

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 1304.50

PROCEDURE:

1. The Policy Council/Committee member who is unable to attend a meeting or secure the services of an alternate member must notify the staff.
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 the Policy Council June, 2007