

**GUAM HEAD START POLICY COUNCIL
AMENDED BY-LAWS**

<i>Article I</i>	<i>Definitions</i>
<i>Article II</i>	<i>Purpose and Functions</i>
<i>Article III</i>	<i>Membership</i>
<i>Article IV</i>	<i>Officers</i>
<i>Article V</i>	<i>Executive Committee</i>
<i>Article VI</i>	<i>Committees</i>
<i>Article VII</i>	<i>Meetings</i>
<i>Article VIII</i>	<i>Disciplinary Action</i>
<i>Article IX</i>	<i>Termination of Membership</i>
<i>Article X</i>	<i>Concerns, Problems, and Complaints</i>
<i>Article XI</i>	<i>Grievances</i>
<i>Article XII</i>	<i>Impasse</i>

Article I – DEFINITIONS

- Section I For all intents and purposes contained herein, the following definitions shall apply:
- A. “Policy Council” shall refer to the Guam Head Start Policy Council.
 - B. “Program” shall refer to the Guam Public School System’s Guam Head Start Program.
 - C. “Governing Body” shall refer to the governing body of the Guam Public School System’s Guam Head Start Program.
 - D. “CLPG” shall refer to Center Level Parent Groups.
 - E. “Member” shall refer to all members of the Guam Head Start Policy Council including Parent Representatives, Parent Alternates, and Community Representatives.
 - F. “Parents” shall refer to all parents/guardians of children currently enrolled in the Guam Public School System’s Guam Head Start Program.

Article II – PURPOSE AND FUNCTIONS

- Section I The purpose of the Policy Council shall be to serve as a part of the shared decision- and policy-making body of the Program.
- Section II The Policy Council shall adhere to the functions and responsibilities as specified in the Policy Council Constitution and its subsequent amendments.
- Section III The Policy Council shall serve as a link to the CLPGs, the Governing Body, public and private organizations, and the communities they serve.
- Section IV The Policy Council shall assist CLPGs in communicating with parents to ensure that they understand their rights, responsibilities, and opportunities and to encourage their participation in the Program.
- Section V As CLPGs fall under the purview of the Policy Council, all CLPGs shall operate in accordance with the Policy Council Constitution, these By-Laws, policies and procedures, as well as with any subsequent changes.
- Section VI The Policy Council shall assist Program Staff in planning, coordinating, and organizing Program activities that represent the interest and needs of all Head Start families.
- Section VII The Policy Council shall assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.

Section VIII The Policy Council shall make a minimum of one (1) annual community donation on behalf of the CLPGs. The community provides valuable resources that are utilized by the Program and it is important to continue to build and strengthen this resource.

Article III – MEMBERSHIP

Section I POLICY COUNCIL COMPOSITION

1. At least fifty-one percent (51%) of the Policy Council shall consist of parents.
2. All other members shall be community representatives and must never exceed more than forty-nine percent (49%) of the Policy Council membership.
3. Neither Program staff nor members of their family may serve on the Policy Council in a voting capacity. However, they may attend meetings in a consultative capacity at the request of the Policy Council.
4. All parents may attend meetings to present a concern, problem, and/or complaint.
5. Resource people shall consist of consultants and/or Program staff (i.e. Program Director, service area managers, and designated parent involvement coordinators) and shall not possess voting rights.

Section II CATEGORIES OF MEMBERSHIP

- A. Parent Representatives
 1. Shall be parents/guardians of children currently enrolled in the Program.
 2. Must be elected by their CLPG.
 3. Must, at all times, be current parents/guardians from their CLPG.
 4. Shall each have one (1) vote.
- B. Parent Alternates
 1. Shall be parents/guardians of children currently enrolled in the Program.
 2. Must be elected by their CLPG.
 3. Must, at all times, be current parents/guardians from their CLPG.
 4. Shall have voting rights only in the absence of the Parent Representative from his/her CLPG.
- C. Community Representatives
 1. Shall be recommended by the Program.
 2. Must be approved by the Parent Representatives of the Policy Council.
 3. May include individuals from businesses; public or private community, civic, and professional organizations; and others who have a concern for low income children and families and whose skills, contacts, and/or experience could be of assistance to the Program, including, for example, the parents of formally enrolled children.
 4. Shall include hold-over members, former Policy Council members and/or parents selected to attend off-island training paid for with Program funds.
 5. Shall include one (1) representative from the Governing Body.
 6. Shall each have one (1) vote.

Section III HOLD-OVER MEMBERS

- D. Members who consider becoming hold-over members must provide a written request stating the reasons for continued representation and future contributions as a hold-over member for

the following year.

- E. All requests for hold-over status must be approved by the Policy Council.
- F. There shall be no more than three (3) elected hold-over members yearly.

Section IV **TERMS OF MEMBERSHIP**

- A. All Parent Representatives and Parent Alternates must stand for election or re-election annually.
- B. All Community Representatives must be selected and approved by the Policy Council annually.
- C. Members shall serve a twelve-month fiscal term ending with the seating of the next Policy Council. The fiscal year extends from October of one year to September of the following year.
- D. Terms of voting membership for any individual, without regards to category, shall be limited to a combined total of three (3) one-year terms whether served consecutively or in any combination.
- E. Any individual holding membership for three (3) or more months on the Policy Council shall be considered to have served one (1) full year.

Section V **REIMBURSEMENTS**

- A. Members whose family income falls below the poverty line shall receive reimbursements for mileage and childcare expenses resulting from their participation in Policy Council meetings and work sessions during their twelve (12) month term. The term for Policy Council members runs from their election in October through the seating of a new Policy Council in October of the following year.
- B. Should a Parent Representative and their Alternate attend a Policy Council meeting or work session, both members may receive reimbursement for mileage and childcare expenses resulting from their participation.
- C. The monetary amount of reimbursements will be included in the annual budget for the program as discussed and approved by the governing bodies.
- D. Requests for reimbursement should be submitted on a monthly basis and must be submitted no later than the June meeting of each year.
- E. Reimbursements shall be issued based upon the availability of funds.

Section VI **TRAINING**

- A. Training will be provided for members.
- B. Immediate past officers will be invited to take an active role in training newly elected officers.

Article IV – OFFICERS

Section I **OFFICERS OF THE POLICY COUNCIL**

- A. The officers of the Policy Council shall consist of the :

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

Section II NOMINATIONS

- A. To ensure a fair method of nomination, members may nominate themselves or be nominated by another voting member.
- B. Nominations shall be placed only with the consent of the nominee.

Section III ELECTION PROCEDURES

- A. All elections shall be by ballot with a separate ballot for each office.
- B. The ballots will be counted for one position and the results announced before the next position is open for nominations.
- C. Election of officers shall take place at the newly seated Policy Council's first regular meeting.
- D. Only Parent Representatives are eligible to be elected for office.
- E. No member shall be elected to more than one (1) office.
- F. If any office becomes vacant by reason of resignation, removal, or otherwise, the Policy Council shall conduct an election to fill the position at the regular Policy Council meeting following the notification of vacancy.
- G. The Chairperson may appoint a Parent Representative to fill a vacant office until the next Policy Council meeting where a quorum is present and an election for that office can be conducted.

Section IV TERM OF OFFICE

- A. Officers shall serve for one year or until their successor is elected and seated.
- B. The term of office shall begin at the close of the meeting at which they are elected.

Section V DUTIES OF OFFICERS

- A. The Chairperson shall provide general leadership to the Policy Council and have the following basic duties:
 1. Preside at all meetings of the Policy Council and the Executive Committee.
 2. Be familiar with the Constitution and By-Laws, policies, and procedures of the Policy Council.
 3. Know the duties of the other officers and be prepared to work closely with and to assist other officers.
 4. Appoint members to temporarily assume duties of absent officers.
 5. Serve as an ex-officio member of all Policy Council committees.
 6. Assure that standing committees function appropriately.
 7. Appoint members to special committees.
 8. Work with the Secretary and designated Program staff person in developing an agenda for regular meetings.
 9. Call meetings to order on time, follow the agenda, and be able to clarify the business at hand at all times.

10. Not have voting privileges, except to break a tie.
 11. Remain calm and deal fairly with all sides regardless of personal opinions.
 12. Ensure that the following basic principles are adhered to during Policy Council meetings:
 - a. Courtesy to all.
 - b. Avoid personal comments.
 - c. Discuss one item at a time.
 - d. Confine debates to the question and/or issue at hand.
 - e. Majority rule with respect for the rights of the minority.
 12. Exercise such other business as directed by the Policy Council.
- B. The Vice-Chairperson shall be familiar with the duties of the Chairperson and have the following basic duties:
1. Assume all duties of the Chairperson and preside in his/her absence or at his/her request.
 2. Serve as an aide to the Chairperson.
 3. Communicate with absent members to encourage their active participation.
 4. Assist the Secretary and Program staff in enforcing the Policy Council's attendance policy.
 5. Serve as chairperson of the Program Committee.
 6. Serve as chairperson of all special committees.
 7. Exercise such other business as directed by the Policy Council.
- C. The Secretary shall be the keeper of the records and shall have the following basic duties:
1. Be well-prepared, informed, and able to assist the Chairperson in conducting a smoothly run, proper meeting.
 2. Keep an accurate written record of all proceedings of the Policy Council (minutes of meetings).
 3. Prepare and deliver the final minutes to the designated Program staff person no later than ten (10) days prior to the next regular Policy Council meeting, for distribution to all Head Start centers.
 4. Read all minutes at each meeting as requested.
 5. Accept all committee reports to be kept on file at the Head Start Central Office.
 6. Keep the official membership roll.
 7. Communicate with absent members to encourage their active participation and to enforce the Policy Council's attendance policy and procedures.
 8. Be responsible for all Policy Council correspondence.
 9. Notify Parent Alternates of their filling a vacancy within ten (10) days of the resignation or termination of a Parent Representative.
 10. Serve as chairperson of the Constitution/By-Laws/Policies Committee.
 11. Exercise such other business as directed by the Policy Council.
- D. The Treasurer shall have charge of all financial matters of the Policy Council and have the following basic duties:
1. Receive and disburse funds as authorized by the Policy Council, with the knowledge that two (2) officer's signatures are required for all withdrawals.
 2. Never "hold" the Policy Council's money or deposit it in a personal account.
 3. Keep an accurate account of all moneys received and disbursed, whether they are Policy Council funds or CLPG funds, in a permanent record.
 4. Prepare and present a monthly Treasurer's Report for the regular meetings showing the previous balance, deposits and withdrawals for the month being reported, and the current balances as they pertain to the Policy Council and all CLPGs.
 5. Receive and verify a financial statement from each CLPG in December and May of the Program Year, to be kept on file at the Head Start Central Office.
 6. Prepare a complete financial report in January and June of the Program Year after receiving all CLPG financial statements, showing all year-to-date Policy Council and CLPG transactions.
 7. Work with designated Program staff to prepare a financial statement at the end of the calendar year which will be filed with the Department of Revenue and Taxation and

- published in a newspaper of general circulation in Guam.
8. Serve as chairperson of the Finance Committee.
 9. Exercise such other business as directed by the Policy Council.

Article V – EXECUTIVE COMMITTEE

Section I MEMBERS

The Executive Committee shall be composed of the officers of the Policy Council and shall include the Program Director as an Ex Officio member.

Section II FUNCTIONS OF THE EXECUTIVE COMMITTEE

- A. The primary function of the Executive Committee shall be to coordinate all Policy Council activities and provide leadership to the Policy Council in the areas of shared decision making and communication.
- B. The Executive Committee shall assure the adherence of the Policy Council to their functions and responsibilities as specified in these Constitution and By-laws.
- C. The Executive Committee shall be able to conduct business for the Policy Council between regular meetings.

Section III EXECUTIVE SESSION

- A. Special meetings of the Executive Committee may be called by the Chairperson, or the Vice-Chairperson in the absence of the Chairperson.
- B. Meetings require twenty-four (24) hours advance notice.
- C. Meetings shall be limited to a reasonable period of time and shall not exceed two (2) hours duration.
- D. The Program Director may request meeting changes or special meetings and must state the reason for the request.
- E. The Executive Committee shall operate on a consensus basis

Article VI -- COMMITTEES

Section I STANDING COMMITTEES

- A. The standing committees of the Policy Council shall serve in areas that need constant attention and shall consist of the following:
 1. Program
 2. Constitution/By-Laws/Policies
 3. Finance
- B. Chairpersons of standing committees shall be the officers of the Policy Council as stated in Article VII, Section V of these Constitution and By-Laws.
- C. Policy Council members shall volunteer for membership in standing committees at the first regular meeting of the newly seated Policy Council.

- D. Each standing committee shall have a sign-up sheet which will be posted at subsequent meetings.

Section II STANDING COMMITTEE FUNCTIONS

A. The Program Committee shall:

1. Develop, review, and make recommendations to the Policy Council on:
 - a. Goals of the Program and ways to meet them within established guidelines
 - b. Plans to use all available community resources in the Program
 - c. Criteria for selection of children within applicable laws and guidelines
 - d. The services provided to Head Start centers
 - e. Program personnel policies
 - f. Program's decisions to hire or terminate the Program Director
 - g. Program's decisions to hire or terminate Program staff
2. Act as liaison between the Policy Council and Program staff on personnel matters and shall participate in the screening of Program staff applicants.
3. Consult with Program staff in the development of those decisions that affect the Program, including but not limited to:
 - a. Identifying child development needs in the areas to be served
 - b. Ensuring that standards for acquiring space, equipment, and supplies are met
 - c. Conducting of the Program self-assessment

B. The Constitution/By-Laws/Policies Committee shall:

1. Review and make recommendations to the Policy Council on:
 - a. All proposed policies and/or procedures
 - b. All proposed revisions
2. Work with Program staff to ensure their compliance with relevant federal and local legislation, regulations, and policies.

C. The Finance Committee shall:

1. Review and make recommendations to the Policy Council on:
 - a. Program's requests for, and use of, funds
 - b. Major changes in the Program budget while the Program is in operation
2. Review and make recommendations concerning each fund-raising approval request submitted by each CLPG to ensure their compliance with all relevant regulations, policies, and procedures.
3. Monitor compliance of each CLPG with all relevant regulations, policies, and procedures.
4. Consult with the Program Director and/or his/her designee in the development of Program budgets and financial decisions that affect the Program.

Section III SPECIAL COMMITTEES

- A. Special committees may be temporarily established, at the discretion of the Policy Council and appointed by the Chairperson, for a specific purpose and disbanded upon completion of their designated task.

- B. The Vice-Chairperson shall serve as chairperson for all special committees.

Section IV ADVISORY COMMITTEES

- A. In accordance with 45 CFR Part 1304.41(b), the Health Services area of the Program must have an advisory committee composed of interested community professionals, Parent Representatives, and Program staff.
- B. Other service areas of the Program may also have an advisory committee composed of interested community professionals, Parent Representatives, and Program staff.
- C. The Program Director shall determine the number of Parent Representatives to serve on each advisory committee.
- D. At the request of the service area manager, members may volunteer and/or be delegated by the Chairperson to serve as a Policy Council representative on an advisory committee.

Section V COMMITTEE PROCEDURES

- A. Only Parent Representatives may serve as chairpersons of a Policy Council standing or special committee.
- B. Each committee shall elect a vice-chairperson and secretary.
- C. Program staff and/or members of the Governing Body may attend meetings on a consultative, non-voting capacity upon request of the members.
- D. Policy Council may request Program staff and/or members of the Governing Body to serve in an advisory, non-voting capacity to the Policy Council committees.

Section VI COMMITTEE MEETINGS

- A. Committees may meet prior to regular meetings, as needed.
- B. Committees shall operate on a consensus basis unless a formal motion is made by a committee member.
- C. A quorum shall be fifty percent (50%) of the members of the committee.
- D. Minutes of each committee meeting, including committee actions, shall be recorded and made available to the Executive Committee, with the exception of personnel meetings involving discussion of Program staff and/or staff applicants.
- E. A copy of minutes shall be submitted to the Policy Council Secretary and kept on file at the Head Start Central Office.

Section VII COMMITTEE RECOMMENDATIONS

- A. Committees shall develop written recommendations for the Policy Council.
- B. Prior to sending a recommendation to the Policy Council, the committee chairperson shall submit a copy of the written recommendation to the Executive Committee and to the Head Start Central Office to be kept on file.
- C. The Chairperson, after consultation with designated Program staff, may place the recommendation on the agenda for the next regular meeting or refer it back to the appropriate

committee.

Article VII – MEETINGS

Section I REGULAR MEETINGS

- A. A regular meeting shall be held on the 3rd Wednesday of each month at a time and place designated by the Chairperson.
- B. Should a holiday or natural disaster occur on the 3rd Wednesday of the month, then the regular monthly meeting shall be held within the same month on a date to be determined by the Chairperson after consultation with the Program Director.
- C. The Program Director may request meeting changes or special meetings and must state the reason for the request.
- D. Notice of all rescheduled regular meetings shall be provided to all members no less than five (5) working days prior to the scheduled meeting date and posted at all Head Start centers.
- E. There shall be no more than one (1) regular meeting each month.

Section II SPECIAL MEETINGS

- A. A special meeting shall be called by the Chairperson.
- B. The Program Director may request meeting changes or special meetings and must state the reason for the request.
- C. Should a special meeting be called, only the item requiring the Policy Council's action shall be entertained.
- D. Notice of all special meetings shall be provided to all members at least twenty-four (24) hours prior to the scheduled meeting date and posted at the Head Start Central Office in an area visible to the general public.
- E. There shall be no more than one (1) special meeting each month.

Section III QUORUM

- A. Thirty-three percent (33%) of the total voting members of the Policy Council shall be considered a quorum for all regular and special meetings.

Section IV OPEN FORUM

- A. There shall be time allotted at each regular meeting for parents and/or individuals from the community to express concerns, problems, and/or complaints regarding the Program.

Section V CLOSED SESSIONS

- A. Closed sessions may be held when addressing matters such as proposed adverse actions and/or reorganization issues.
- B. Closed sessions shall be open to all members.
- C. Program staff may be asked by the Policy Council to leave during closed sessions.

- D. Appropriate Program staff may be invited to attend closed sessions for presentations relating to Policy Council business.
- E. The Program Director and/or designee shall be invited to closed sessions.
- F. All closed sessions are confidential.

Section VI MEETING PROCEDURES

- A. All meetings shall be limited to a reasonable period of time and shall not exceed two (2) hours duration.
- B. All regular meetings shall be conducted in the following order:
 1. Meeting called to order by Chairperson
 2. Roll call by the Secretary
 3. Approval of agenda
 4. Reading of minutes from previous meeting
 5. Approval of minutes
 6. Reports from Treasurer
 7. Introduction of guests and/or new Policy Council members
 8. Parent issues and concerns
 9. Community issues and concerns
 10. Presentations
 11. Program reports provided by Program staff
 12. Committee reports
 13. Unfinished business
 14. New business
 15. General discussion and announcements
 16. Adjournment
- C. Upon request or arrangement of the Policy Council, Program staff consultation and input may be given.
- D. The Policy Council may use one (1) of the following methods to vote:
 1. A show of hands
 2. Ballots: Used for elections and in secret ballots in which the Chairperson votes to break a tie.
 3. Roll call vote: Any Policy Council member may make a motion to have a roll call vote. The motion must be seconded and then receive approval through a majority show of hand votes.
 4. Phone call vote: Any Policy Council member may make a motion to have a phone call vote. A member of the executive committee or designated Program Staff will be identified to conduct the phone call vote and provide the Secretary with a written report of the vote.
- E. The Chairperson may vote to break a tie.
- F. Minutes of Policy Council meetings shall be recorded and kept on file at Head Start Central Office. A copy will be sent to the Governing Body and will also be made available at the Head Start Central Office and via the Program's webpage.

Article VIII – DISCIPLINARY ACTION

Section I DEFINITION

- A. Disciplinary action is designed to correct and improve any inappropriate actions made by

members.

- B. It may result from a concern, problem, complaint or grievance brought against any member.
- C. Disciplinary action is applicable to all categories of membership.

Section II INAPPROPRIATE ACTIONS

- A. Inappropriate actions shall include, but not be limited to:
 - 1. Violation of, or any act in opposition to, the Policy Council Constitution and By-Laws.
 - 2. Personal misconduct when representing the Policy Council.
 - 3. Presenting false information verbally or in writing
 - 4. Lewd and/or illegal behavior
 - 5. Violation of confidentiality
 - 6. Inciting conflict or hostilities
 - 7. Bringing false accusations to the Policy Council or any of its committees and to Program staff.
 - 8. Slanderous or libelous remarks against members or Program staff.

Section III INITIATING DISCIPLINARY ACTION

- A. Any individual from the general community, members, parents, and Program staff may initiate disciplinary action against any Policy Council member through appropriate channels.
- B. Program staff shall follow official procedures to address the Policy Council.
- C. Disciplinary action will be initiated by submitting a written statement to the Program Director and the Executive Committee.
- D. The written statement shall identify the inappropriate actions which occurred.
- E. Written statements should be submitted within ten (10) working days following the occurrence of the inappropriate action.
- F. The Executive Committee and the Program Director will make recommendations for resolution.

Section IV RECOMMENDATIONS FOR RESOLUTION

- A. In all cases, the member in question shall receive a copy of the written statement concerning his/her actions and shall be given an opportunity to discuss the statement with the Executive Committee prior to any action being taken.
- B. Upon verification that the allegation(s) is/are accurate, the Executive Committee shall schedule a meeting and respond to the accusation(s) made against the member(s) in one or more of the following ways:
 - 1. Provide a written recommendation leading to improvement of the problem identified as inappropriate.
 - 2. Suspend the member's voting rights for up to sixty (60) days. In the case of Parent Representatives, the Parent Alternate shall represent the CLPG during the period of suspension.
 - 3. Initiate a termination action.

Section V **TERMINATION FOR INAPPROPRIATE ACTION**

- A. The Chairperson, as part of the Executive Committee, shall present a written recommendation for the termination of a member and the reasons for the recommendation to the Policy Council.
- B. The member shall then present their argument against termination.
- C. Following presentation of both sides, the Policy Council shall vote to approve or disapprove the recommendation to terminate.
- D. Approval of termination action shall require a two-thirds vote of the voting members present at the meeting in which the recommendation is discussed.

Article IX – TERMINATION OF MEMBERSHIP

Section I **RESIGNATION**

- A. If a member resigns before the end of the fiscal year term, he/she must inform the Policy Council in writing.
- B. Any Policy Council member who becomes employed by the Program must resign from the Policy Council, effective upon the date of hire. In no instance may Program staff serve on the Policy Council.

Section II **REMOVAL**

- A. The absence of any member from two (2) consecutive meetings without valid reason will result in membership removal.

Section III **IMPEACHMENT**

- A. Members may be impeached for:
 - 1. Poor attendance without valid justification.
 - 2. Disruptive conduct of Policy Council business.
 - 3. Not following through with Policy Council Constitution and By-Laws.
 - 4. Failure to complete assigned duties.
 - 5. Breach of confidentiality and Head Start standards of conduct.
- B. Impeachment of any member must be approved by the Policy Council.
- C. Written notice of impeachment shall be mailed to the individual or delivered to the individual by a member. A copy shall be kept on file and available at the Head Start Central Office.

Section IV **REPLACEMENT**

- A. When a Parent Representative leaves their position, the Parent Alternate shall fill the vacancy left by the Representative and another Alternate shall be elected.
- B. Replacements of Parent Representatives and Alternates shall be elected by their respective CLPG no later than the next regularly scheduled CLPG meeting.
- C. All replacements of Policy Council members shall serve for the remainder of the fiscal year term.

Article X – CONCERNS, PROBLEMS AND COMPLAINTS

Section I DEFINITIONS

- A. Concerns shall be defined as any written issue about which there is an interest, an uncertainty or an apprehension relevant to the Program.
- B. Problems shall be defined as any written issue about which there is a question raised for inquiry, consideration or solution relevant to the Program.
- C. Complaints shall be defined as any formal written allegation against a person or organization relevant to the Program.

Section II PROCEDURES

- A. Any individual from the community, members, parents, and/or Program staff may bring concerns, problems, and/or complaints to the Policy Council.
- B. All concerns, problems, and/or complaints shall be addressed initially with the relevant Head Start teacher. If not resolved, it shall then be addressed with the relevant service area/team manager, then with the Program Director, and, if still unresolved, with the Policy Council.
- C. Program staff shall follow official procedures to address the Policy Council.
- D. All concerns, problems, and/or complaints must be submitted in writing, within ten (10) days of the occurrence, to the Program Director and the Executive Committee via the Head Start Central Office.
- E. The Executive Committee and the Program Director shall make recommendations for resolution.

Article XI – GRIEVANCES

Section I DEFINITION

- A. A grievance shall exist when any Program regulation, policy, or procedure and/or the Constitution and By-Laws of the Policy Council are violated.

Section II PROCEDURES

- A. Any individual from the community, members, parents, and/or Program staff may bring a grievance to the Policy Council through the appropriate channels.
- B. Program staff shall follow official procedures to address the Policy Council.
- C. Grievances must be submitted in writing to the Program Director and the Executive Committee within ten (10) working days of the occurrence or ten (10) working days following the last step in the organization's grievance procedure if that procedure failed to resolve the grievance.
- D. The Executive Committee and the Program Director shall make recommendations for resolution.

Article XII – IMPASSE

Section I DEFINITION

- A. An impasse shall occur only between the Policy Council and the Governing Body.
- B. An impasse situation exists when the Policy Council, in accordance with 45 CFR, Part 1304 Performance Standards, Appendix A, Governance and Management Responsibilities, vote to approve or disapprove and the vote is in disagreement with the vote of the Governing Body.

Section II PROCEDURES FOR RESOLUTION OF AN IMPASSE

Refer to Program Policies and Procedures for resolution of disputes/impasses.

These By-Laws are a revision of the original Guam Head Start Policy Council By-Laws and all its subsequent amendments. The By-Laws were approved and adopted in their present form by the members of the Guam Head Start Policy Council.

Adopted: November 13, 1978
Amended: November 21, 1990
Amended: June 24, 1997
Amended: September 22, 2000
Amended: June 19, 2002
Amended: March 12, 2008

Elected Officers:

ELEANOR FEJERANG
Chairperson

ANDREW MAY
Vice-Chairperson

LILA GUZMAN
Secretary

SHERRY TIZON
Treasurer

Territory of Guam)

(ss:

City of Hagatna

ON THIS ____ day of March, 2008, before me, a Notary Public in and for the Territory of Guam, personally appeared the previously specified individuals, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

NOTARY PUBLIC