

**Head Start ~ Early Head Start**

**Effective Meetings**

**Policy Council**



Melvin J. Gravely

Head Start	Law	Open	Board	Meetings	Minutes	Motions	Documents
<a href="#">Link Text</a>	<a href="#">Mock</a>						

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**Agenda**

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

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**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

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## 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.

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## 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

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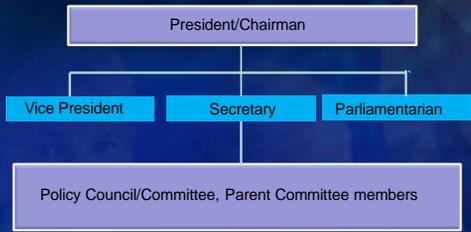
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## Officers



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## 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

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## Minutes

- ❖ Refresh
- ❖ Inform
- ❖ Record

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## 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

- Bring business before the council
- Are made while no other motion is pending
- Are lowest ranking motion

**Main Motion**

**Subsidiary Motion**

- Is a type of motion by which a policy council deals directly with a main motion prior to her removal of voting on the main motion itself
- Nullifies, delays action or postpones of a main 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

**Privileged Motion**

**Incidental Motion**

- Relates in varying ways to the main motion and other parliamentary motions
- Relates to the pending business
- Do not have rank

**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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## Why Motions?

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

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## 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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Highest Ranking	Adjourn
	Recess
	Personal Privilege
	Lay on the Table
	Previous Question
	Limit Debate
	Postpone
	Commit or Refer
	Amend
Lowest Ranking	Main Motion

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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

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## Vote

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

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## Documents

- ❖ Head Start Performance Standards
- ❖ Policy Council Bylaws
- ❖ Internal Dispute Resolution
- ❖ Confidentiality Agreement
- ❖ Code of Ethnic

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## 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 you center/site
- ❖ Give a report at your parent meetings
- ❖ Stay involved

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## Know Your Organization



The essence of any policy council lies in:

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

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Contact Me

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