent to designate an appropriate staff member to serve as the HSPC Coordinator (the Coordinator).

Section Two. Limitations. The HSPC reports to the Board, but any HSPC communications to the Board of Trustees must go through the Superintendent, via the Coordinator. The HSPC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws. It shall be the responsibility of the Coordinator of District Advisory Bodies, in consultation with the Coordinator, to establish and amend the bylaws. The HSPC shall approve and observe the bylaws.

Section Four. Sunset. Under provisions of district policy BDF(Local), the HSPC shall be subject to a biennial sunset review process.

Article II: Charge and Responsibilities

Section One. Charge. The HSPC shall provide direction to the district's Head Start program, including program design and operation, and long- and short-term planning goals and objectives, taking into account community needs.

Section Two. Responsibilities. The HSPC shall approve and submit to the Board decisions about each of the following, as outlined in the Head Start Act:

- 1) 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) Program recruitment, selection, and enrollment priorities.
- 3) Applications for funding and amendments to applications for funding for programs under this subchapter, prior to submission of applications described in this clause.
- 4) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities.
- 5) Bylaws for the operation of the policy council.
- 6) Program personnel policies and decisions regarding the employment of program staff, consistent with Board policy, including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- 7) Developing procedures for how members of the policy council of the Head Start agency will be elected.
- 8) Recommendations on the selection of delegate agencies and the service areas for such agencies.

Article III: Meetings

Section One. Regular Meetings. Shortly after the members of the HSPC have been elected, the Coordinator and Co-Chairs shall determine the regular meeting schedule for each school year. The regular meeting schedule shall be placed on the HSPC website. The regular meeting schedule may be revised as necessary by the Coordinator and Co-Chairs. If necessary, the Coordinator and Co-Chairs may cancel a regular meeting with good cause (i.e., inclement weather or other adverse conditions), and determine if the meeting should be rescheduled. Members shall be given the reason for meeting cancellations, and be given sufficient notice of cancelled or rescheduled meetings.

Section Two. Subcommittees. The Coordinator and Co-Chairs may establish subcommittees of the HSPC from time to time on any matter as deemed necessary or appropriate. Subcommittees may not constitute a quorum of the HSPC. The Coordinator and Co-Chairs shall determine whether subcommittee meetings are open to the public (if they are open to the public, meetings must be posted under provisions of Section Eight of this Article). The Coordinator and Co-Chairs may select a HSPC member to serve as the chair of a subcommittee. Unless otherwise directed by the Coordinator and Co-Chairs, subcommittees shall meet at the discretion of the subcommittees. Subcommittees are not required to have a regular meeting schedule. Subcommittees shall report findings or recommendations to the HSPC through the Coordinator. Unless otherwise directed by the Coordinator and Co-Chairs, subcommittees are not required to take minutes of meetings.

Section Three. Open Meetings. All regular meetings and other plenary meetings of the HSPC shall be open to the public, and the public shall have a reasonable opportunity to provide comment. The time given to speakers may be limited (see the district's Communications and Visitor Requirements).

Section Four. Quorum. For regular meetings of the HSPC, a quorum shall be a simple majority of the current membership (vacancies do not count toward a quorum). Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Five. Attendance. Member attendance shall be monitored by the Coordinator, who shall work with members to try and resolve any attendance problems. More than three unexcused absences within a one-year period may result in dismissal by the Coordinator. Excused absences include, but are not limited to, personal or family illness, emergency situations, jury or military duty, or mandatory employment duty. It shall be the responsibility of members to report excused absences to the Coordinator, and the Coordinator shall record excused absences. In cases of numerous excused absences or long-term absence, the Coordinator shall consider the factors in each individual case and determine whether continued service on the HSPC is practicable.

Section Six. Virtual Attendance. Members may virtually participate, including voting, in meetings through various means, to the extent they are readily available to the Coordinator.

Section Seven. Decision-Making. Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Proxy voting shall not be permitted.

Section Eight. Agendas. Agendas shall be prepared for all regular meetings and posted on the HSPC website and at the AISD central office at least 72 hours in advance of meetings. Agenda items shall

normally be determined by the Coordinator and Co-chairs. However, a majority of the HSPC may place an item on a future agenda.

Section Nine. Minutes. Minutes shall be kept for all regular meetings and other plenary meetings of the HSPC. Minutes may be kept for subcommittees at the direction of the Coordinator and Co-Chairs. Minutes are records of meeting highlights, and are not intended to provide a high level of detail. At a minimum, minutes shall include: attendance of members, staff, and visitors; the time the meeting was called to order and adjourned; the outcome of any votes or other actions; and a brief synopsis of the meeting proceedings. Minutes for regular meetings and other plenary meetings shall be approved by the HSPC and posted on the HSPC website.

Article IV: Membership

Section One. Restrictions. The following restrictions apply to the HSPC membership:

- *Parent* means a Head Start child's mother or father, other family member who is a primary caregiver, foster parent or authorized caregiver, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.
- Community members may not be parents or employees of the district, and must be at least 18 years of age.
- Close relatives may not serve on the HSPC at the same time.

Section Two. Membership Selection. Parents of currently enrolled students in each Head Start classroom shall elect one parent delegate and one alternate to the HSPC. If there is not a parent from a given class elected to Policy Council, a representative at-large can be elected from another class at that campus. As close to the beginning of the school year as practicable, the Coordinator shall ensure that elections are held at each participating school. The Coordinator may consult with the Coordinator of District Advisory Bodies in establishing election criteria.

In addition to parent representatives, there shall be a minimum of one (1) representative from the community, and additional community representatives up to a maximum of 49 percent of the HSPC. A Community Representative is a member-at-large elected to the HSPC to represent the whole membership of the body rather than an individual classroom or campus and may be a past Head Start parent or other member of the community who supports the Head Start Program and has skills useful to the HSPC. A Community Representative must be approved by the HSPC before they can be seated.

Section Three. Term of Service. The term of service for a member shall be for one given school year. Members may serve as many as five total terms.

Section Four. Mid-Term Vacancies. If a member resigns or is dismissed, the Coordinator and Co-Chairs shall fill the position for the remainder of the term (an election is not required). If less than one-half of a school year remains in the term, the position may be left vacant at the discretion of the Coordinator and Co-Chairs.

Section Five. Continued Operation. Any vacated terms shall not cause the HSPC to discontinue its operations.

Section Six. Conflict of Interest. Conflicts of interest shall include, but are not necessarily limited to, the following:

- Having a pecuniary interest in any discussions or recommendations of the committee.
- Involvement in any litigation or procedural challenges against the district.

Any cases or possible cases of conflict of interest shall be referred to the Coordinator of District Advisory Bodies, who may consult with the General Counsel as necessary, for appropriate action. If a member is determined to have a conflict of interest, appropriate action may include:

- Required recusal from a particular agenda item or items.
- Required recusal from a particular meeting or meetings.
- Removal from the committee.

Section Seven. Code of Conduct. The district welcomes freedom of expression and debate. However, HSPC members shall conduct themselves, in meetings and at all other times, with courtesy and respect to fellow members, district parents and students, district staff and Trustees, and members of other district advisory committees. In meetings, members must be recognized by the Co-Chairs before speaking, and otherwise respect the order maintained by the Co-Chairs. Unless otherwise authorized by the HSPC, members shall not speak for the HSPC; and, unless otherwise authorized by the administration, members shall not speak for the district. Members, by their comments and/or actions, shall not reflect badly on the HSPC. Violation of this code of conduct may result in reprimand or dismissal by the Coordinator of District Advisory Bodies.

Section Eight. Undue Advantage. HSPC members shall not use their position to gain or attempt to gain an undue advantage for themselves or anyone else. Violation of this requirement may result in dismissal by the Coordinator of District Advisory Bodies. (As examples, it would be considered an undue advantage if a person included his or her membership in the HSPC in the reasoning for allowing a student transfer or for allowing a student entry into a particular program; however it would not be considered an undue advantage for a person to include HSPC membership on his or her resume.)

Article V: Co-Chairs and Secretary

Section One. Selection of Co-Chairs. Shortly after the members of the HSPC have been elected, the members shall select two members to serve as Co-Chairs of the HSPC. At least one of the Co-Chairs must be a parent.

Section Two. Term of Service. The term of service for a Co-Chair shall be for one given school year. Co-Chairs may serve a total of two school years in that capacity.

Section Three. Mid-Term Vacancies. If a vacancy occurs after a Co-Chair's term has commenced, the members shall promptly select a new Co-Chair to serve out any remainder of the term.

Section Four. Responsibilities. The responsibilities of the Co-Chairs shall include:

- Consulting with the Coordinator in the development of HSPC agendas.
- Presiding at meetings of the HSPC (refer to the district's Information for Chairs of Committees). The Co-chairs shall ensure basic parliamentary procedure, and apply the district's Citizens Communications and Visitor Requirements.

- Representing the HSPC as necessary or appropriate.

Section Five. Secretary. For a given school year, the Coordinator and Co-Chairs shall select a member to serve as Secretary. The Secretary shall take notes during meetings and preparing formal meeting minutes, and provide them to the Coordinator in a timely manner.

Article VI: Additional Administrative Support

Section One. Additional Support. In addition to the responsibilities of the Coordinator described under other Articles of these bylaws, the Coordinator shall ensure an appropriate level of support for the HSPC, which shall include, but is not limited to:

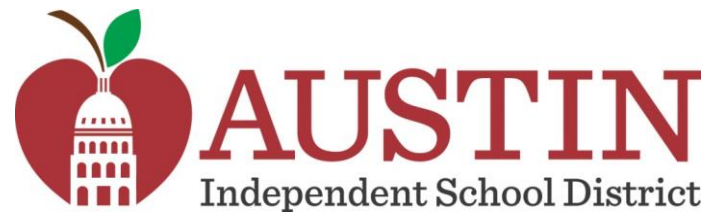
- Securing adequate facility arrangements and support staff for meetings.
- Providing members with agendas and review materials as may be appropriate in advance of meetings.
- Serving as custodian of HSPC records, including the status of member terms.
- Ensuring that orientation and training information is provided to new HSPC members.
- Maintaining the HSPC website.
- Communicating as needed with the Coordinator of District Advisory Bodies.

Article VII: Shared Governance Procedures

Section One. Mutual Communication. Any formal action of the HSPC shall be communicated in a timely manner to the Board, through the Superintendent. Likewise, any formal action of the Board related to the district's Head Start program shall be communicated in a timely manner to the HSPC, through the Superintendent.

Section Two. Impasse Procedures. Any disagreement or dispute between the formal actions of the HSPC and those of the Board must also be part of mutual communication. If a disagreement or dispute cannot be resolved within a reasonable timeframe through mutual communication, the Coordinator of District Advisory Bodies shall be informed, who will in a timely manner convene an impasse resolution committee to consist of the HSPC Co-Chairs and Board President and Vice-President.

Section Three. Arbitration. If the impasse resolution committee cannot reach a mutually acceptable resolution, the involved parties must select a mutually agreeable third-party arbitrator, who shall reach a decision in a timely manner which shall be final.



**Consejo de Política de Head Start
Estatutos**

Artículo I: Autoridad

Sección Uno. Establecimiento. Según las disposiciones de la Parte 1301 del Código de Regulaciones Federales, Consejo de Política de Head Start (HSPC) es establecido por la Mesa Directiva de Fideicomisarios de AISD. La Mesa Directiva delega al Superintendente para designar a un miembro del personal apropiado para servir como Coordinador de HSPC (el Coordinador).

Sección Dos. Limitaciones. El HSPC informa a la Mesa Directiva, pero cualquier comunicación de HSPC a la Mesa Directiva de Fideicomisarios debe pasar por el Superintendente, a través del Coordinador. El HSPC no tendrá poder para gastar fondos públicos, entrar en contratos o imponer obligaciones o responsabilidades al distrito.

Sección Tres. Estatutos. Será responsabilidad del Coordinador del Consejo de Asesores del Distrito, en consulta con el Coordinador, establecer y modificar los estatutos. El HSPC aprobará y observará los estatutos.

Sección Cuatro. Extinción. Según las disposiciones de la política del distrito BDF (Local), el HSPC estará sujeto a un proceso de revisión por extinción bienal.

Artículo II: Cargos y Responsabilidades

Sección Uno. Carga. El HSPC proporcionará dirección al programa Head Start del distrito, incluido el diseño y la operación del programa, y las metas y objetivos de planificación a largo y corto plazo, tomando en cuenta las necesidades de la comunidad.

Sección Dos. Responsabilidades. El HSPC aprobará y presentará a la Mesa Directiva decisiones sobre cada uno de los siguientes, como se describe en la Acta de Head Start:

- 1) Actividades para apoyar la participación activa de los padres en el apoyo a las operaciones del programa, incluidas las políticas para garantizar que la agencia Head Start responda a las necesidades de la comunidad y los padres.
- 2) Programa de reclutamiento, selección y prioridades de inscripción.
- 3) Solicitudes de financiamiento y enmiendas a las solicitudes de financiamiento para programas bajo este subcapítulo, antes de la presentación de las solicitudes descritas en esta cláusula.
- 4) Planificación del presupuesto para los gastos del programa, incluidas las políticas de reembolso y participación en las actividades del consejo de políticas.
- 5) Estatutos para el funcionamiento del consejo de políticas.
- 6) Las políticas y decisiones del personal del programa con respecto al empleo del personal del programa, de conformidad con la política de la Mesa Directiva, incluidas las normas de conducta para el personal del programa, contratistas y voluntarios y los criterios para el empleo y el despido del personal del programa.
- 7) Desarrollar procedimientos sobre cómo serán elegidos los miembros del consejo de políticas de la agencia Head Start.
- 8) Recomendaciones sobre la selección de agencias delegadas y las áreas de servicio para dichas agencias.

Artículo III: Reuniones

Sección Uno. Reuniones Regulares. Poco después de que los miembros del HSPC hayan sido elegidos, el Coordinador y los Copresidentes determinarán el horario de reunión regular para cada año escolar. El horario de la reunión regular se colocará en el sitio web de HSPC. El Coordinador y los Copresidentes pueden revisar el horario regular de las reuniones según sea necesario. Si es necesario, el Coordinador y los Copresidentes pueden cancelar una reunión regular con una buena causa (Ej., mal tiempo u otras condiciones adversas) y determinar si la reunión debe reprogramarse. Se les dará a los miembros la razón de las cancelaciones de reuniones y se les dará suficiente aviso de reuniones canceladas o reprogramadas.

Sección Dos. Subcomités. El Coordinador y los Copresidentes pueden establecer subcomités del HSPC de vez en cuando sobre cualquier asunto que se considere necesario o apropiado. Los subcomités no pueden constituir un quórum del HSPC. El Coordinador y los Copresidentes determinarán si las reuniones del subcomité están abiertas al público (si están abiertas al público, las reuniones deben publicarse según las disposiciones de la Sección Ocho de este Artículo). El Coordinador y los Copresidentes pueden seleccionar un miembro de HSPC para que presida el cargo de un subcomité. A menos que el Coordinador y los Copresidentes indiquen lo contrario, los subcomités se reunirán a discreción de los subcomités. No se requiere que los subcomités tengan un horario regular de reuniones. Los subcomités deberán informar los resultados o recomendaciones al HSPC a través del Coordinador. A menos que el Coordinador y los Copresidentes indiquen lo contrario, los subcomités no están obligados a tomar actas de las reuniones.

Sección Tres. Reunión Abierta. Todas las reuniones regulares y otras reuniones plenarias del HSPC estarán abiertas al público, y el público tendrá una oportunidad razonable para hacer comentarios. El tiempo dado a los oradores puede ser limitado (consulte los Requisitos de Comunicación y Visitantes del distrito).

Sección Cuatro. Quórum. Para las reuniones regulares del HSPC, un quórum será una mayoría simple de la membresía actual (puestos vacantes no cuentan para un quórum). Las reuniones aún pueden celebrarse sin quórum para fines de presentaciones o discusión. Sin embargo, no se pueden realizar acciones ni votaciones sin quórum.

Sección Cinco. Asistencia. La asistencia de los miembros será monitoreada por el Coordinador, quien trabajará con los miembros para tratar de resolver cualquier problema de asistencia. Más de tres ausencias injustificadas dentro de un período de un año pueden resultar en el despido por el Coordinador. Las ausencias justificadas incluyen, entre otras, enfermedades personales o familiares, situaciones de emergencia, servicio de jurado o servicio militar, o servicio obligatorio de empleo. Será responsabilidad de los miembros informar las ausencias justificadas al Coordinador, y el Coordinador deberá registrar las ausencias justificadas. En casos de numerosas ausencias justificadas o ausencias a largo plazo, el Coordinador considerará los factores en cada caso individual y determinará si es posible continuar el servicio en el HSPC.

Sección Seis. Asistencia Virtual. Los miembros pueden participar virtualmente, incluida la votación, en reuniones a través de diversos medios, en la medida en que estén fácilmente disponibles para el Coordinador.

Sección Siete. Proceso Decisorio. Los miembros deberán intentar tomar decisiones por consenso. Sin embargo, si no se puede obtener un consenso claro, las decisiones se tomarán por mayoría de votos. No se permitirá el voto por poder.

Sección Ocho. Agendas. Las agendas se prepararán para todas las reuniones regulares y se publicarán en el sitio web de HSPC y en la oficina central de AISD al menos 72 horas antes de las reuniones. Los puntos del orden del día normalmente serán determinados por el Coordinador y los Copresidentes. Sin embargo, una mayoría de HSPC puede colocar un punto en una agenda en el futuro.

Sección Nueve. Actas. Las actas se guardarán para todas las reuniones ordinarias y otras reuniones plenarias del HSPC. Se pueden guardar minutos para los subcomités bajo la dirección del Coordinador y los Copresidentes. Las actas son registros de los momentos destacados de la reunión y no tienen la intención de proporcionar un alto nivel de detalle. Como mínimo, los minutos incluirán: asistencia de miembros, personal y visitantes; el momento en que se convocó la reunión y se levantó la sesión; el resultado de cualquier voto u otras acciones; y una breve sinopsis de los procedimientos de la reunión. Las actas de las reuniones ordinarias y otras reuniones plenarias serán aprobadas por el HSPC y publicadas en el sitio web del HSPC.

Artículo IV: Membresía

Sección Uno. Restricciones. Las siguientes restricciones se aplican a la membresía HSPC:

- *Padre* significa la madre o el padre de un niño de Head Start, otro miembro de la familia que es el cuidador principal, el padre de crianza temporal o el cuidador autorizado, el tutor o la persona con quien el niño ha sido colocado para fines de adopción en espera de un decreto de adopción final.
- Los miembros de la comunidad no pueden ser padres o empleados del distrito y deben tener al menos 18 años de edad.
- Familiares cercanos no pueden servir en el HSPC al mismo tiempo.

Sección Dos. Selección de Membresía. Los padres de los estudiantes actualmente matriculados en cada salón de Head Start elegirán un delegado de padres y un suplente para el HSPC. Si no hay un padre de una clase determinada elegido para el Consejo de Políticas, un representante en general puede ser elegido de otra clase en ese campus. Tan cerca del inicio del año escolar como sea posible, el Coordinador se asegurará de que se realicen elecciones en cada escuela participante. El Coordinador puede consultar con el Coordinador del Consejo de Asesores del Distrito para establecer los criterios de elección.

En adición de los representantes de los padres, habrá un mínimo de un (1) representante de la comunidad y representantes adicionales de la comunidad hasta un máximo del 49 por ciento de la HSPC. Un representante de la comunidad es un miembro en general elegido para HSPC para representar a todos los miembros del cuerpo en lugar de un aula individual o campus y puede ser un padre anterior de Head Start u otro miembro de la comunidad que apoya el programa Head Start y tiene habilidades útiles para el HSPC. Un representante de la comunidad debe ser aprobado por el HSPC antes de tomar asiento.

Sección Tres. Terminación de Servicio. El término de servicio para un miembro será por un año escolar determinado. Los miembros pueden servir hasta cinco términos en total.

Sección Cuatro. Puesto Vacante de Medio-Plazo. Si un miembro renuncia o es despedido, el Coordinador y los Copresidentes ocuparán el cargo por el resto del período (no se requiere una elección). Si queda menos de la mitad de un año escolar en el período, el puesto puede quedar vacante a discreción del Coordinador y los Copresidentes.

Sección Cinco. Operación Continua. Los puestos vacantes no harán que el HSPC interrumpa sus operaciones.

Sección Seis. Conflicto de Interés. Los conflictos de intereses incluirán, entre otros, los siguientes:

- Tener un interés material en cualquier discusión o recomendación del comité.
- Participación en cualquier litigio o desafío procesal contra el distrito.

Cualquier caso o posible caso de conflicto de intereses se remitirá al Coordinador de los Asesores del Distrito, quien puede consultar con el Asesor Jurídico General según sea necesario, para tomar las medidas apropiadas. Si se determina que un miembro tiene un conflicto de intereses, la acción apropiada puede incluir:

- Recusación requerida de un punto o puntos particulares de la agenda.
- Recusación requerida de una reunión o reuniones en particular.
- Remoción del comité.

Sección Siete. Código de Conducta. El distrito celebra la libertad de expresión y debate. Sin embargo, los miembros de HSPC se comportarán, en reuniones y en cualquier otro momento, con cortesía y respeto a los demás miembros, padres y estudiantes del distrito, personal y fideicomisarios del distrito, y miembros de otros comités asesores del distrito. En las reuniones, los miembros deben ser reconocidos por los Copresidentes antes de hablar y, de lo contrario, respetar el orden mantenido por los Copresidentes. A menos que el HSPC autorice lo contrario, los miembros no hablarán por el HSPC; y, a menos que la administración autorice lo contrario, los miembros no hablarán de parte del distrito. Los miembros, por sus comentarios y / o acciones, no se reflejarán de mala voluntad en el HSPC. La violación de este código de conducta puede resultar en una reprimenda o destitución por parte del Coordinador de los Asesores del Distrito.

Sección Ocho. Ventaja Indevida. Los miembros de HSPC no utilizarán su posición para ganar o intentar obtener una ventaja indevida para ellos mismos o para cualquier otra persona. La violación de este requisito puede resultar en el despido por parte del Coordinador de los Asesores del Distrito. (Como ejemplos, se consideraría una ventaja indevida si una persona incluyera su membresía en el HSPC en el razonamiento para permitir la transferencia de un estudiante o para permitir que un estudiante ingrese a un programa en particular; sin embargo, no se consideraría una ventaja indevida para que una persona incluya la membresía HSPC en su currículum.)

Artículo V: Copresidentes y Secretario

Sección Uno. Selección de Copresidentes. Poco después de que los miembros del HSPC hayan sido elegidos, los miembros seleccionarán dos miembros para que sirvan como Copresidentes del HSPC. Al menos uno de los Copresidentes debe ser un padre.

Sección Dos. Términos de Servicio. El término de servicio para un Copresidente será por un año escolar determinado. Los copresidentes pueden servir un total de dos años escolares en esa capacidad.

Sección Tres. Puesto Vacante de Medio-Plazo. Si se produce un puesto vacante después de que ha comenzado el período de un Copresidente, los miembros seleccionarán de inmediato a un nuevo Copresidente para cumplir con el resto del término.

Sección Cuatro. Responsabilidades. Las responsabilidades de los Copresidentes incluirán:

- Consulta con el Coordinador en el desarrollo de agendas HSPC.
- Presidir las reuniones del HSPC (consulte la Información del distrito para los presidentes de los comités). Los copresidentes garantizarán el procedimiento parlamentario básico y aplicarán los requisitos de comunicación y visitas de los ciudadanos del distrito.
- Representar el HSPC según sea necesario o apropiado.

Sección Cinco. Secretario. Para un año escolar determinado, el Coordinador y los Copresidentes seleccionarán a un miembro para servir como Secretario. El Secretario tomará notas durante las reuniones y la preparación de las actas formales de la reunión, y se las entregará al Coordinador de manera oportuna.

Artículo VI: Apoyo Administrativo Adicional

Sección Uno. Apoyo Adicional. Además de las responsabilidades del Coordinador descritas en otros Artículos de estos estatutos, el Coordinador garantizará un nivel adecuado de apoyo para el HSPC, que incluirá, entre otros:

- Asegurar arreglos de instalaciones adecuados y personal de apoyo para las reuniones.
- Proporcionar a los miembros agendas y materiales de revisión según corresponda antes de las reuniones.
- Servir como custodio de los registros de HSPC, incluido el estado de los términos de los miembros.
- Asegurar que se brinde información de orientación y capacitación a los nuevos miembros de HSPC.
- Mantener el sitio web de HSPC.
- Comunicarse según sea necesario con el Coordinador de los Asesores del Distrito.

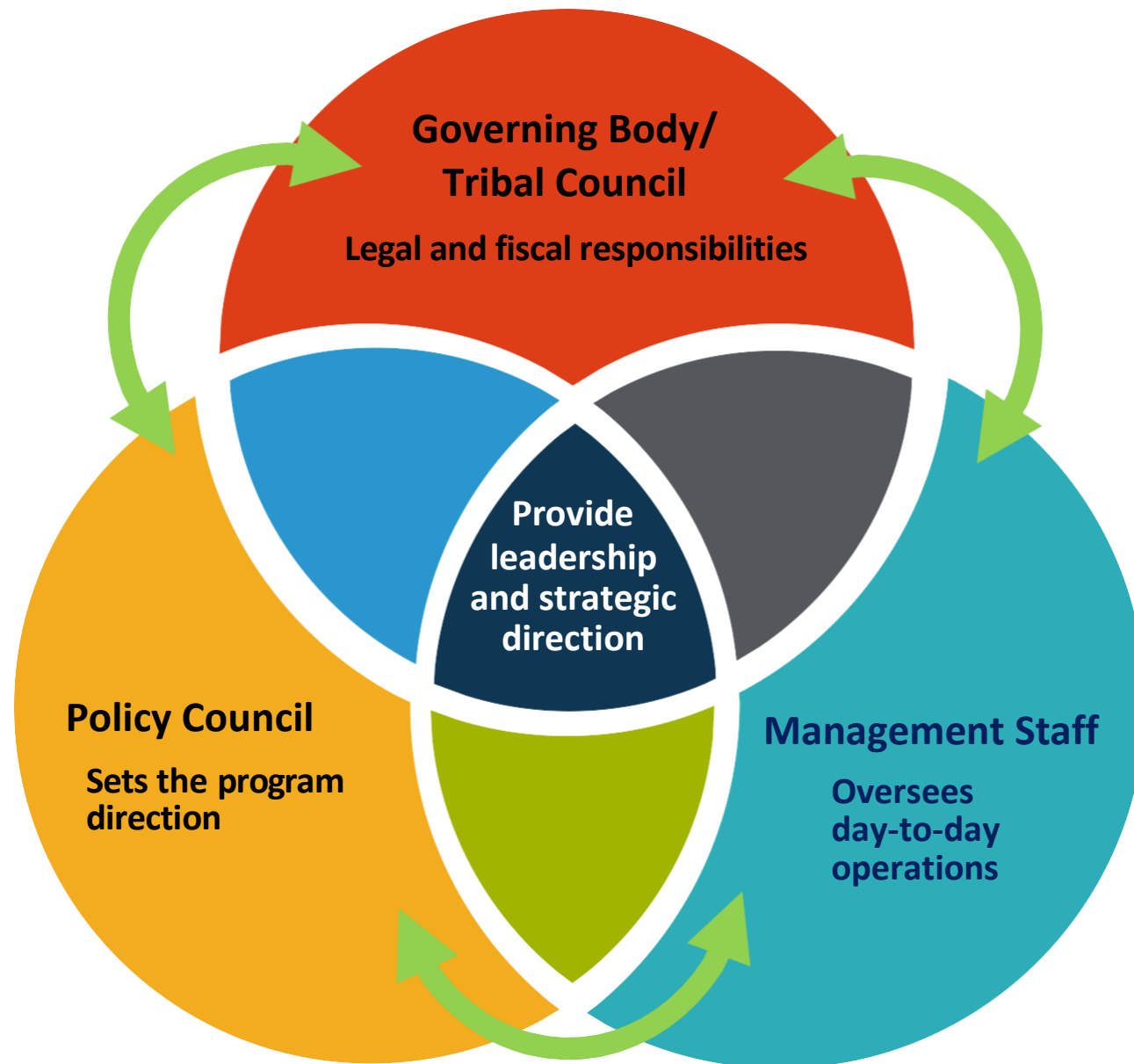
Artículo VII: Procedimientos de Gobernanza Compartida

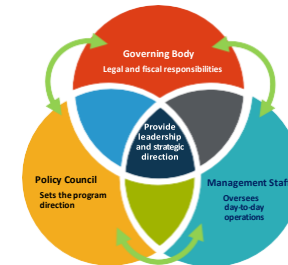
Sección Uno. Comunicación Mutua. Cualquier acción formal de HSPC se comunicará de manera oportuna a la Mesa, a través del Superintendente. Del mismo modo, cualquier acción formal de la Mesa Directiva relacionada con el programa Head Start del distrito se comunicará de manera oportuna al HSPC, a través del Superintendente.

Sección Dos. Procedimientos de Impasse. Cualquier desacuerdo o disputa entre las acciones formales del HSPC y las de la Mesa Directiva también debe ser parte de la comunicación mutua. Si un desacuerdo o disputa no puede resolverse dentro de un plazo razonable a través de la comunicación mutua, se informará al Coordinador de los Asesores del Distrito, quien convocará oportunamente un comité de resolución de impasse compuesto por los Copresidentes de HSPC y el Presidente y Vicepresidente de la Mesa Directiva-Presidente.

Sección Tres. Arbitraje. Si el comité de resolución de impasse no puede llegar a una resolución mutuamente aceptable, las partes involucradas deben seleccionar un tercero árbitro mutuamente aceptable, que tomará una decisión de manera oportuna que será definitiva.

Head Start Leadership and Governance





Head Start Leadership and Governance Key Activities

Activity	Management Team	Policy Council/Committee	Governing Body/ Tribal Council
Developing Bylaws	Draft GB and PC bylaws and amendments	Submit to GB decisions regarding PC bylaws	Adopt bylaws and amendments for GB and PC
Policies and Procedures			
Developing Governance Structure	- Draft policies and procedures for consideration by PC and GB/TC, - Oversee the implementation of approved policies and procedures - Provide training to GB and PC - Focus on continuous quality improvement - Oversee management and protection of program data - Maintain automated accounting and recordkeeping system - Monitor goals, objectives, and regulatory compliance - Establish and manage parent committees to: - Advise staff on parent engagement activities - Communicate with Policy Council/Committee - Participate in the recruitment and screening of HS employees	- Approve and submit to the GB decisions regarding: - Activities to actively involve parents and ensure responsive services - Recruitment, selection, and enrollment priorities - Funding applications and amendments - Budget planning, including policies supporting Policy Council activities - Policy Council bylaws and election procedures - Head Start program personnel policies and decisions, including criteria for employment and dismissal of program staff - Recommendations on delegates/service areas	- Select delegate agencies and service areas - Establish procedures/criteria for recruitment, selection, and enrollment - Review results and follow-up from federal monitoring - Review and approve: - Funding applications and amendments - Major policies and procedures, including self-assessment and financial audit - Progress on implementing the Head Start grant, including corrective actions - Personnel policies regarding the hiring, evaluation, termination, and compensation of agency employees including the Head Start director and management team - Financial management, accounting, and reporting policies - Major expenditures and operating budget - Selection of auditor and actions to correct audit findings - Adopt: - Procedures for accessing/collecting information - Standards of conduct, including conflicts of interest and complaints - Procedures for selecting PC - Procedures for utilizing advisory committees



Activity	Management Team	Policy Council/Committee	Governing Body/ Tribal Council
Providing Leadership and Strategic Direction	- Outline planning process and protocols for planning committee, including staffing considerations - Review key reports and recommend program and school readiness plans - Prepare draft goals and objectives - Use program plans to support reporting, ongoing monitoring and self-assessment - Outline required adjustments to goals and objectives	- Work with staff to select planning committee with focus on parent engagement - Review recommendations for planning committee - Approve goals and objectives - Respond to progress reports - Use data for ongoing oversight and correction - Approve adjusted goals and objectives	- Work with management staff to select planning committee, including GB representation - Review recommendations for planning committee - Ratify goals and objectives - Respond to progress reports - Use data for ongoing oversight and correction - Ratify adjusted goals and objectives
Monitoring Program Performance	- Generate reports to monitor compliance and goal attainment that include: - HHS secretary communication - Financial statements - Program information summaries - Ongoing monitoring results - Data on school readiness - Enrollment - USDA nutrition reports - Financial audit - Self-assessment - Community assessment - PIR	- Review related reports - Use data for ongoing oversight, correction, and self-assessment	- Review related reports - Use data for ongoing oversight, correction, and self-assessment

Flow of reports



Activity	Management Team	Policy Council/Committee	Governing Body/ Tribal Council
Ensuring Consensus	Develop procedures with GB and PC and facilitate selection of mediator and arbitrator	- Jointly establish written procedures for resolving internal disputes between GB and PC in a timely manner that include impasse procedures. These procedures: - Demonstrate that the GB considers proposed decisions from the PC and vice versa - Require the GB and the PC to notify the other in writing why it does not accept a decision - Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal - If the agency's decision-making process does not result in a resolution and an impasse continues, GB and PC must select a mutually agreeable third-party mediator and participate in a formal process of mediation that leads to a resolution of the dispute. - If no resolution is reached with a mediator, GB and PC must select a mutually agreeable arbitrator whose decision is final (this does not apply to AIAN programs).	



ADMINISTRATION FOR
CHILDREN & FAMILIES



NATIONAL CENTER ON
Program Management and Fiscal Operations

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Information for Chairs of District Advisory Committees

Effective Leadership

- The chair or co-chairs must ensure that meetings are orderly.
- Become familiar with basic parliamentary procedure (see separate section below), the committee's bylaws or charter, and the district's Communications and Visitors Guidelines (https://www.austinsd.org/sites/default/files/dept/advisory-bodies/docs/Communications-Visitor-Guidelines_20180122.pdf), and ensure that all of these are followed.
- Establish an expectation for timeliness – consistently start and end meetings on time.
- Monitor the amount of time given to each agenda item, or appoint a timekeeper.
- Prior to discussion, inform members that the time given to them to speak may be limited to allow others an opportunity to speak.
- If the time being spent on an item becomes overly long and you need to move on in the agenda, inform members that discussion will need to conclude and you will only be able to take a few more comments.
- Do not allow discussion of items not posted on the meeting agenda (see separate section below).
- If a member departs from the agenda, makes comments not related to the subject at hand, interrupts another speaker, or becomes abusive, rule the member out of order.
- The presiding officer must treat ex officio members and staff members who may be present with the same expectations for order.
- If there are co-chairs (which is often the case), assign one co-chair to preside over each item on the agenda – this prevents any confusion over which co-chair recognizes a member to speak or which co-chair may need to make other efforts to keep order – it also allows the non-presiding co-chair to more freely participate in the discussion without undermining the impartiality and objectivity a presiding co-chair should demonstrate.
- The chair or co-chairs are certainly allowed to vote and take part in discussions, but as indicated in the above point, the person presiding should be primarily ensuring order and facilitating equal opportunities for members to speak, and should strive to demonstrate impartiality and objectivity – but this is not to say that the person presiding can never express an opinion, so long as that opinion is not presented with any impression of carrying more weight than any other member's opinion.

Basic Parliamentary Procedure

- “Robert’s Rules of Order” is a widely accepted reference for parliamentary procedure, but this is a very large set of rules and only a few basic rules should be necessary for district advisory committees.
- The preferred method of decision-making for district advisory bodies is consensus approval – the presiding officer simply asks if anyone objects to approving something or moving forward with something – if there is no objection, then consensus is reached, but if any member objects, then a majority vote is necessary.
- But before there is a vote, a member must make a motion, and the motion must be seconded by another member (this does not necessarily indicate agreement with the motion, only that the motion warrants consideration).
- After the motion is seconded, the presiding officer asks if there is any discussion – the presiding officer recognizes members who wish to speak.
- If there is no discussion, or after discussion concludes, then the presiding officer will call for a vote.

- If a member feels that discussion is going on too long or is not necessary, a motion may be made to “call the question,” or to end the discussion immediately and take a vote – for this particular motion, a 2/3 vote is required rather than a majority.
- A member may move to amend a motion that is already on the floor – amendments may be in the form of changing the existing motion or making a substitute motion.
- Once seconded, an amended motion is also subject to discussion and vote – voting is in inverse order, such that amended motions are voted on first, then the original motion.
- A member may move to “table” discussion, to either consider the matter later in the meeting or at a later date (usually to move on to other items on the agenda).
- A member may move to “postpone indefinitely” the discussion, which means the matter cannot be reintroduced at that meeting, but may be taken up at a later date (this is often done in hopes of killing a motion).
- If a motion has several parts, a member may move to divide the motion to vote differently on the parts.
- If a member feels that something is not germane to the matter at hand or that something is being done incorrectly, a “point of order” may be raised to be addressed by the presiding officer.

Meeting Agendas

- Agenda headers must include the name of the committee, meeting date, meeting location, and start time. Somewhere on the agenda should be contact information, should people have any questions.
- Agendas serve to inform the public of exactly what will be covered at a meeting. Therefore, agendas must not contain any generic items, such as “Old Business,” “New Business,” or “Items from Members” unless there are bullets under these items or footnotes to explain what will be covered. There are no “open forums” at a meeting – only items specified on the agenda may be discussed.
- For committees with co-chairs, each item on the agenda should have a specific co-chair designated as the presiding co-chair.
- Agendas must be posted at least 72 hours in advance of a meeting (which may include weekends and holidays). If an agenda is posted prior to 72 hours, the agenda can be revised and reposted. But after 72 hours, a posted agenda cannot be revised.
- Paper agendas must be posted in a place that can be viewed by the public at all hours. The district headquarters has a designated place for postings. For a campus, this would usually be on a glass-paneled main door, facing out. In addition to the mandatory paper posting, agendas for district-level committees must also be placed on their websites. For Campus Advisory Councils, online postings are encouraged.

Meeting Minutes

- Minutes must be prepared for all regular meetings.
- Minutes must include the start and adjourn times, and date and location of the meeting.
- Minutes must also include a record of attendance, for members as well as visitors.
- Minutes do not have to be an exhaustive account of a meeting. Minutes are intended to provide a summary of the proceedings. But any votes or formal actions of the committee must be included in the minutes.
- Minutes must be approved by a majority of the committee. For district-level committees with executive committees, approval of minutes can be delegated to the executive committees.