

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

## **Policy Council Formation and Composition**

### POLICY:

The membership of the Policy Council will be at least 51% parents of currently enrolled children.

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

### PROCEDURE:

1. Each delegate Policy Committee will elect two parent representatives and two alternates as members to the Policy Council during the September meeting. If the delegate agency operates more than one program option (i.e. center-based, home-based, etc.) then representatives to the Council must be equally proportioned.
2. If a Head Start program is not a delegate but is operated by the grantee agency, they will not have a Policy Committee and will elect their two members to the Policy Council from their Parent Committees.
3. A Head Start parent will be defined as the Head Start enrolled child's mother, father, other family member who is the child's primary care giver, foster parent, guardian, or the person with whom the child has been placed for purposes of adoption.
4. Participation of past parents and other community representatives will be encouraged as long as the total Policy Council membership is at least 51% parents of currently enrolled children. All community representatives will be elected by the full Policy Council before they can be seated.
5. Until new representatives are elected, the prior year representatives will remain as members.

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6. When new members are elected to the Policy Council, each delegate program will forward the names, mailing addresses, and telephone numbers to the grantee office who will then compile a roster to be distributed by the November meeting. As new members are elected to fill vacancies that may occur during the year, the delegate will forward those names, mailing addresses, and phone numbers to the grantee office.
7. New Policy Council members will be seated in the month of October.
8. All Policy Council members must stand for election or re-election annually.

*Approved by Policy Council: February 2019*