**Head Start ~ Early Head Start**

**Effective Meetings**

Policy Council

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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
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.

Officers

- President/Chairman
- Vice President
- Secretary
- Parliamentarian
- Policy Council/Committee, Parent Committee members
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
Motions

Mock

Motions

- Main Motion: Brings business before the council
- Non-Motion: Deals directly with a main motion prior to (or instead of) voting on the main motion itself
- Subsidiary Motion: Relates in varying ways to the main motion and other parliamentary motions
- Incidental Motion: Brings business before the council
- Privileged Motion: Brings business before the council

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
<table>
<thead>
<tr>
<th>Highest Ranking</th>
<th>Adjourn</th>
<th>Recess</th>
<th>Personal Privilege</th>
<th>Lay on the Table</th>
<th>Previous Question</th>
<th>Limit Debate</th>
<th>Postpone</th>
<th>Commit or Refer</th>
<th>Amend</th>
<th>Lowest Ranking</th>
<th>Main Motion</th>
</tr>
</thead>
</table>

### 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.