

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

## **Policy Council Termination of Membership**

### POLICY:

Membership in the Policy Council may be voluntarily terminated at any time by written notice to the Council. Failure to perform duties or attend meetings can result in involuntary termination of membership.

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

### PROCEDURE:

1. The resigning member must write, sign and date a letter of resignation and submit it to the Policy Council.
2. Delegate program elections for replacements of parent members shall occur at their next scheduled Policy Committee meeting.
3. Alternate members will be requested to attend Policy Council meetings until a new member is elected.
4. In the event of a termination or resignation of a community representative, the agency represented may be asked to provide a replacement. The Policy Council must vote to approve or disapprove any potential replacement. Such election shall take place within one month of resignation or termination of the member.
5. Any member who misses three consecutive meetings of the Policy Council without submitting an excuse or securing the attendance of an alternate may be terminated by the Policy Council/Committee with a 2/3 majority vote. The Council must submit written notification of termination to the member.
6. Members may be terminated by means of written notice and by a 2/3 vote from the Policy Council at any time for:

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- failure to uphold the standards of Head Start;
  - displays of inappropriate behaviors while representing the Policy Council/Committee;
  - gross misconduct;
  - acting on behalf of the Policy Council without their prior approval;
  - blatant disrespect of Head Start philosophies, goals or objectives;
  - neglect of duties.
7. Any member being considered for termination will be sent notification in writing after the second unexcused absence.
  8. A member being considered for termination may ask for a hearing to present justification to the Policy Council.
  9. If the terminated member is dissatisfied with the decision, he/she may request an impartial hearing.

*Approved by Policy Council: February 2019*