

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

## **Policy Council/Policy Committee Special/Emergency Meetings**

POLICY:

Special/Emergency meetings may be called by the Policy Council/Policy Committee Chairperson.

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

PROCEDURE:

1. The Chairperson may only call an emergency/special meeting when business requires such action.
2. If 51% of the Policy Council/Policy Committee members petition, in writing, to call a meeting, the Chairperson is obligated to schedule a meeting within three days of the receipt of the petition.
3. The Administrative Secretary will notify Council/Committee members of a need for the meeting and work with the Executive Committee to produce an agenda for the meeting.

*Approved by Policy Council: February 2019*