

# RURAL UTAH CHILD DEVELOPMENT POLICY COUNCIL BY-LAWS



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## ARTICLE I DEFINITIONS

### **Section 1. RUCD Policy Council**

The Rural Utah Child Development Policy Council, hereafter referred to as the RUCD PC or PC, is part of the shared governance for the RUCD Head Start Program. Membership on the Policy Council will be from the following counties: Carbon, Emery, Grand, San Juan, Sevier, and Uintah. The Policy Council shall carry out the responsibilities as outlined in the Head Start Revised Performance Standards.

### **Section 2. The Purpose of the Policy Council**

The Policy Council provides a forum whereby parents of the children in the program and other community members may be involved in the development of the program. The Policy Council has the responsibility of approving or disapproving the program philosophy, goals, objectives, policies, plans, hiring and firing of the Executive Director, as well as other areas as identified in the Standards. The PC also may make recommendations for program improvement and quality.

### **Section 3. Goals of the Policy Council**

1. The overall goal of the PC is to provide parent and community involvement in order to make decisions for the program that will promote quality outcomes for children and families.
2. The PC will serve as advocates in the communities for the Head Start Program and assist communities in becoming aware of the needs of the families and children.
3. The PC will serve as representatives for the parents in the program in order that all parents will have a voice in the program.
4. The PC members will provide two-way communications with the parent committees.

## ARTICLE II

### **Section 1. Numbers of Members and Representatives, Selection and Removal of PC Members**

The membership shall be from the two (2) following classifications: twenty-eight (28) current parent members and up to six (6) community representative slots that are available.

### **Current Parent Members**

1. The current parent members shall be parents with a child enrolled in the current Policy Council year. The current Policy Council year starts as soon as all the Parent Committees hold their first meeting in order to elect PC representatives. The prior PC is still seated until the new PC is elected.
2. There will be one parent member plus one alternate from each classroom and home base from Head Start and Early Head Start. Two members from one classroom may be elected if all other efforts have been exhausted to elect one member from each classroom. Each classroom must submit a letter confirming their elected member and alternate, or they may submit a copy of the minutes of the meeting in which the representatives are elected. This documentation must be on file at the RUCD office before votes can be recognized.
3. Alternates must be elected by the parent committee and documented in the same manner as the representative.

### **Community Representatives:**

Community Representatives will be seated on the PC in the following manner; one representative will be elected by the Board of Directors and if approved by the parent members of the PC, they will be seated. Another seat is for the past PC Chairman, provided they have not been on the Council for more than three years. The past Chairman may submit a letter for this seat, if approved by the parent members, they will be seated. If the past chairman does not apply for the seat, it will become a general community representative seat. The total number of Community Representatives shall not exceed six members. The Community Representatives must live in the nine counties served by RUCD and all Community Representatives must be approved by the current parent members of the Council. If approved, the Community Representatives will be seated at the next meeting.

### **Section 2. Terms of Membership:**

1. All members shall be elected to serve one-year terms, but can be re-elected yearly to serve up to, but not in excess of, a total of five (5) years.
2. If a member does not call in or is not present within 30 minutes of the start of the meeting and it is the 3<sup>rd</sup> unexcused absence, the member is replaced at that meeting.
3. Members will be considered unexcused if:
  - a. A member and/or their alternate fail to call in and do not attend the meeting.
  - b. A member and/or their alternate calls in and indicates they will attend and then does not come to the meeting (Y-no show).
  - c. If the Policy Council Chairperson or the Head Start Administrative Secretary calls after the date set in the reminder letter, to determine if there will be a full quorum.
4. Members must call in by noon of the date specified in the reminder letter to confirm attendance; however, members must call in by noon Friday, the week before the meeting, to cancel attendance. Members may be excused up to 30 minutes after the meeting has started, for a one time per year emergency excuse.
5. Vacancies of parent representatives will be filled in mid-year by election by the parent committees. If the vacancy occurs in the summer months, the alternate will automatically become a member.

6. Members that are removed for 3 unexcused absences are not eligible for Policy Council re-election.

**Section 3. Removal of Members:**

Parent members of the PC may be removed from the PC by a two-thirds vote of the total PC membership, whenever it is in the best interest of the Policy Council. Community Representatives can be removed from the PC by a majority vote of the parent PC members. Members that are removed are not eligible for re-election.

**Section 4. Compensation:**

All members of the PC may be authorized travel expenses. Low-income members may be paid allowances for attendance at meetings and may be reimbursed travel, meals, babysitting and other actual and necessary costs to serve on the PC.

**Section 5. Responsibility of Parents:**

It is the responsibility of each member to know when the next Policy Council meeting will be held without getting a reminder letter. It is also the responsibility of each Policy Council member to notify the Parent Engagement Specialist of any change of address and phone number. If for any reason, a member fails to submit a change of address, and are removed from Policy Council they will forfeit their right for a grievance hearing.

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**ARTICLE III**  
**Responsibilities of the Policy Council**

The responsibilities of the PC include approval of the overall Head Start Program plans and approval of proposals for financial assistance. The PC Representative to the Board of Directors will submit those documents to the RUCD Board of Directors with PC recommendations for approval, or amendments of denial based on a majority vote.

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**ARTICLE IV**  
**The quorum for the Policy Council**

Fifty-one percent (51) or four (4) of the seated members shall constitute a quorum for the transaction of business and formal action at any meeting.

## **ARTICLE V**

### **Voting Rights of Members**

**Section 1. Eligibility to vote:**

Each member of the Policy Council shall have one vote on any question before the Council. Alternates are invited to and may attend each Policy Council meeting, and may vote in the absences of any member. Alternates selected to vote will be chosen from the pool of attending alternates.

**Section 2. Action to be taken:**

A majority vote is necessary to pass any action of the Policy Council.

**Section 3. Proxy:**

No vote shall be allowed.

**Section 4. Phone Vote:**

In the event that a quorum is not present, absent members will be randomly selected and personally contacted until a majority vote on a motion can be reached.

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## **ARTICLE VI**

### **Officers**

**Section 1. Election and Terms of Office:**

The officers will consist of a Chairperson, Chairperson-elect, Secretary, Treasurer, and Reporter.

**Chairperson:**

The Chairperson will take office in December of each year. He/she will serve a one-year term. At the end of the term, the Chairperson may continue to serve on the Policy Council as the Past Chairperson, provided his/her total of three (3) years on Policy Council has not expired and at the approval of the parent members.

**Chairperson-elect:**

The Chairperson-elect will be elected in December of each year. He/she will serve a one-year term as Chairperson-elect and will become the Chairperson, as outlined under the Chairperson. In the event the Chairperson cannot fulfill the full one-year term, the Chairperson-elect will automatically become the Chairperson for the balance of the year and in December begin his/her regular full term. In the event the Chairperson-elect cannot fulfill his/her term, the PC will elect a new Chairperson-elect to fill in for the balance of the term and to continue in line for the Chairperson.

**Secretary:**

The Secretary will be elected or appointed for a one-year term. This will be done in December of

each year. The Secretary may be any member of the PC or an appointed Staff person.

**Treasurer:**

The Treasurer will be elected for a one-year term. The election will take place in December.

**Reporter:**

The Reporter will be elected for a one-year term. The election will take place in December.

**Other elected positions:**

The Policy Council will elect a member to be seated on the RUCD Board of Directors. This term will be set by the PC.

- The Policy Council will elect a member to serve on the Health Advisory Board, the Career Development Committees, and the Utah State Head Start Association. These positions will be one-year terms.

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## **ARTICLE VII DUTIES OF THE OFFICERS**

**Section 1. Chairperson:**

The chairperson shall be the Chief Executive Officer of the PC, he/she shall preside over all meetings of the PC and shall arrange for the Agenda for the PC meetings and see that all orders and resolutions of the PC are carried into effect. He/she shall be an Ex-officio member of all sub-committees.

**Section 2. Chairperson-elect:**

In the case of the absence or inability of the Chairperson, the Chairperson-elect shall act in his/her place. He/she will work closely with the Chairperson in order to prepare to advance to the position of Chairperson at the end of the Chairperson-elect's term.

**Section 3. Secretary:**

The Secretary shall attend meetings of the PC and shall reserve in books of the council, true minutes of the proceedings of all such meetings. The Secretary shall be the custodian of the PC record, give all notices required by statute, By-Laws, or resolution and in general, shall perform such duties as are incident to the office of Secretary of the Policy Council.

**Section 4. Treasurer:**

The PC may appoint any person to act as Treasurer who shall have charge and custody of and be responsible for all funds and securities of the PC. They will give and receive receipts for monies payable to the PC and make financial reports to the PC at each meeting.

**Section 5. Reporter:**

The PC may appoint any person to act as a Reporter. The Reporter shall have charge of writing

monthly PC Newsletters that will be sent to all parents in the RUCD Head Start Program. Such newsletter shall be turned into the Parent Service Specialist before the 5<sup>th</sup> of the month for distribution.

**Section 6. Removal of an Officer:**

If at any time the Policy Council feels an officer is not fulfilling his/her duties, the Policy Council may replace the officer with a two-thirds majority of the total Policy Council membership. Any Policy Council member not in attendance will be contacted to vote.

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**ARTICLE VIII  
BY-LAW REVISION**

These Bylaws may be amended at any regularly scheduled meeting by an affirmative vote in which a quorum is present.

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**By-Law Revisions**

Revised: 10/14/91: 04/21/97: 01/08/01: 05/20/02: 02/18/93: 11/12/99: 04/09/01: 06/09/03:  
10/11/04: 09/17/14: 11/17/16: 6/8/17:10/22/2018