Head Start ~ Early Head Start

Effective Meetings

Melvin J. Gravely

Agenda

- Understanding parliamentary law
- Open meeting laws
- Conducting a meeting
- Making a record of the meeting
- Motions
Head Start

- Head Start (HS)
  - is a federally-funded program that helps children up to five years old prepare for school.

- Early Head Start (EHS)
  - provides services
    - Pregnant mothers
    - infants & toddlers
PARLIAMENTARY LAW

- The Majority Rules
- A Quorum must be Present
  In order to make decisions
- All members are equal
- The Rights of the Governing body
  outrank the rights of the members

Parliamentary law

- Parliamentary law is a set of generally-accepted rules
- There are also rules written by the Governing Board that are specific to the running of a Head Start program
- These rules are called Bylaws
- Bylaws determine the rights and duties of all members of the Policy Council/Committee
Parliamentary law

- Bylaws for Head Start should include several articles that define the different parts of a Policy Council/Committee and Parent Committee.
- They provide the foundation for how each group should be run.

OPEN MEETINGS LAW

- Head Start Programs operate for public benefit with support from the general public.
- They should provide the public with information about their mission, program activities, and finances.
- Head Start Programs should be accessible and responsive to members of the public who express interest in the affairs of the organization.
CONDUCTING MEETINGS

- Policy Council must work together to accomplish the goals of the Head Start program.
- There are three types of meetings:
  - Regular Meetings
  - Special Meetings
  - Close Meetings

Minutes

- Refresh
- Inform
- Record
Outline Minutes

- Paragraph One
  - Type of meeting
  - Date, time, place of meeting
  - Approval of the minutes of the last meeting

- Paragraph Two
  - Main motions
  - Primary and/or secondary motions

- Last Paragraph
  - Time the meeting was adjourned
  - Signature of the Secretary

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### Motions

- **Main Motion**
  - Brings business before the council
  - Is made while no other motion is pending
  - Is lowest ranking motion

- **Subsidiary Motion**
  - Brings business before the council
  - Is made while no other motion is pending
  - Is of next highest ranking

- **Privileged Motion**
  - In granted precedence over ordinary business because it concerns matters of great importance or urgency
  - Are not debatable, although in cases of questions of privilege, the chair may feel the need to elicit relevant facts from members

- **Incidental Motion**
  - Is granted precedence over ordinary business because it concerns matters of great importance or urgency
  - Are not debatable, although in case of questions of privilege, the chair may feel the need to elicit relevant facts from members

- **Motions That Bring a Question Again Before the Assembly**
  - Discharge a Committee
  - Reconsider
  - Rescind
  - Amend Something Previously Adopted
  - Take from the Table

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<thead>
<tr>
<th>Head Start</th>
<th>Law</th>
<th>Open</th>
<th>Board</th>
<th>Meetings</th>
<th>Minutes</th>
<th>Motions</th>
<th>Documents</th>
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Why Motions?

- Motions bring business to the meeting
- Motions provide fairness when making important decisions

Rule

- Recognize the person who made the motion
- Make an effort to allow both sides
- No one who has had the floor previously
- Can’t interrupt the speaker
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<tr>
<th>Highest Ranking</th>
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<td>Recess</td>
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<td>Limit Debate</td>
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<td>Postpone</td>
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<td>Commit or Refer</td>
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<td>Lowest Ranking</td>
<td>Main Motion</td>
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- **Amend**
  - To "add" or "insert"
  - To "strike out"
  - To "strike out certain words & insert others."
  - To "substitute"
  - To divide a motion into two or more motions
Vote

- Roll Call
- Ballot
- Voice
- Show Hands
- Standing

Documents

- Head Start Performance Standards
- Policy Council Bylaws
- Internal Dispute Resolution
- Confidentiality Agreement
- Code of Ethnic
What’s Next?

- Be sure to attend all Policy Council Meetings
- Sign up and participate in at least one Subcommittee
- Take all important information back to the families at your center/site
- Give a report at your parent meetings
- Stay involved

Know Your Organization

The essence of any policy council lies in:

- what it believes in,
- what it stands for
- what it values.
Contact Me

The Gravely Group
(614) 901-3369
www.gravelygroup.com

Mel J. Gravely, Consultant
3195 Genevieve Dr., Columbus Ohio 43219
mel@thegravelygroup.com