


Attachment B: Head Start Policy Council Amended ByLaws

 Head Start Policy Council Bylaws Revision Index		Revision Date	Change Required?	Description of Revisions Required
Head Start Policy Council- HSPC				
By-laws	City of San Antonio Head Start Policy Council Amended By-Laws	07/28/15	Yes	Article I- Minor edits for clarification on HSPC or Policy Council
			Yes	Article II- Minor edits for clarification, added Early Head Start to ensure inclusion
			Yes	Article III- Minor edit of Roman Numeral in title, minor wording edits for clarification, restructured responsibilities section for grammatical purposes, added wording on fundraising activities
			Yes	Article IV- Edited sections 1-4 for consistency and clarification
			Yes	Article V- Minor edits for clarification and elimination of redundancies, added wording for the assumption of duties should a vacancy occur
			Yes	Article VI- Removed and added language for further clarification
			Yes	Article VII- Edited “subcommittees” to now reflect “committees”, edits for clarification
			Yes	Article VIII- Minor edit of Roman Numeral in title, only formatting was edited
			Yes	Article IX- Combined information as appropriate for simplification
			Yes	Article XI- Edited wording and added “and upon subsequent approval by City Council”

**CITY OF SAN ANTONIO
HEAD START POLICY COUNCIL
AMENDED BYLAWS**

ARTICLE I

Name

This body shall be named the Head Start Policy Council, also referred to as "HSPC" or "Policy Council."

ARTICLE II

Purpose

The purpose of this Policy Council shall be to participate in shared decision-making with the governing body of the City of San Antonio ("City"), as the Head Start grantee, or its representatives concerning the design and implementation of the City of San Antonio Head Start Program ("Program"), which includes Head Start and Early Head Start, and to provide the leadership necessary to exercise its authority, as outlined in the Performance Standards, to enhance the total development of the participating families and children in the San Antonio and Edgewood Independent School Districts.

ARTICLE III

Responsibilities

The HSPC must work in partnership with the City's key management staff and the City's governing body to develop, review, and/or approve or disapprove the following:

- a) All funding applications and amendments to funding applications, including administrative services, prior to the submission of such applications to the U.S. Department of Health and Human Services;
- b) Procedures describing how the City's governing body and the Policy Council will implement shared decision-making;
- c) Procedures for Program planning;
- d) The Program's philosophy and long and short-range Program goals and objectives;
- e) The composition of the Policy Council and the procedures by which members are chosen;
- f) Criteria for determining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305 of the Head Start regulations;
- g) The annual self-assessment of the City's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the federal monitoring review;
- h) Program personnel policies and subsequent changes to those policies, including standards of conduct for Program staff, contractors, consultants, and volunteers;

- i) Decisions to hire or terminate the Program's Administrator;
- j) Criteria and decisions to hire or terminate any person who works primarily for the Program;
- k) Budget planning for Program expenditures; and
- l) Bylaws for the operation of the Policy Council.

Further, the HSPC will:

- a) Assist in the development and approval/disapproval of policies and procedures to enable low-income Policy Council members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by members;
- b) Assist Parent Connection Committees in communicating with parents enrolled in all Program options to ensure that they understand their rights, responsibilities, and opportunities of the Program and to encourage their participation;
- c) Assist in the development and approval or disapproval of dispute resolution procedures in accordance with federal regulations;
- d) Abide by the Standards of Conduct set out and signed by each Policy Council member;
- e) Serve as a link to the Parent Connection Committees, the City's governing body, public and private organizations, and the communities they serve;
- f) With the assistance of staff, assist Parent Connection Committees in planning, coordinating, and organizing Program activities for parents, as well as ensuring that funds set aside from Program budgets are used to support parent activities;
- g) Assist in recruiting volunteer services from parents, community residents, and community organizations, and in mobilizing community resources to meet identified needs;
- h) Assist in the development and approval of procedures for working with the City to resolve community complaints about the Program, and of policies to ensure responsiveness to community and parent needs; and
- i) Not engage in fundraising activities.

ARTICLE IV

Membership

Section 1- Composition

The HSPC will be comprised of elected (a) parents/legal guardians of children currently enrolled in the Program and (b) community members, (collectively, "members"), who shall submit to the City an application in accordance with established processes and are eligible according to these Bylaws and applicable law.

- a) Parents of Currently-Enrolled Children: At least fifty-one percent (51%) of the members of the Policy Council shall be parents of children currently enrolled in the Program. Head Start parents will elect three (3) primary and three (3) alternate members for SAISD and two (2) primary and two (2) alternate members for EISD; Early Head Start parents will elect (1) primary and (1) alternate for the Early Head Start sites located in SAISD and (1) primary and (1) alternate member for the Early Head Start sites located in EISD.
- b) Community Members: Parents of children currently enrolled in the Program will elect two (2) community members who are interested in the education and development of the children served by the Program and can contribute to the Program based on their experience in fields such as education, health, social work, law, and business, or based on their familiarity with resources and services for low-income children and families, including, for example, the parents or guardians of formerly-enrolled children.
- c) Conflict of Interest: Program or Contractor staff, or members of their immediate families, are prohibited from serving on the Policy Council unless said staff only occasionally substitutes for the Program. Immediate family is defined to include: spouses, and parents, siblings and children, including in-laws.

Section 2 - Term of Membership

- a) Term: All members, whether primary or alternate, shall serve for a term of one (1) year.
- b) Term Limits: Each member may serve two (2) additional one (1) year terms, if re-elected to each. No member shall serve on the Policy Council for more than a total of three (3) terms. Service of 6 months or more shall count as one (1) year of the three-year service limit, except in the case of an alternate who attends meetings but does not vote.
- c) Filling Vacancies: In the case of a primary parent member's removal or resignation, the alternate parent member serving for that school district shall succeed to the vacated parent member's position and become the primary parent member for the remainder of the term. If an alternate parent member is removed, resigns, or succeeds to a primary parent member's vacated position, the candidate receiving the next highest number of votes at the initial election for the vacant position shall be offered the opportunity to fill the open alternate position (so long as the candidate is still eligible), and so on. If the group of eligible candidates from which to select a successor has been exhausted, another election shall be held to fill the vacant position. A similar process shall be followed to fill vacant community member position(s).
- d) HSPC members elected during the annual, regularly-scheduled elections shall be seated as a body and hold their first scheduled meeting the next month after the end of the previous term.

Section 3 - Termination of Membership

- a) All members are encouraged to attend each meeting of the HSPC. Parent members should coordinate with alternates to ensure district representation at all meetings.
- b) A HSPC member will be sent a warning letter after a minimum of three (3) absences from regularly-scheduled meetings as notice of potential termination of membership upon further absence(s).

- c) After a warning letter is sent, a member who misses another regularly-scheduled meeting will be removed from the HSPC. Membership will be terminated by notification from the Policy Council stating the policy herein and signed by the Policy Council Chairperson.

Section 4 - Resignation

HSPC members who are unable to complete their term of office should immediately inform the Chairperson and Program staff in writing of their resignation. The vacant position shall be filled in accordance with these Bylaws and established election processes for the Program.

ARTICLE V

Officers

Section 1 - Officers

The officers of the HSPC shall consist of:

- a) Chair
- b) Vice-Chair
- c) Secretary

Other offices may be created as needed.

Section 2 - Electoral Process

The HSPC shall elect all officers from its membership.

- a) Election of officers shall be held at the first meeting of the newly-elected Policy Council of each year.
- b) Nominations for candidates will be made from the floor by voting members and shall be elected by the majority of the votes cast.
- c) No write-in votes or absentee ballots will be accepted for or by any member.

Section 3 - Term of Office

Each officer will be elected to serve a term of one (1) year as officer.

Section 4 - Duties of Officers

- a) The Chairperson shall:
 - 1) Preside at all meetings of the HSPC;
 - 2) Appoint committee members from the HSPC with the approval of the HSPC; and
 - 3) Call meetings as deemed necessary and allowable under the Texas Open Meetings Act.

- b) The Vice-Chairperson shall:
 - 1) Perform the duties of the Chair, in the absence of the Chairperson, and
 - 2) Assume the duties of the Chairperson should a vacancy occur in the office of the Chair.
- c) The Secretary, with the assistance of City staff, shall:
 - 1) Prepare the official correspondence of the HSPC as designated by the Chairperson;
 - 2) Keep and maintain a current list of the names, addresses and contact information of the membership with the assistance of the City staff;
 - 3) Maintain a record of voting results at meetings; and
 - 4) Perform the duties of the Chair in the absence of both the Chairperson and the Vice-Chairperson.

ARTICLE VI

Meetings and Voting

Section 1- Meetings

- a) Frequency: HSPC meetings shall be scheduled to meet on a monthly basis or as often as necessary, and shall be conducted in accordance with the Texas Open Meetings Act.
- b) Quorum: A quorum shall consist of at least fifty-one percent (51%) of Policy Council membership. For the purpose of determining a quorum, vacant positions are not counted. Alternate parents will only be considered as part of the quorum if sitting in for an absent primary parent. If a quorum of the HSPC is not in attendance, the meeting shall not continue and a subsequent meeting date will be set. Failure to achieve a quorum during two (2) consecutive meetings shall result in the immediate call for a Special Meeting at the earliest possible time. Notice of a Special Meeting shall be set in accordance with the posting requirements of the Texas Open Meeting Act.
- c) Attendance: HSPC members shall strive to attend all meetings. If a HSPC member must be absent from a regularly-scheduled meeting, (s)he shall notify the City's HSPC liaison and the HSPC Chairperson at least twenty-four (24) hours prior to the meeting unless an emergency prevents the member from doing so and, in the case of a primary parent member, shall also coordinate with the alternate to ensure representation of the school district at the meeting. HSPC alternates are highly encouraged to attend all meetings and participate in discussions. Alternates shall use their best efforts to remain involved in Policy Council business and be prepared to represent the school district in the absence of the primary parent member or in the event the primary member is removed or resigns.
- d) Closed Session: If the HSPC anticipates discussion that may be an exception to the requirement for meetings to be open to the public under the Texas Open Meetings Act, a closed session may occur if properly called and in compliance with the Act.
- e) Minutes /Records: City staff shall prepare and maintain minutes of HSPC meetings. Minutes shall be maintained in accordance with federal, state and local law. All records are subject to the provisions of the Texas Public Information Act.

Section 2 - Voting

- a) Each member of the HSPC shall have one (1) vote in action items of the HSPC. Alternate parent members may participate in all HSPC discussions but may only cast a vote in the absence of the primary parent member for which they serve as an alternate.
- b) A proposed action is adopted if a majority of the votes *cast* are in favor of the action.
- c) A member may abstain from voting if he or she wishes to take a neutral position. To abstain from a vote means a member has chosen not to cast a vote. His or her abstention shall not count in favor of or opposition to the motion, nor in tallying the total number of votes cast.
- d) Neither proxy (allowing another to vote for the member) nor absentee voting will be allowed.

ARTICLE VII

Committees

- a) The HSPC shall have Standing and Special Committees.
- b) The size of a committee's membership shall be no less than three (3) and no more than five (5) HSPC members, with a quorum consisting of the majority of appointed members. The membership of committees shall be approved by a majority of the votes cast by the HSPC.
- c) Committee chairpersons shall be elected by the members of the committee and shall keep a record of its activities and findings, and report updates to the HSPC through written or verbal reports at the next regularly-scheduled HSPC meeting. On issues requiring a vote by the HSPC, the committee chairperson shall present the recommendation of the committee and supporting rationale to the HSPC.
- d) **Standing Committees.** Standing Committees shall meet as needed to discuss issues related to their charge. Standing Committees shall be established at the first available opportunity during each term. The HSPC shall have the following Standing Committees:
 - 1) Assessment and Planning: This committee's responsibilities include but are not limited to ensuring the completion of the Community Assessment and the Self-Assessment for the Program. Additionally, this committee shall be involved in strategic planning and modifications to the Program based upon the assessments and the Program's short and long range goals. The committee will be informed of periodic reviews and assessments as conducted by the City's Department of Human Services and it shall provide input into that process to ensure public and community concerns are adequately represented.
 - 2) Personnel: This committee's responsibilities include reviewing, commenting and making recommendations on Program personnel policies and proposed personnel actions, including the hiring and firing of Program staff.
- e) **Special Committees.** The HSPC may establish Special Committees for the specific purpose of reviewing and addressing issues that arise during regular HSPC meetings but require further analysis. Special Committees shall be given a descriptive name and shall automatically dissolve upon completion of its charge. Each Special Committee shall be responsible for establishing operational procedures specific to their assigned task, and which shall be made available for review.

ARTICLE VIII

Salaries and Compensation

HSPC members shall receive no salaries or compensation for their services.

ARTICLE IX

Reporting

The HSPC Chairperson or designee, with assistance of City staff, shall, upon request, submit a written or verbal report to the City Council Committee having responsibility or oversight over the Program on a monthly basis.

ARTICLE X

Ethics Code

All HSPC members shall be subject to the Head Start Standards of Conduct and the requirements set forth in the City's Ethics Code, as applicable to City Officials, with the exception of the financial disclosure requirements under Section 2-73 of the Ethics Code.

ARTICLE XI

Amendments

These By-Laws may be amended by a majority of HSPC votes cast, and subsequent approval by City Council.

Amended and adopted by HSPC on July 28, 2015.

I hereby certify that this is a true and correct copy of the amended Head Start Policy Council By-Laws as approved by the HSPC on the date indicated above.

Rose Lopez
Chair, Head Start Policy Council

7/28/15
Date

Robert A. Martinez
Secretary, Head Start Policy Council

7-28-15
Date