

## NEIGHBORIMPACT HEAD START & EARLY HEAD START

### Policy & Procedure

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| <b>Section: Program Governance</b>   | <b>PC Approval Date:</b> 9/18/2007, 12/16/2008, 9-19-14, 8-20-15, 8-20-15, 8-20-15, 8-18-2016, 9-21-17 |
| <b>Title: Election of Head Start and Early Head Start Policy Council Representatives</b> | <b>Updated:</b>  |
| <b>Policy #: HS-32</b>   | <b>NI Board Approval: 9/12/19</b>  |
| <b>Forms Required: Policy Council Community Representative Application</b>               |  |
| <b>Performance Standards:</b> 1304.50(b) (3) (3)   | <b>Page 1 of 1</b>   |

**Purpose:** An agency, as defined in part 1305 of this chapter, must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency's Head Start and Early Head Start programs. **Policy Councils are responsible for the direction of the agency's Head Start and Early Head Start programs.**

**Policy:** Policy Council Site Representatives/Family Night Chair and Alternates/Vice Chair are elected at each Head Start by members of their site. Only parents /Primary care givers (see definition of parent below) of children currently enrolled in the HS/EHS program are eligible for election and eligible to vote in the election. Agencies must ensure members of the governing body do not have a conflict of interest, pursuant to section 642(c)(1)(C) of the Act.

#### **Procedure:**

The election process for Site Representatives/Family Night Chair and Alternates/Vice Chair:

- a. A past Policy Council Representative and the Site Lead reviews the guidelines and duties of Policy Council Representatives/Family Night Chair and Alternates/Vice Chair with the Parent Center Committee members present.
- b. Each site with 1, 2, or 3 classrooms elects one Representative/ Family Night Chair and one Alternate/ Family Night vice Chair.
- c. Each site with 4 classrooms elects two Representatives/ Family Night Chair and one Alternate/ Family Night Vice Chair.
- d. Each site will elect a Secretary, Father's and Friends Chair, and Community Reporter

Nomination process:

Nominations are accepted by all interested parents (parents are encouraged to nominate themselves and others). Each parent has 2 minutes to share why he-she would like to be elected. After each nominee has spoken, all nominees will leave the room while voting takes place.

#### **Election:**

When nominees leave the room, parents raise their hand to cast their vote. In the event of a tie, a coin toss will determine the winner.

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. Cannot be an employee of or related to an employee of NeighborImpact.