

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

Policy Council Regular Meetings

POLICY:

Policy Council meetings are held on the third Tuesday of each month throughout the calendar year, or as determined by the membership at the last scheduled meeting.

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

PROCEDURE:

1. Policy Council meetings will be conducted as usual if a quorum is present within thirty minutes after the scheduled meeting time.
2. A quorum will be declared when 51% of the membership (9 out of 17) are present at the meeting.
3. If there are at least 7 members/alternates present for a meeting, the Chairperson can decide to conduct business according to the agenda and contact 2 additional members after the meeting to ask for their vote on items that were discussed. If both members agree with the decision that was passed by the members present, the decision will be accepted by the Policy Council since there were 9 (enough for a quorum) members who agreed on the action.
4. If at least 7 members are not present after thirty minutes, the meeting shall proceed as an informal discussion. No official session shall occur without a quorum.
5. This quorum will apply to all regular Policy Council meetings and any special called meetings.

Approved by Policy Council: February 2019