

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. **Policy Council 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.**
3. A quorum will be declared when 51% of the membership (9 out of 17) are present at the meeting.
4. 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.
5. 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.
6. This quorum will apply to all regular Policy Council meetings and any special called meetings.

*Approved by Policy Council: October 2024*