

# Policy Council Handbook



Community Services of Northeast Texas, Inc.

Head Start

304 East Houston—P.O. Box 427

Linden, Texas 75563

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# Community Services of Northeast Texas, Inc. Head Start

Community Services of Northeast Texas, Inc. Head Start is located in Linden, Texas. If you have any questions about the Head Start program that your Campus staff is not able to answer, or if you have any concerns about the program, please feel free to contact any of the following staff:

## **Administrative Office**

**903-756-5596**

Michelle Morehead	Executive Director
Bernadette Harris	Head Start Director
Bridgette Parton	Head Start Program Manager
Charlotte Hall	Human Resources Director
Shelley Mitchell	Chief Financial Officer
Kimberly James-Collins	Assistant Financial Director
Jim Howard	Payroll Specialist
Debbie Graves	Assistant Payroll Clerk
Stacy Adams	Accounts Payable Clerk
Frances Evans	Curriculum Director
Brenda Cummings	East Region Education Specialist - PBC/CLASS
Robbie Hudson	West Region Education Specialist - CLASS/PBC
Sharon Anderson	Program Monitor
Sharda Barber	Content Area Assistant – East Region
Shirley Baker	Disability/Mental Health Specialist
Susan Horner	Nutrition Manager
Sarah Wilson	Content Area Assistant – West Region
Rhonda Shirley	Health Coordinator
Misty Van Hooser	Family Service Administrator
Patricia Richardson	Family Service Coordinator
Crew Dykes	Information Technology Coordinator
Tommy Hooper	Service Manager

## ***Robert's Rules of Order - Summary Version***

### **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!  
Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business.

Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.

- c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
  2. Have members obtain the floor properly.
  3. Speak clearly and concisely.
  4. Obey the rules of debate.
- Most importantly, *BE COURTEOUS*.



## Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ..	No	Yes	Yes	Yes	Majority

§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None

§33	Request for information	Point of information	Yes	No	No	No	None
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**Part 3, Motions That Bring a Question Again Before the Assembly.**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

**Community Services of Northeast Texas  
Policy Council  
By Laws**

**ARTICLE I: NAME**

The name of this organization shall be Community Services of Northeast Texas Head Start Policy Council.

**ARTICLE II: PURPOSE**

The purpose for which this Council shall be is to provide for participation of parent and community representatives in the decision making processes concerning the Community Services of Northeast Texas Head Start Program as set forth in the Head Start Program Performance Standards, 45 CFR 1301.1 of the Performance Standards, effective November 7, 2016.

**ARTICLE III: MEMBERSHIP**

**SECTION I**

The Head Start Policy Council shall be composed of at least thirteen (13) members as follows:

- \* Atlanta – One (1) representative and One (1) alternate
- \* Bloomburg – One (1) representative and One (1) alternate
- \* Daingerfield/Lone Star – One (1) representative and One (1) alternate
- \* Hughes Springs – One (1) representative and One (1) alternate (Head Start)  
One (1) representative and One (1) alternate (Early Head Start)
- \* Naples/Omaha – One (1) representatives and One (1) alternate
- \* New Boston – One (1) representative and One (1) alternate
- \* Pittsburg – One (1) representative and One (1) alternate
- \* Texarkana – One (1) representative and One (1) alternate

There shall be nine (9) parent/guardians and four (4) community representatives on the Policy Council. There will be one representative appointed to the Policy Council from the Governing Board and one member from Policy Council will be appointed to the Governing Board. The Policy Council Representative that serves on the Governing Board must be a Parent and/or Former Parent. These members will serve the purpose of acting as a liaison and advisor between the Governing Board and the Policy Council. Community representatives must be from one of the four counties served by CSNT Head Start. These counties include Bowie, Camp, Cass, and Morris Counties.

Parent representatives and alternates must meet the following definition as a Head Start parent: “A Head Start child’s mother or father, other family member who is the primary care-giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree”.

## **SECTION II: Term of Office**

Terms of office for Policy Council members shall be for one (1) year. Elections shall take place in August or September at the first Campus Parent Committee Meeting with installation in September/October. Terms of membership are limited to five (5) calendar years. Policy Council members will remain as members on the Council until a successor is elected and seated in September/October.

## **SECTION III: Voting Rights**

Each Policy Council member will have one (1) vote on all issues at all meetings. The Chairperson of the Policy Council votes only in the case of a tie. An Alternate Member will vote only in the absence of a Policy Council Member.

## **SECTION IV: Member Obligations**

All members shall attend meetings regularly; arrive promptly for scheduled meetings and actively participate in meetings. It shall be the responsibility of each current parent/guardian Policy Council member to report information back to the parent committee in his/her Campus at the next Parent Committee Meeting following each Policy Council Meeting.

## **SECTION V: Confidentiality**

Each Policy Council Member is bound by the same Confidentiality Policy of CSNT employees. A breach of confidentiality will result in immediate termination, and possible legal action.

## **SECTION VI: Termination of Membership**

If a member misses two (2) meetings, he/she **may be** replaced. Any member may resign at any time and must be replaced immediately. When a parent representative's seat on the Policy Council becomes vacant, the Campus Parent Committee will elect a new member to fill the vacancy. This process will be reflected on the Parent Committee Meeting minutes.

## **SECTION VII: Alternates**

Each Campus Parent Committee will elect an alternate Policy Council representative to attend all meetings that the representative is unable to attend. Alternates are encouraged to attend all meetings; however, they may not participate unless the representative is not present.

**SECTION VIII: Head Start Staff Attendance**

The Head Start Director or other staff members may attend Policy Council meetings in a consulting, non-voting capacity.

**SECTION VIII: Council Representatives**

A Policy Council member cannot profit from Community Services of Northeast Texas, Inc., while serving on the Policy Council. This includes working for the Head Start Program.

**ARTICLE IV: OFFICERS**

**SECTION I: Election and Term**

The officers of the Policy Council shall be the Chairperson, Vice-Chairperson and Secretary. The members of the Policy Council shall serve a term of office for a period of one (1) year. Officers will be elected each year.

**SECTION II: Executive Committee**

The officers of the Policy Council shall constitute the Executive Committee.

The Executive Committee is empowered to transact routine or ordinary business between meetings of the Policy Council. Any action of the Executive Committee must be ratified at the next regular meeting.

**SECTION III: Special Committees**

Special Committees may be appointed and/or dissolved by the Chairperson as deemed necessary.

**SECTION IV: Chairperson**

The Chairperson will preside at all meetings of the Policy Council and will be an ex-officio member of all committees.

**SECTION V: Vice –Chairperson**

The Vice-Chairperson, in the absence of the Chairperson, will perform all the duties of the Chairperson. When so acting, he/she will have all the powers of and be subject to all the restrictions of the Chairperson.

## **SECTION VI: Secretary**

1. Keep the minutes of the Policy Council meetings;
2. Make written reports of the minutes with the assistance of the Staff; and
3. Any other duties deemed necessary by the Chairperson.

## **ARTICLE V: MEETINGS**

### **SECTION I: Regular Meetings**

The Policy Council will meet monthly during the program year and as needed during the months of June and July. The meeting will be held on the **fourth** Tuesday of each month in Linden, Texas. During the September or October meeting, the Policy Council will determine the most convenient time to meet. The meeting time determined for this program year is 9:00 AM.

### **SECTION II: Special Meetings**

The Chairperson may call special meetings of the Policy Council at any time deemed necessary. A notice of special meetings will be given at least forty-eight (48) hours prior to said meeting.

### **SECTION III: Notice of Meetings**

Notification of all meetings will be sent to all members and all alternates of the Council electronically at least five (5) days prior to the meeting date. The CSNT office will have the responsibility of notifying the Council members. When no quorum will be available, the Chairperson and the Head Start Director shall reschedule a meeting date.

### **SECTION IV: Quorum**

The quorum for a meeting of the Policy Council shall be at least fifty percent plus one of the non-vacant seats of the Policy Council. The act of the majority of the Policy Council members present at a meeting that has a quorum shall be considered the "Act of the Policy Council".

### **SECTION V: Conduction of Meeting**

The Policy Council parliamentary process will follow PROBERT'S RULES OF ORDER as closely as possible. The business of the Policy Council shall be carried out in a timely manner at Policy Council Meetings as mandated in 45 CFR 1301.3 Program Governance.

## **SECTION VI: Dispute/Impasse Resolution**

According to 45 CFR, Part 1301.6(a-c), each Head Start grantee and Policy Council jointly must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body (Board) and policy group. The following procedures address this requirement.

- A.** There must be respect and involvement between the governing Board and the Policy Council.
- B.** There must be a Board member serving on the Policy Council and a Policy Council member serving on the governing Board.
- C.** These written procedures must be approved\* by the governing Board and the Policy Council annually.
- D.** If there is conflict between the governing Board and the Policy Council, the following informal procedures must be applied.

### INFORMAL PROCEDURES

- 1. The Executive Director and the Head Start Director meet to resolve the conflict.
- 2. The Executive Director, the Head Start Director, Policy Council Chairperson, and the Board Chairperson meet to resolve the conflict.
- 3. The Board and Policy Council Executive Committees meet to resolve the conflict.
- E. If the informal procedures do not resolve the conflict, then go to the approved formal procedures that includes disinterested\*\* parties.

### FORMAL PROCEDURES

- 1. The governing Board chooses one disinterested party.
- 2. The Policy Council chooses one disinterested party.
- 3. The two chosen disinterested parties choose a third disinterested party.
- 4. The three disinterested parties will resolve the impasse.

\* The approval process includes the governing Board and the Policy Council being involved in the creation and implementation of these policies and procedures.

\*\* Disinterested parties should not include: parents, guardians, or family members of any child enrolled in the Head Start Program for any part of the current school year, CSNT



Staff, Board members, Policy Council members, immediate family or persons in the employ of Board members or Policy Council members, or any other party with a general knowledge of the impasse details prior to being selected to decide the issue.

#### **ARTICLE VII: AMENDMENTS**

Individual Policy Council members may offer amendments to these by-laws upon request. Written form of the proposed amendment must be made ten (10) days in advance of any regular or special meeting. A two-thirds majority vote is required for passage.

Revised 9/21/22

# HEAD START POLICY COUNCIL RESPONSIBILITIES

The Head Start Policy Council is established at the Grantee level. The Policy Council is composed of one elected parent representative from each campus and one community representative from each county being served. Grandparents of Head Start children, even if they are not the legal guardians, can serve on the Policy Council if they are the primary care givers or the surrogate parents and have written documentation signed by the custodial parents.

The Head Start Policy Council will carry out the following responsibilities in partnership with key management staff and the governing body according to 1301.3a-e:

MUST Develop, review, and approve or disapprove:

1. All funding applications and amendments to funding applications prior to submission of such application by the grantee;
2. Procedures describing how the governing body and the policy council will implement shared decision-making
3. Procedures for program planning in accordance with 1301.3c
4. Program philosophy and long-and short-range goals and objectives;
5. The composition of the Policy Council and procedures by which policy group members are chosen;
6. Criteria for defining recruitment, selection, and enrollment priorities;
7. The annual self-assessment and the agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and finding from the Federal monitoring review;
8. Program personnel policies and subsequent changes to those policies in accordance with 1302.90, including standards of conduct for program staff, consultants, and volunteers;
9. Decisions to hire or terminate the Head start Director of the grantee;
10. Decisions to hire or terminate any person who works primarily for Head Start.

In addition, Policy Councils must perform the following functions directly 1301.3a-e

11. Serve as a link to the Parent Committees and agency governing bodies, public and private organizations and the communities they serve;
12. Assist Parent Committees in communicating with parents enrolled in Head Start of their rights, responsibilities, and opportunities in Head Start and to encourage their participation in the program;
13. Assist Parent Committee in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds are set aside in program budgets for parent activities;

14. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in mobilization of community resources to meet identified needs;
15. Establish and maintain procedures for working with the grantee to resolve community complaints about the program.

\*\*\*Members of the Policy Council may receive limited reimbursement of traveling expenses incurred by attending Policy Council Meetings

\*\*\*Membership on the Policy Council is limited to five years.

## REPRESENTATIVES OF THE COMMUNITY

Representatives chosen must be drawn from the local business community, public, private, civic and professional organizations, and others who are familiar with resources and services for low-income children and families. For example, parents of formerly enrolled children. There is one community representative for each of the four counties served by the Head Start Program. The Policy Council determines the methods to be used in selecting representatives of the community. All community representatives must be approved by their respected parent committees and approved by members of the Policy Council.