

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 1304.50

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 no quorum is present after thirty minutes, the meeting shall proceed as an informal discussion. No official session shall occur without a quorum.
4. This quorum will apply to all regular Policy Council meetings and any special called meetings.

Approved by the Policy Council June, 2007