

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

Policy Committee Formation and Composition

POLICY:

Each delegate agency will establish and maintain a Policy Committee through which parents can participate in policy making and other decisions about the program.

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

PROCEDURE:

1. Each delegate agency will establish procedures for the composition and information of the Policy Committee which ensures the election of parents and community representatives.
2. The procedures will ensure that:
 - a. All parents are informed of their vital role in program governance;
 - b. There is a fair method of nomination;
 - c. Proportionate representation is provided for parents in all program options;
 - d. Parent Committees are used to facilitate the process for nomination and electing parents to the Policy Committee.
3. The Policy Committee is comprised of two types of representatives: parents of currently enrolled children and community representatives. The procedures must ensure that at least 51% of the members of the Policy Committee are parents of currently enrolled children.
4. Community representatives are drawn from the business community (public and private), civic and professional organizations, parents of former Head Start children, and others who are familiar with resources and services for low-income children and families within the community served.

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5. All community representatives selected to serve on the Policy Committee must be approved by the parent members of the committee. Community representatives must not exceed 49% of the total committee membership.
6. All parent members of the committee stand for election or re-election annually. All community representatives are selected and approved annually.
7. Policy Committee limits the number of one-year terms any individual may serve to a combined total of five terms.
8. No delegate staff (or members of their immediate families) may serve on the Policy Committee except parents who occasionally substitute for the Head Start staff.
9. Policy Committee meetings will be organized as an in-person event with the opportunity for all members to attend. In addition, members who choose not to attend in person will also be given the opportunity to take part in the meeting with an online option. The online option must provide an interactive opportunity and cannot be used for members to only view the meeting.

Approved by Policy Council: October 2024