

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## **Policy Council/Committee Alternates**

POLICY:

Policy Council/Policy Committee members shall secure the services of an alternate representative if they are unable to attend a meeting themselves.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3](#)*

PROCEDURE:

1. The Policy Committees at each delegate program shall elect 2 members and 2 alternates for Policy Council membership.
2. All privileges are granted to alternate members when the member is not present for that meeting.
3. Alternates shall notify the Secretary of who they are replacing for that meeting.
4. Members shall have a roster of all members and alternates on the Policy Council/Policy Committee.
5. Alternate representatives may not be elected as an officer of the Policy Council/Committee.

*Approved by Policy Council: February 2019*